

**Office of the Principal Controller of Defence Accounts**

No.107, Lower Agram Road, Agram Post, Bangalore – 560 007

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**IMMEDIATE (THROUGH WEBSITE)**

**Sub : Stepping up of Pay in r/o SAO : Undertaking/HRA details etc.**

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Competent authority has sanctioned stepping up cases of the officers vide letter No AN/Pay Tech/PF/Stepping up/Vol.II, dated 30.07.21. Accordingly Part II O.O. No. 196 & 197, dated 02.09.2021 have already been published.


In order to process of payment of arrears, the following requirements may please be submitted immediately in the enclosed formats as Annexure 'A' & 'B' :

1. Undertaking.
2. Details of HRA drawn
3. Bank details (In case of superannuation, a copy of self attested cancelled cheque / a legible and clear copy of self attested first page of pass book indicating bank account number and IFSC.

The same may also be e-mailed at [pcdablrnpay1.dad@hub.nic.in](mailto:pcdablrnpay1.dad@hub.nic.in).

**GO (AN PAY) has seen.**

Encl : As above.

  
Accounts Officer (AN PAY)

No: ANPAY/1/CIRCULAR

Dated: 15 /09/2021

**Distribution:**

To all affected SAOs through Website.

EDP Section (Local) .... For uploading on website of PCDA, Bangalore.

UNDERTAKING

I ..... SAO/ ..... do hereby confirm that the details of HRA drawn w.e.f. 01.07.2006 to till date are as follows :

Duration		Station Served	HRA drawn/ HRA not drawn
From	To		

( )

SAO/



UNDERTAKING

I.....SAO/.....  
do hereby undertake that any excess payment detected in the light of  
discrepancies noticed subsequently will be refunded by me to the Government  
either by adjustment against future payment due to me or otherwise/ I will refund  
the excess amount in lump sum through E-MRO.

Kindly deduct Income Tax ..... from arrears of Part II O.O.  
No. 196 / 197, dated 02.09.2021.

( )

SAO/