



कार्यालयरक्षालेखाप्रधाननियंत्रक  
Office of the Principal Controller of Defence Accounts  
सं. 107, लोअरअग्रमरोड, अग्रमपोस्ट, बेंगलूर- 560 007  
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No: AN/PAY III/ PIC

Dated: 14/12/2022

//IMPORTANT CIRCULAR//  
//Through PCDA, Bangalore website only//

To

The Officer-in-charge  
All sub-offices under PCDA, Bangalore  
All sections of main office.

Sub: Leave/Absentee Report on the Date of Increment i.e. 1<sup>st</sup> January 2023

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All sections of Main office and Sub-Offices (including IFAs) under PCDA Bangalore are requested to submit a Leave/Absentee report as on 2.1.2023 in the format **prescribed in Part "A" of Annexure 'A'** (copy enclosed). The report may be sent duly indicating whether the official is present or not in the office on 02.01.2023 (1.1.2023 being Sunday). If the individual is absent on 02.01.2023, the same may be intimated indicating the nature of leave and date of joining in **"Part-B" of Annexure 'A'** so as to enable this office to grant annual increment on the due date.

The report may be sent through official e-mail id of Admin Pay III section ([pcdablrnpay3.dad@hub.nic.in](mailto:pcdablrnpay3.dad@hub.nic.in)) latest by 10/01/2023 positively.

Sd/   
SR.ACCOUNTS OFFICER (AN /PAY)

**Copy to :**

The Officer i/c

✓ OA Cell(Local) .....

for uploading on PCDA, Bengaluru website.

SR. ACCOUNTS OFFICER (AN/PAY)

Annexure "A"  
Annual Increment due on 1.1.2023  
Leave Absentee Report of all officials as on 02.01.2023

**PART – A**  
Name of Office/Section :

Sl No.	Name, Design. & A/c No.	DNI as per pay slip	Present/Absent on 02.1.2023	Remarks

**PART – B**  
For those officials absent on 02.1.2023(Monday)

Sl.No.	Name, Design., & A/c No.	Nature of leave	Date of rejoining duty	Remarks

Officer in-charge