



कार्यालय रक्षा लेखा प्रधान नियंत्रक  
Office of the Principal Controller of Defence Accounts  
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No. REC/020/ID CARDS

Date: 08.12.2022

**IMPORTANT CIRCULAR**

To

All Sub Offices  
(Under PCDA Bangalore)

Sub: Withdrawal of All Blank ID Cards from Sub Offices- Reg

With reference to the subject cited above, the Competent Authority has directed all Sub Offices to surrender all the blank ID Cards immediately, as ID Cards will be issued centrally by the Main Office with immediate effect. In case no ID Card is held on stock, a nil report may be furnished in this regard.

Further kindly forward the details of the last issued ID Cards by Main office in the following format.

S.No	Gazetted/Non-Gazetted ID CARD	Serial No.	Whether Blank Or Issued	If issued, then the Name/Designation/ Acc No. of the employee to whom the ID Card is issued

“TOP Priority” may please be accorded.

*Sd -*  
Sr. Accounts Officer  
(Records Section)

Copy to:

✓ Officer-in-charge  
EDP Cell  
(LOCAL)

(For uploading on PCDA Bengaluru website)

*Anshu Kumar*  
Sr. Accounts Officer  
(Records Section)