

**CIRCULAR**

**No.REC/020/GEN CORR**

**dated: 21.02.2022**

	<p>कार्यालय रक्षा लेखा प्रधान नियंत्रक <b>Office of the Principal Controller of Defence Accounts</b> सं. 107, लोअर अग्रम रोड, अग्रम पोस्ट, बेंगलूर - 560 007 <b>No.107, Lower Agram Road, Agram Post, Bangalore-560 007</b></p>	
फोन नं./Phone No. - 29710474, 29710475		फैक्स नं. /Fax No. - 29710133

To,  
All sections in Main Office,

Sub : Requirement of Xerox paper for the year-2022- reg. ✓

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As directed by the competent authority all sections of Main Office are requested to identify requirement of xerox paper in each section throughout the year-2022-23 and forward an Indent with detail of work in the format mentioned below to R-section by 28-02-2022 for preparation of consolidated indent and procurement.

Sl no	Type of paper	Details of printout for which the paper is required throughout the year-2022-23	Quantity
1	<b>Xerox Paper (A4 Size)</b>		
2	<b>Recycled Paper</b> (within Office/ Section communication)		

Competent Authority has also directed that all the sections should use minimum Xerox paper that too only for outside office written communication. For within office correspondence all the sections may use note pads held in this office and recycled paper which are more environment friendly and cost effective.

*ML*  
GO (R)

**Circulated To:**

AN-I	<i>[Signature]</i>	AN-II	<i>[Signature]</i>	AN-III	<i>[Signature]</i>
AN PAY-I	<i>[Signature]</i>	AN PAY-II	<i>[Signature]</i>	AN PAY-III	<i>[Signature]</i>
STORES SN	<i>[Signature]</i>	LEGAL CELL	<i>[Signature]</i>	M SECTION	<i>[Signature]</i>
IA SECTION	<i>[Signature]</i>	ORS CELL	<i>[Signature]</i>	FUND CELL	<i>[Signature]</i>
CIVIL PAY-I	<i>[Signature]</i>	CIVIL PAY-II	<i>[Signature]</i>	CIVIL PAY-III	<i>[Signature]</i>
PAY TECH	<i>[Signature]</i>	IFA	<i>[Signature]</i>	O&M	<i>[Signature]</i>
ACCOUNTS-I	<i>[Signature]</i>	ACCOUNTS-II	<i>[Signature]</i>	ACCOUNTS-III	<i>[Signature]</i>
ACCOUNTS-IV	<i>[Signature]</i>	PAY MEDICAL	<i>[Signature]</i>	E SECTION-I	
E SECTION-II	<i>[Signature]</i>	T-SECTION	<i>[Signature]</i>	HAL CELL	

ECS see - *[Signature]*  
EDP/OA - *[Signature]*

D Sn . *[Signature]*