



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: 22/6/2022

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

To

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

Subject : Absentee report for drawal of Annual Increment falling due
on 01.07.2022.

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It is requested to forward the absentee report in respect of Officers and
Staff who are due for increment on 01/07/2022 **in the format given below** :

Sl No.	Name/Grade/Account No. of the officer/ official who is due for increment on 1.7.2022	Whether present in office on 01.07.2022; If not, date on which present	Nature/Period of leave taken, if any, if not present on 01.07.2022

The report may be furnished by 05.07.2022, so as to enable this office
to draw their annual increment, due to them.

GO (AN/PAY) has seen.

Sd/xxx
Senior Accounts Officer
(AN/PAY)

✓
Copy to :
The Officer i/c
OA Cell
Local

- To upload in the website of PCDA, Bangalore

[Signature]
Senior Accounts Officer
(AN/PAY)