

Office of the Principal Controller of Defence Accounts

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**IMPORTANT CIRCULAR
(THROUGH WEBSITE)**

No. AN/PAY/I/Gen/Corr.

Dated - 07-04-2021

To,

The All Sections in Main Office
All Sub Offices.

Sub : Submission of documents and claims with Dak ID.

It has been observed that documents pertaining to pay bill and various claims are being submitted to this section by hand (stating urgency) without any forwarding letters by concern office/section and also without taking Dak ID from Record Section. The higher authorities have viewed it very seriously.

Hence, it is enjoined upon all concerned that any documents (letter, application etc) pertaining to pay bills or otherwise and also any personal claims (CEA, GPF F/W or T/W etc.) duly filled and ticking/striking out the relevant columns of the format, may be submitted through **Record Section** only, with forwarding letter by the concerned office/section. Any documents without forwarding letter from office/section and without Dak ID will not be entertained by this section.

It may be ensured by the Officer In-charge of the sections / offices that the content of this circular has been disseminated to all for compliance please.

This has the approval of GO (AN PAY).

Accounts Officer (AN-PAY)

Distribution: To all through Website.

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