

Office of the Principal Controller of Defence Accounts
सं. 107, लोअर अग्रम रोड, अग्रम पोस्ट, बेंगलूर - 560 007
No. 107, Lower Agram Road, Agram Post, Bangalore – 560 007
फोन नं. / Phone No. – 29710474/75 फैक्स नं. / Fax No. – 29710132/33

Accounts Circular No. 11

Date: 5/08/2019

To

All Sub-Offices under PCDA Bangalore
All Sections in MAIN OFFICE

SUB: Delay in rendition of reports/details as and when called for by MO
regarding

It has been noticed in the recent past that replies are not being forwarded by some of the Sub-Offices in time inspite of repeated reminders and telephonic intimations. Further, in r/o some offices required information called for not furnished leading to further communication. This has resulted in delay in rendition of consolidated reply to HQrs Office, which has been adversely commented upon by the higher authorities as well as by HQrs. The same has been viewed seriously by the Competent Authority.

Therefore, it is requested that timely action be taken and also to ensure the correctness of the report/details called for before forwarding to this Office, so that the same could be submitted to HQrs on time.

Please acknowledge the receipt and note for ^{strict} compliance.

PCDA has seen.

-sd-
ACDA (Accounts)

✓ Distribution: The Officer-in-Charge
EDP Section
Local

- for uploading in the PCDA
Bangalore Website

[Signature]
Senior Accounts Officer(Accounts)