



कार्यालयरक्षालेखाप्रधाननियंत्रक
Office of the Principal Controller of Defence Accounts
सं. 107, लोअरअग्रमरोड, अग्रमपोस्ट, बेंगलूर- 560 007
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Circular
(Through Website only) ✓

No. AN/PAY/III /PIC

Dated: 28.12.2020

To

The Officer-in-charge
All Sections of Main Office, PCDA Bangalore
All Offices under PCDA Bangalore.

Subject: Absentee report for drawal of Increment falling due
on 01.01.2021.

It is requested to forward the absentee report in respect of officers
and staff as on 01/01/2021 in the format given below:

| Sl. No. | Name/Grade/ Account No. | Whether present on 01.1.2021. If not, date on which present. | Nature / Period of leave taken, if any, on 1.1.2021. |
|---------|----------------------------|--|---|
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The report may be furnished by 8.01.2021, so as to enable this office
to draw their increment.

Sr.Accounts Officer
(AN /PAY-III)