

**IMPORTANT CIRCULAR**

**Office Of the Principal Controller of Defence Accounts(BR)**

SEEMA SADAK BHAWAN RING ROAD, NARIANA, DELHI CANTT.-110010

File No. W. Cell/O/1131/Order File/Vol. III

Dated: 31<sup>st</sup> Mar'2014

To,

All AOs (P) / AOs TF

(As per Standard list)

Subject- Adjustment of Pay and Allowances.

Reference- This office Circular No 24 dated 28/01/2014.

In continuation to this office Circular cited under reference above, it is requested to submit a **HALF YEARLY Report** with the details of all units under the jurisdiction of your office to **PAO (GREF)** under intimation to this office, on the following format so as to enable PAO (GREF) to compile the Pay Summary, correctly and avoid non adjustment of Pay and Allowances of respective Task Forces.

In the event of any movement of unit in/out from your jurisdiction the same may be reported immediately to PAO (GREF).

The first report is due for submission by 15<sup>th</sup> April 2014.


Sl No	Project	Task Force	Name of Units	Unit Code	Movement IN		Movement OUT		Pay and allowances adjusted upto	Remarks
					Date	FROM	Date	TO		
1										
2										

PCDA(BR) has seen.

*Rakesh Kumar*  
(Rakesh Kumar)  
AO (Works Cell)

Copy to:-

1.	The CDA (BR) Guwahati	For information and necessary action w.r.t. above please.
2.	The JCDA (BR) Chandigarh	
3.	The Officer-in-Charge PAO (GREF) Pune	
4.	The Officer-in-Charge EDP Section (Local)	For uploading please.

  
(Rakesh Kumar)  
AO (Works Cell)