

**Speed Post**

No. AN/I/1001/MBR

O/o the PCDA (WC)

Chandigarh

Dated: 06.03.2018

3398

To

1. The O I/C Area Accounts Office (Pay) WC, Delhi Cantt.
2. The O I/C Area Accounts Office (Pay) WC, Jalandhar Cantt
3. The O I/C PAO (ORs) 14 GTC Subathu
4. The O I/C PAO (ORs) RRRC Delhi Cantt

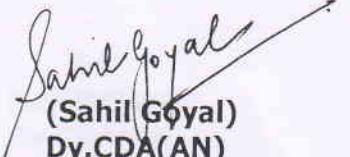
**Subject: Submission of Monthly Briefing Report.**

**Reference: This office letter of even no. dated 20.11.2017**

Please refer to this office above mentioned communication under which it was directed to submit the **Monthly Briefing Report** demi officially to PCDA on the last working day of the month through Zimbra mail but it has been observed that the same is not being forwarded by your office.

2. The reasons and circumstances for non submission of report may be intimated to this office. Your reply should reach this office by 16.03.2018 positively for appraisal of the Competent Authority. It is also advised to ensure timely submission of report in future.

3. Please get it noted from all concerned officers and staff.

  
(Sahil Goyal)  
Dy.CDA(AN)

**Copy to:-**

The O/IC : For uploading on PCDA (WC) website  
IT & S Section  
(Local)

Sd/-  
(N.K.Dhiman)  
Sr. Accounts Officer (AN)