

30
04/2018

IMPORTANT CIRCULAR.

No. REC/Service Labels
Office of the PCDA,
Lower Agram Road,
Bangalore-560007
Date: 26/04/2018

TO

The All Sections in Main Office (Local)

Sub: Economy in use of Service labels.

Off late it is noticed that expenditure on account of usage of service labels for sending the outward DAK is on the higher side. Mainly service labels are used for sending outward dak such as registered post, speed post, insured parcel and ordinary letters to the other offices.

Competent Authority has emphasized the need of curtailing the expenditure on usage of service labels. Accordingly the following instructions are issued for strict compliance by all concerned.

- (a) Letters which are ordinary in nature should be send it through e-mail(scanned soft copy) FAX confirmation of the receipt of the same may be obtained over telephone and recorded it on the office copy.
- (b) Sections concerned may liaise with EDP to get the official e-mail allotted.
- (c) Circulars issued to all the sections in main office/sub-offices/units/formations should be uploaded in official website of PCDA Bangalore. Number of hard copies of such communications may be limited to the required minimum.
- (d) In respect of the confidential letters/valuables the current procedures may be continued.

This has the approval of PCDA.

Self
Assistant Controller (R)

Copy to:

The Officer-in-Charge
EDP (Local)

: for information with a request to upload this circular on official website of PCDA, Bangalore. Email-ID for sections in main office may be allotted on receipt of the request from Section.

SPM
Senior Accounts Officer(R)