

IMPORTANT CIRCULAR

IA/1433/Gen Corr/Vol VII,
Office of the PCDA,
Bangalore -560 007
Dt. 04/04/2018

To
The Officer In Charge,
PAOs/LAOs/RAO (local)
All sections of Main Office.

Sub:- Presentation on Functions of offices/sections and status of work - reg.

A presentation with regard to the subject matter, is required to be made to the PCDA, Bangalore tentatively on the **13th of April 2018.**

The following may please be incorporated in **not more than 4-5 slides** and the soft copy as well as hard copy forwarded to this section Positively before **9th of April 2018.**

- (a) Brief particulars of work of the Office/section.
- (b) Current/ Present status of work
- (c) Achievements of 2017-18

Presentation is to be made by only the **Officer In Charge** of the Sub Offices as well as Sections of Main Office.

Time of the presentation will be confirmed shortly.

This may please be accorded **TOP PRIORITY.**


ACDA (IA)

Copy to ::

The Officer i/c
OA Cell
(Local)

for uploading on PCDA Bangalore website please.


ACDA (IA)