



कार्यालय रक्षा लेखा प्रधान नियंत्रक
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Office of the Principal Controller of Defence Accounts
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IMPORATANT CIRCULAR
(through e-mail/PCDA website)

No.T/1821/Circular/Specimen Signature

Dated: 01 /07/2020

To

All the Unit Heads (Local/Outstation)
(under PCDA, Bangalore)

SUB: SPECIMEN SIGNATURES OF COUNTERSIGNING OFFICERS - TA/DA/LTC.

Please refer to this office Circular of even number dated 23/04/2020 on the above subject (copy enclosed).

It was requested to forward scanned copy of duly attested fresh Specimen Signatures of Officers who are authorised to Countersign TADA/LTC claims of the civilian officers and staff through e-mail (email ID: pcdablrtsecn.dad@hub.nic.in) latest by 28/04/2020 followed by hard copy through post. However, till date some units have not uploaded the specimen signatures till date.

The following shortcomings are also observed (i) specimen signatures attested by the countersigning officer himself (ii) 2 year old copy of delegation of powers to countersign have been uploaded (iii) specimen signatures without attestation of controlling officer have been uploaded.

In view of the above, all the units are requested to re-furnish scanned copy of fresh specimen signatures through e-mail immediately complying with above deficiencies. Claims in respect of units which have not uploaded specimen signatures through e-mail will not be admitted in audit. The practice of enclosing copy of specimen signatures with each claim is not acceptable.

It is also requested to furnish official e-mail ID, phone number, name of the person dealing with TA/DA/LTC claims and their mobile numbers for record.

Encl: as above.

Nirmala B. Iyer
(NIRMALA B. IYER)
DY. CONTROLLER 01/07/20

Copy to EDP Cell, Local.

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for uploading the same in the PCDA website.

sd/
SR. ACCOUNTS OFFICER (T)