

# Principal Controller of Defence Accounts

G-Block, K. Kamraj Marg, New Delhi-110011

Ph. : 011-23013343, 23012578

Fax: 23792866

Email : pcda\_nd@nic.in

## Important Circular

No. 40011/1/88/M/Gen.Corr.

Dated:26 October 2012

To,

All Directorates/units

**Subject:** Tatkal Seva for clearance of telephone bills.

In order to render better services to the clients, PCDA, New Delhi has taken another initiative to process all official telephone bills of all the Directorates under Project Tatkal. The telephone bills would be cleared within half a day of receipt of the same. This facility would cover all the official telephone bills of the dependant Directorates/organisations.

2. To implement this initiative successfully, you are requested to submit the bills alongwith following documents:

- a. Sanction for the expenditure
- b. Invoice in Original
- c. Contingent bill
- d. The telephone bills henceforth may be submitted superscribed "MTNL/BSNL" bills bold letters and red ink to enable us to identify the same at the dak stage and accord them top priority.

3. Further, it is requested to ensure that all such telephone bills are submitted to this office at least three days prior to the due date of payment without surcharge. Further to avoid delay due to postal hazards, it is suggested that bills be submitted by hand in the forenoon and the cheque be collected personally by your authorized representative in the afternoon. Similarly cheques for the bills submitted in afternoon may be collected in the forenoon of the next working day.

4. In case of any difficulty/clarifications, please feel free to visit the undersigned or call at 011-23012578, 23013343 (Extn. 114).

  
(Seema Joshi)  
Accounts Officer