CIRCULAR

Sub:- Summer Appliances and repair of desert cooler.

Keeping in view the ensuing summer season, it is brought to your notice that desert coolers in your office may be got cleaned and checked that the same are in working condition. If the same are not in working condition the same may be got repaired from the imprest allotted to your office and if the same is more than imprest allotted then the case with quotation and CST duly recommended may please be sent to this office for sanction of Competent Authority.

2. Demand for procurement of new desert coolers, if needed may be forwarded with SOC, quotation and CST/Gem printout to this office.

3. The requirement of towel, glass tumbler and Jugs for officer and staff in your office may be obtained and procured from imprest.

The matter may be accorded priority to provide better amenities to staff posted in sub office.

DCDA(AN)

No. AN/XII/Gen.Cir.
Dated:- 22-03-2019

Distribution:-

1. All Officer Incharge Sub offices
2. Officer Incharge IT&S Local : For uploading on PCDA website.

Sr. Account Officer (AN)