To

The Officer-in-Charge

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name, Desig &amp; A/C No. (Sh/Smt/Ms)</th>
<th>Office where serving</th>
<th>Office of posting</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sh. Balvir Kumar, MTS/8339877</td>
<td>AAO (Pay) WC Pathankot</td>
<td>M.O.Chandigarh PCDA (WC) Chandigarh</td>
<td>State</td>
</tr>
<tr>
<td>2</td>
<td>Sh. Jasbir Singh, Record Clerk/8328176</td>
<td>LAO (A) Pathankot</td>
<td></td>
<td>State</td>
</tr>
<tr>
<td>3</td>
<td>Sh. Vikram Singh, Record Clerk/8328177</td>
<td>LAO (A) Yol</td>
<td></td>
<td>State</td>
</tr>
<tr>
<td>4</td>
<td>Sh. Veer Chand, Record Clerk/8335847</td>
<td>LAO (A) Ferozepur</td>
<td></td>
<td>State</td>
</tr>
</tbody>
</table>

2. The individuals may please be relieved of their duties immediately but not later than 28.02.2020 (for Sl. No. 01) & 29-02-2020 (for Sl. No. 02 to 04) with the directions to report for duties in the new office of posting. The relieving/joining report of the individuals be forwarded to this office/section under intimation to all concerned.

3. The Officer I/C will ensure proper handing/taking over of the task before relieving the individual and also ensure that no arrears of work or unaccounted document/work is lying pending. The relieving of the individuals may not be deferred due to his/her representation or for any other reasons what so ever it may be.

4. TA/Joining time is admissible as per existing orders on the subject, wherever applicable.

5. Hard copy may not be awaited please.

COPY TO:
1. PA to PCDA/Dy.CDA (Local)
2. All sections of Admin
3. Admin-II (Estt.)
4. QM Cell (Local)
5. IT & S Section : for uploading on PCDA (WC) website.

(N.C. Dogra)
Sr. Accounts Officer (AN)

(Anurag Thapa)
Asstt. Accounts Officer (AN)