CIRCULAR


To,

The All LAOs/ALAOs,
(Under administrative control of PCDA (WC) Chandigarh).

Sub: Scheduling of ‘E’ copies of issue vouchers

Of late it has been observed that E copies of issue vouchers, which are required to be scheduled to the concerned Consignee LAO/ALAO of the consignee unit for credit verification, are not being given proper attention by LAOs / ALAOs. The E copies of issue vouchers are to be forwarded by Consignor LAO/ALAO, to the concerned consignee LAO/ALAO for credit verification direct by whose location / LAO is known to the Consignee LAO. Only those E copies of issue vouchers are required to be forwarded to Main Office whose unit location pertains to other Commands or the location is not known to the Consignee LAO/ALAO. But, it is observed that some LAOs/ALAOs are forwarding E copies of issue vouchers to the Main Office without consulting secret list of units having in their office which has already been forwarded by this office vide its letter no. IA/II/985/Secret List dated 06/03/2018. E copies of issue vouchers pertaining to local LAOs (Under administrative control of PCDA (WC) Chandigarh) are being forwarded to Main Office for scheduling by some LAOs/ALAOs. In this way, the work is being unnecessarily delayed, which is not appreciated. It has been viewed seriously by the higher Authorities and it may attract disciplinary action against the concerned officers/staff. Hence, such practice should be avoided in future and proper attention be given to work related to the scheduling of E copies of issue vouchers. So, only those vouchers may please forwarded to Main Office, duly enclosed with Top Sheet, whose unit location is not traceable at the end of the LAO/ALAO.

The hard copy of this circular may not be awaited.

Copy to:
The Officer Incharge, IT & S Cell (Local).

ACDA (S/AT)

For uploading on the website of PCDA(WC) Chandigarh.

ACDA (S/AT)