
	<p style="text-align: center;"><b>कार्यालय रक्षा लेखा प्रधान नियंत्रक (अफसर), गोलीबार मैदान, पुणे - 411001</b>  Office of the Principal Controller of Defence Accounts  (Officers), Golibar Maidan, Pune - 411001  Phone - 02026401266, Email- generalquery-pcdaopune@nic.in</p>	
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No. R Sec/Receipt/Gen Corr

Date: 07/02/2023

### Letter to Army Officers

**To,**

All Army Officers

**Subject:** - Change in Way of Addressing letters to PCDA (O), Pune.

The office of PCDA (O), Golibar Maidan, Pune has the mandate for handling the Pay and Allowances in respect of all the Commissioned Officers of India Army.

This office currently receives 5000 Dak on daily basis. In order to segregate such a huge quantity of daily Dak, it takes substantial effort to clear the Dak, which leads to delay in segregation and further processing of Dak and adjustment of claims of Army Officers.

It is therefore requested to forward all your Letters/claims by clearly writing on the envelope one of the following four wings mentioned below.

Sl. No.	Wing	Description	Annexure (List of Subjects)
1	Ledger Wing	Service and pay related	<a href="#">Annexure A</a> (Click for details)
2	Transport Wing	TA/DA/LTC related	<a href="#">Annexure B</a> (click for details)
3	Post Superannuation Cell (PSC)	After Retirement related	
4	Central Wing	Any other subject except above three	<a href="#">Annexure C</a> (click for details)

It is further requested to use separate envelopes for separate wings. All different envelop can be put into one large envelop, if more than one envelop is to be sent. It will reduce segregation time for such a huge inflow of Dak and help in faster processing claims and letters at the office of PCDA(O). Accordingly this office has already approached Postal Authorities for segregation of Posts in format described above.

PCDA has seen.

Encl: - As Above

(Lehana Singh, IDAS)

DCDA, PCDA (O), Pune