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रक्षा मंत्रालय (वित्त)

MINISTRY OF DEFENCE (FINANCE)

कार्यालय, रक्षा लेखा प्रधान नियंत्रक (नौसेना)

**OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS**  
**(NAVY)**

ईडिपी केंद्र, नं. 01. कुपरेज रोड

EDP Centre, No.1, Cooperage Road,

मुंबई - 400 001, Mumbai - 400 001.

No: EDP/FC/06/Corr

Date: 28/09/2018

To

The Officer-in-charge

All sub-offices

PCDA (N) Mumbai

**Subject: Regarding Non Uploading of PM timely**

Often it has been noticed that all the sub-offices are not uploading Punching medium daily. Due to which this office is continuously receiving complaints from Hqrs office and also that it is causing problems in budget monitoring.

Punching media are not uploaded in NCS for many days from some sub-offices, regarding which Hqrs office has strictly instructed that PM should be uploaded on daily basis. If any problem is encountered in uploading of PM, this office may be informed immediately. It has been noticed that neither PM is being uploaded nor this office is being informed regarding such issues.

Hence, now onwards, daily uploading of punching media may please be ensured.

PCDA has seen.

  
GO (EDP)