

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	Annexure A (Click for details)
2	Transport Wing	TA/DA/LTC related	Annexure B (click for details)
3	Post Superannuation Cell (PSC)	After Retirement related	
4	Central Wing	Any other subject except above three	Annexure C (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

Link: https://pcdaopune.gov.in/downloads/Letter_to_Army_Officer.pdf

Annexure 'A'

SL. NO.	MATTER RELATED TO LEDGER WING
01	Leave Encashment on LTC
02	Children Education Allowance/Hostel Subsidy
03	Territorial Army Pay Claim
04	Uniform Allowance/Accoutrement
05	Medical Claims (OPD)
06	Qualification Grants
07	AGIF Claims
08	DSOP Contingent Bill
09	AOBF Nomination
10	Disability Pension
11	No Demand Certificate
12	SS,MS,WS,NS,DS,TA,Resigned Officer Premature Below Major
13	Information Published Prior 8 months of Retirement
14	Certificate no break in Service
15	Satisfactory Service Certificate
16	DSOP Final Settlement
17	Maintenance Allowance
18	Proof of Saving
19	SPR for HRA

Annexure 'B'

Sl. No.	MATTER RELATED TO T WING
01.	Temporary Duty
02	Permanent Duty
03	LTC Claims
04	Conveyance Allowance
05	Ration Money Allowance(on move)
06	Sea Passage Claim
07	Food Allowance on TA DA
08	Movement Order
09	Selected place of Residence
10	Bill Call Memo
11	TA on Retirement/Re Employment

Annexure 'C'

Sl. No.	MATTER RELATED TO CENTRAL WING
01.	Form 'A'
02	LIC/PLI
03	Rent/Vacation/Occupation/Electric/Water Bill
04	Nominal Roll
05	Income Tax
06	Final Withdrawal
07	Change of Address
08	Post Superannuation
09	Specimen Signature
10	MRO
11	Cheque/DD
12	Delegation of Power
13	LPC
14	RTI/Court Case
15	EDP related issues
16	IC,MR,NR,SC,SL,DR,TA Superannuation and Premature above Lt. Col
17	Pension Papers
18	Application for retiring pension
19	Declaration for life long
20	Descriptive Roll
21	Photograph
22	AAdhar card no
23	Release Medical Board
24	Email/Mobile No
25	Bank Undertaking
26	Disciplinary Aspects(certificate)
27	Bank Undertaking and Bank details
28	Pre Commissioned Certificate
29	Family Members
30	Nationality Certificate
31	Terminal Benefits
32	Home Address Certificate
33	Date of Retirement
34	Judicial Documents
35	NEFT Mandate form