

URGENT / IMPORTANT CIRCULAR

No. Paytech/4024/PEs
O/o The CDA,
No.1, Staff Road,
SECUNDERABAD – 500009.
Dt. 29/12/2015

To
All Units / Establishments
Secunderabad.

Sub: Submission of PEs/Strength Returns / Specimen Signatures /
Superannuation Lists – Reg.

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It is to intimate that the following Reports and Returns are required to be submitted on priority basis.

1. **PE SANCTION**: PE Sanction of your unit may please be submitted to this office on priority as it is mandatory for release of Pay and allowances of the staff. Since the last PE has been expired / likely to expire, present PE covering the period may please be submitted on priority basis. It is also requested to ensure that PE sanction in respect of your unit exists or action to obtain the same may be initiated under intimation to this office along with a request to release of pay and allowances provisionally.
2. **STRENGTH RETURN**: Strength Return of the unit on half-yearly basis is required to be submitted to this section without fail. The same may please be submitted immediately covering the period.
3. **SPECIMEN SIGNATURE**: Specimen signatures of authorized signatories / officers of your unit may please be submitted whenever changes take place.
4. **SUPERANNUATION LIST**: Superannuation lists on 1st January and 1st July in respect of employees retiring 12 to 18 months ahead are required to be submitted to **concerned pay sections**. The same may please be submitted on priority basis and ensure its submission in time.

The above mentioned Reports / Returns may please be submitted as stated above on **PRIORITY** basis please.


SR. ACCOUNTS OFFICER
PAY

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