



कार्यालय, रक्षा लेखा नियंत्रक

CONTROLLER OF DEFENCE ACCOUNTS

उदयन विहार, नारंगी, गुवाहाटी-781 171

GUWAHATI, UDAYAN VIHAR, NARANGI, GUWAHATI-781 171

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No.DDP/1/PM/Vol-I

Date:09-08-2019

CIRCULAR No.69

To

All Offices under CDA Guwahati
All sections of Malm Office

Sub:

Forwarding memo of despatching PM and Monthly Voucher Certificate.

It has been observed that most of the offices/sections are not sending correct forwarding memo for despatching Punching Media and Monthly Voucher Certificate as per OMXI Annexure-2 (Referred to in para 26) and Annexure-3 (Referred to in Para 31 (2)) format of the same is enclosed herewith.

In continuation of the same it is advised to forward Punching Media and Last voucher certificate positively in prescribed annexures to ensure no Punching Medium is left out for punching henceforth.

U C Dey
Accounts Officer (DDP)

ANNEXURE-2 (Referred to in para 26)
FORWARDING MEMO FOR DESPATCHING PUNCHING MEDIA

No.....
Office Of The
Dated.....

To,

The EDP Centre, CDA Guwahati

Forwards the following Punching Media in respect of(Office Name)..... (Section).....for the month of

Class of Voucher	Voucher		Nos.
Class 1	Form	To	
Class 2	Form	To	
Class 3	Form	To	
Class 4	Form	To	
Class 5	Form	To	
Class 6	Form	To	
Class 8	Form	To	
Class 9	Form	To	

Signature.....
Designation.....

**ANNEXURE-3 (Referred to in Para 31 (2))
MONTHLY VOUCHER CERTIFICATE**

No.....
Office Of The
Dated.....

Month..... Office Section Code No.....

Certified that Punching media in respect of all vouchers required to be included in the Compilation for the month of have been despatched to the EDP Section.

The last voucher numbers of each series of vouchers are given below:

Class of Voucher	Last Voucher No.
Class 1	
Class 2	
Class 3	
Class 4	
Class 5	
Class 6	
Class 8	
Class 9	

Numbers not taken up or for which no PM have been prepared or which have been cancelled.

Class of Voucher	Last Voucher No.
Class 1	
Class 2	
Class 3	
Class 4	
Class 5	
Class 6	
Class 8	
Class 9	

Signature.....
Designation.....

To

The EDP Centre
CDA Guwahati