

Speed fast



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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**IMPORTANT CIRCULAR NO: 44**

To

- (I) The Area Accounts Office  
Bivar Road Shillong- 793001
- (II) The PAO(ORs) ARC Shillong  
Happy Valley, Shillong- 793007
- (III) The PAO(ORs) 58 GTC  
Happy valley, Shillong- 793007
- (IV) All the AOs GE/AGE(I)

**Sub: Monthly Report regarding NPS (National Pension System).**

As per the decision taken by the competent authority, each of the sub-offices under the jurisdiction of CDA Guwahati have to submit **Monthly Report regarding NPS (National Pension System)** as per the Proforma attached as Annexure-A.

All the said offices are hereby requested/advised to submit the report on e-mail id [cdaguwedp.dad@hub.nic.in](mailto:cdaguwedp.dad@hub.nic.in) at the earliest before 5<sup>th</sup> of each month.

It has been observed at the monitoring end on CRA-NSDL that recruitment details are not being captured on monthly basis. As such it is requested to **maintain regularly the detail under "Recruitment Monitoring" tab available on the CRA-NSDL dashboard of each PAO's without fail.**

(N.R.Biswas)  
DCDA(DDP Cell)

✓ EDP: For uploading on CDA Guwahati website please.

(N.R.Biswas)  
DCDA(DDP Cell)

ANNEXURE-A

**Monthly Report on Strength of subscribers to NPS**

Name of the PAO: .....

Report for the month of: ...../2020

Type of Subscriber	OB as on 1st of the month	ADDITIONS				DELETIONS					CB as on last day of the month (1)+(5)-(10)	Registered in NPS	PRAN Not generate d Yet.
		New recruits during the month	Transfer In cases	Misc.	Total (2+3+4)	Death	Resignation	T/Out	Misc	Total (6+7+8+9)			
	1	2	3	4	5	6	7	8	9	10	11	12	13
(a) Defense Civilians													
(b) DAD employees													
<b>TOTAL</b>													

- Note: 1. Report may be rendered from the month of April, 2020 taking into account the strength as on 31-03-2020 as opening balance. The opening balance as on 01-04-2020 is the number of subscribers under NPS from 01-01-2004 to 31-03-2020.
2. Report may be rendered by 5th of the following month through E-Mail id- [cdaguwedp.dad@hub.nic.in](mailto:cdaguwedp.dad@hub.nic.in) / FAX/Speed Post. However the first report for the month of April 2020 may be furnished by 05-05-2020.
3. Strength report should indicate actual strength of the month. This report should therefore not to be linked with numbers of subscribers in the SCFs uploaded during the month.

**Accounts Officer**  
(DDP Cell)