

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

Office of the Controller of Defence Accounts,

"Udayan Vihar", Narangi, Guwahati - 781171.

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सं./No.AN/III/28/Estt/Vol-XXXX

दिनांक/Dated: 07/09/2018

CIRCULAR NO. - 52

It is seen that application for provisional payment of pay were received in this section without requisite documents attached resulting in delay in finalisation of pay bill. It is requested to submit the following documents along with the application for provisional payment.

1. Joining report
2. Relieving report from previous office
3. Pay slip of last month from previous controller
4. D.O. Part II O.O. for joining
5. 6th CPC Basic & Grade Pay as on 01/01/2016
6. Application format
7. PAN card xerox
8. PRAN card xerox / GPF statement xerox
9. HRA certificate
10. Undertaking duly counter signed
11. Bank details (xerox copy of pass book)
12. Date of promotion in present grade
13. Adhaar card xerox
14. Mobile No.
15. E mail ID
16. Home town
17. Marital status
18. Date of Birth.

In order to carry out closing of pay bills in time, it is requested to submit the request for provisional payment along with requisite document before 20th of the month.

G.O. has seen.


M.H.Laskar, SrAO
(AN-III)

Distribution

- 1) EDP Cell (local) : For uploading the same on CDA Guwahati website.
- 2) The All Sections of Main office
- 3) The All Sub Offices

Application format -

To,
The CDA Guwahati
AN/III Section
M.O. Guwahati

Subject :- Application for requisition for grant of provisional payment from the month of.....201 .

Respected Sir,

With due regards this is to inform your that I Shri/Smt.....
A/C No.....have joined in the o/o The under CDA
Guwahati on..... after being relieved from the o/o The
under CDA/PCDA vide letter no.....dt.....
under CGDA letter no..... dt.....

In view of above, I do hereby request you to grant me provisional payment from the
month of 201 and obliged.

Signature

Name.....

A/C No.....

Designation.....

O/o The.....

UNDERTAKING

1. I Shri/Smt/Miss..... A/C
No..... do hereby undertake that I have informed my previous
Controller (Pay section) to stop the pay w.e.f..... and in case any pay
made to me erroneously, I shall refund the entire amount to the previous
Controller through MRO.

2. I Shri/Smt/Miss..... A/C
No..... do hereby undertake that in case I have been allotted or
applied for residential Govt. quarter and I occupy it. I shall inform the date of
occupation and my HRA may be stopped accordingly.

Signature

Name.....

A/C No.....

Designation.....

O/o The.....