

IMPORTANT CIRCULAR

(FOR KIND ATTENTION OF GOCs-in-C)

Record Section
O/o The CDA, Udayan Vihar,
Guwahati-781171.
Date:- 07/03/2016

To,

All Units and formation under CDA Guwahati Payment Jurisdiction.

Sub:- Submission of Bills for the financial year 2015-16.

It is brought to the kind notice of all COs/OCs of Units and formation that Financial Year 2015-16 is approaching to the end. It is obligatory on the part of Units/formations to submit all the bills of various nature well in time duly completed in all respect.

As per previous year trend more than twenty thousand of bills are expected to be reached in this office during the month of March-2016 which will be beyond control at the end of the financial year. It may also pertinent to mention here that SBI CMP team informed that the financial transaction will open only up to 07.00 PM on the last day of the FY i.e. 31/03/2016.

Therefore, it is requested to ensure submission of all bills pertaining to the current financial year in this office on or before 22/03/2016 positively in Record Section. Otherwise this office will not be in a position to process/pass these bills within the financial year which may lead to lapses of funds.


This office/organization will not be held responsible for any surrender of funds due to non submission of bills in the stipulated time frame.

Kind co-operation of all the stakeholders is highly solicited please.


Asst Controller
Record Section

Copy to:- All SAOs/AOS/ of Main Office CDA Guwahati.

It is requested to issue necessary guidelines to all representatives of units and formation to strictly follow time frame for submission of bills in Record Section.


Asst Controller
Record Section