



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

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

ई/मेल-e-mail:cda-guw@.nic.in फ़ैक्स/FAX:0361-2640204 फ़ोन/Ph: 0361-2640394, 2641142.



IMPORTANT CIRCULAR

No.-DDP/I/PM/03/Vol-VI

Dated: 30/05/2017

To,

Subject: - Time schedule for dispatch of PM data for April 2017 to February 2018.

This is regarding time schedule for accepting Punching Medium in this office w.e.f. April 2017 to February 2018.

Further, keeping in view the time line in vogue for uploading of month final PM on the last working day of the month, the dates as given below may be treated as last date for accepting PM batches shown against the particular months.

Apr'17	May'17	June'17	July'17	Aug'17	Sept'17	Oct'17	Nov'17	Dec'17	Jan'18	Feb'18
25th	25th	27th	25th	25th	25th	25th	27th	26th	25th	26th

As regards submission of PM batches, Audit Sections of MO CDA Guwahati are required to forward PM on daily basis whereas Area Accounts office, PAO (ORs) ARC & PAO(ORs) 58 GTC Shillong are requested to submit PM on weekly basis.

Further, in order to avoid the chances of leftover vouchers for a month a monthly voucher certificate [Annexure-3 referred to in Para 31(2), OM Pt XI reproduced as Annexure 'A'] should be forwarded along with the last batch of PM.

It is therefore, requested that the above mentioned guidelines may be adhered to so as to ensure the correct and prompt transmission of PM data and to upload the very purpose of monitoring of expenditure every month.

Please acknowledge receipt.

G.O. has seen

sd

(K. LAIBIAKCHUNGA)

Asstt. Controller

Copy to:

The Office in-charge
EDP Section
(Local)

: with the request to ensure daily upload of PM data as per direction of HQrs Office.

(K. LAIBIAKCHUNGA)

Asstt. Controller