



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. — 90

No. DDP/1/PM/VOL-I

Dated-12/09/2022

TO

ALL Compiling Section(s) of Main office and Sub offices
(Under CDA Guwahati)

Subject: Uploading of Punching Medium (PM) on daily basis.

Of late it has been observed that the PMs operated by your offices are not being uploaded on daily basis in NCS / not being forwarded to the DDP section of main office on daily basis as per the instruction received vide HQs office letter No A/III/12157/CMP/Vol-IV dated 26/05/2015 which was circulated on several occasions by this office and also available on CGDA website.

Non Uploading of Punching Medium on daily basis has been viewed seriously by the higher authority as most of the sub offices are forwarding their punching Medium (PM) on monthly basis.

In view of the above, following action may be adhered to scrupulously by AAO, PAOs and all the AO GEs.

i) Uploading of daily Punching Medium (PM) where NCS is implemented.

ii) Forwarding of daily PM to DDP section to dedicated email id: cdaguwedp.dad@hub.nic.in

(iii) "Last voucher" must be endorsed in the last PM of every month.

(iv) GPF schedule must be forwarded along with PM concerned after matching the amount of code head of GPF (00/015/01) with the amount of GPF schedule to avoid delay in uploading of GPF subscription/ withdrawal.

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The PM must be forwarded on daily basis in every month without exception. All the sub offices are designated with an NIC email ID of their own and must use it to forward the duly verified and signed PM to CDA Guwahati EDP email ID ie. cdaguwedp.dad@hub.nic.in. Other mode of transfer like whatsapp and personal mail/ other mail may be avoided as it arises the chances of left the PM/ Schedules for processing.

In view of the above, it is impressed upon all concerned to adhere to the above instructions and ensure timely submission of Punching Medium (PM) to avoid adverse remarks from higher authorities.

GO (DDP)

Copy to:-

The IT & SW Section: - For uploading in CDA Guwahati website.
(Local)

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Accounts Officer (DDP)