



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

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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**Important Circular No. 03**

No. DDP/1/PM/VOL-I

Dated- 07/01/2022

TO

ALL AOs GE  
(Under CDA Guwahati).

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

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1. Refer to this office Important Circular No. 81 dated 03/12/2021 on the above subject.
2. It is observed from the PM's for the month of 12/2021 received in this office from the various AO GE offices that the instructions of the ibid circular have not been complied with by the AOs GE. The PM are still being sent to DDP Section for compilation on monthly/periodic basis as per details given hereunder.

Sl. No.	Name of office	Section	No.of PM	Date of submission
1	AO GE Tezpur(N)	7201	03	15/12/21 & 27/12/21
2	AO GE Tezpur(S)	9227	03	15/12/21 & 27/12/21
3	AO GE(AF) Tezpur	7202	02	23/12/21 & 27/12/21
4	AO GE Missamari	7203	08	03/12/21,14/12/21,22/12/21,23/12/21&30/12/21
5	AO GE 859 EWS	7205	14	06/12/21,15/12/21 & 27/12/21
6	AO GE 869 EWS	8303	03	15/12/21 & 24/12/21
7	AO GE Guwahati	8405	04	10/12/21,13/12/21, 15/12/21 & 27/12/21

All other AOs GE have submitted single consolidated PM in the month between 26-31<sup>st</sup> of December.

3. Further, submission of PM after 27<sup>th</sup> of the month through various electronic mode viz whatsapp and personal mail has been viewed seriously by the Competent Authority. In this regard, the non adherence to the HQ office instructions on **uploading of PM on daily basis in NCS** invites adverse remarks from HQrs office.

In view of the above, it is once again impressed upon all to ensure strict compliance with the guidelines of the Circular on submission of daily PM. Any difficulties faced/ reason for non adherence may be communicated to this office by the concerned officer in-charge.

*Gautam Doley*

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G.O ( DDP)