



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
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**CIRCULAR NO. 81**

To,

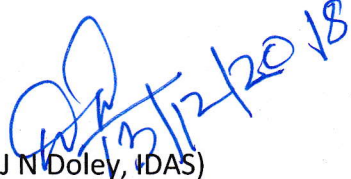
Subject: - Printing of CCO-9 for the year 2018-19.

In order to facilitate the issuance of CCO-9 for the current financial year i.e. 2018-19, on 1<sup>st</sup> April 2019 it is requested to follow the following guidelines strictly:

- 1) The GPF Schedule along-with top sheet and PM for the pay bill month of January 2019 to be compiled in the month of 02/2019 must reach this office by 28th February 2019.
- 2) The GPF Schedule along-with top sheet and PM for the pay bill month of February 2019 to be compiled in the month of 03/2019 must reach this office by 07 March 2019.
- 3) To avoid delay in transaction of GPF Subscription in respect of basic staff and Industrial employees paid through TLBs/Cash Assignments, it is requested to follow the guidelines of HQrs office letter No. AT/II/Misc/V dated 27/02/2015 (copy enclosed).
- 4) Cases of **GPF withdrawal in the month of March 2019 should be restricted/avoided.** However, in case of immense emergency the withdrawal may be permitted latest by 10/03/2019, provided that the GPF debit schedule along-with the PM concerned may be forwarded immediately through the fastest mean i.e. Fax/e-mail.
- 5) **PM related to GPF transaction will not be accepted in any case if received after 10/03/2019.**
- 6) **All unit authorities may be advised accordingly for needful action.**

Please accord **TOP PRIORITY**

No. DDP/351/GPF Sch cor/vol-I  
Dated. 13 /12/2018.

  
(J N Doley, IDAS)  
Assistant Controller  
(DDP Section)

Distribution:

The Office-in-Charge

1. SA Section, MO CDA Guwahati
2. Area Accounts Office, Shillong – 793001
3. All AO GES/AGE(I)s
4. All LAO/ALAO
5. EDP (Local) for Uploading



OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS,

Tel: 011-2566500, 2566555/56, 25666665/66, Jt.CGDA (A&B) Tel-25674819, Fax: 011-25674780

MOST URGENT CIRCULAR No 118 of 02/2015

Dated 27-02-2015

A/III/12157/CMP/Vol-IV

To

All Regional PCsDA/CsDA

Sub:- Daily booking of Class IV Vouchers by AOs, GE/ CCE: Actionable point No 6 on Accounts and Budget Presentation made on 14.11.2014 to CGDA.

The issue with regard to daily booking and compilation of expenditure and uploading of compiled data by the AOs GE was receiving attention at this HQrs. It has, therefore, been decided to run a pilot project for daily compilation of expenditure in the month of March, 2015.

2. Under the revised compilation procedure, instead of compiling expenditure through single monthly Punching Medium as contemplated in Para 102 of AOs GE Manual, the AOs, GE/CCE will prepare daily Punching Medium from daily basis from 02-03-2015. An Abstract of Receipts and Charges will be prepared on a daily basis based on the entries made in the Cash Book in support of having issued the cheques. Based on the Abstract of Receipts and Charges, a Punching Medium (PM) will be prepared on a daily basis and allotted consecutive serial voucher number through Class IV Register in the usual manner and PM data will be sent on the same day to the concerned EDP/DDP for its compilation.

3. In the new compilation system, PM data can be uploaded on a daily basis. All PCsDA/CsDA are uploading data in the compilation system on a daily basis. Reports can be downloaded on daily basis except RD&R compilation which is prepared on monthly basis on account of balances to be tallied each month. Therefore, in AOs GE /offices, where project 'Vishwak' is not operational on a daily basis and VPN connectivity is also not available, they can send data to their respective DDP Centre/Controllers through e-mail/Fax etc for its urgent uploading and compilation under new System.

4. On receipt of Cash Book from the GE/CCE, a consolidated Abstract of Receipts and Charges will be prepared in terms of Para 101 of AOs GE Manual. Each entry made in the consolidated Abstract of Receipts and Charges will be verified and reconciled with reference to the daily Abstract of Receipts and Charges, Cash Book as well as from daily Punching Medium already compiled. Any discrepancy noted in any of the abstracts (daily/monthly) at this stage will be verified/reconciled and rectified/finally settled through a Class IV PM in the same day's account. Copies of daily PM duly



supported with copies of the daily Abstracts of Receipts and Charges and a copy of Consolidate Monthly Abstract of Receipts and Charges will form the part of the Cash Account and will be forwarded to the 'E' Section under a separate Top Sheet duly reconciled with the Cash Book. This Top Sheet along with connected documents will be forwarded to the Accounts Section of the PCSDA/CsDA Office for further necessary action.

5. PCSDA/CsDA are, therefore, requested to issue suitable instructions to all concerned so that all vouchers paid from 26-02-2015 to 28-02-2015 are classified and compiled on 02-03-2015 itself and afterwards on daily basis. A feedback on the pilot project may please be forwarded by 17<sup>th</sup> April 2015.

This issues with the approval of Addl CGDA (BS).

- S/xy -  
JtCGDA (A&B)

Copy to:-

EDP Centre,  
(Local)

For information with reference to their UO Note No Mech/EDP/326/NewComp dt 24-02-2015.

✓ Fund Cell  
(Local)

With reference to their UO No FC/14502/Project Nidhi-VI dt 24-02-2015. For issuing necessary instructions at their end for working out modalities for disposal of GPF Schedules duly reconciled with the daily compilation of data.

AT - XII  
(Local)

For information.

  
ACGDA (A&B)