



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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No. DDP/351/GPF Sch cor/vol-I

Dated. 08/02/2018.

**MOST IMPORTANT CIRCULAR NO. 01**

To

1. SA Section, MO CDA Guwahati
2. The Area Accounts Office, Shillong – 793001
3. All AO GEs/AGE(I)s
4. All LAO/ALAO

Subject: - Printing of CCO-9 for the year 2017-18.

It has been intimated vide HQrs office CGDA letter No. FC/14205/Project Nidhi/Vol-VIII dated 07/02/2018 that CCO-9 for the current financial year i.e. 2017-18 will be printed on 1<sup>st</sup> April, 2018. In order to facilitate the issuance of CCO-9 on 1<sup>st</sup> April 2018 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 February 2018 to be compiled in the month of 03/2018 must reach this office by 07 March 2018.
- 2) 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 26/02/2015 (copy enclosed).
- 3) Cases of GPF withdrawal in the month of March 2018 should be restricted/avoided, in case of immense emergency the withdrawal may be permitted. However, the GPF debit schedule along-with the PM concerned may be forwarded immediately through the fastest mean i.e. Fax/e-mail.
- 4) All unit authorities may be advised accordingly for needful action.

Please acknowledge receipt.

Enclosure: As above.

Copy to:  
The Office-in-Charge  
EDP Cell  
(Local)

For uploading in CDA Guwahati Website.

*sd*  
Sr. Accounts Officer  
(DDP Section)

*Amit Kumar*  
Sr. Accounts Officer  
(DDP Section)

FAX

**Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt -10**

Urgent Circular

No: AT/II/Misc/V

Dated: 26-02-2015

To

All PCsDA/CsDA  
(Except Eys. Organization)**Subject: Printing of CCO-09 on 01<sup>st</sup> April: Annual Closing of Accounts**

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It has been decided by the competent authority that CCO-9 for the current financial year i.e. 2014-15 be printed on 1<sup>st</sup> April 2015. In response to this target of printing CCO-9 on 1<sup>st</sup> April 2015, some PCsDA/CsDA have highlighted some apprehensions. GPF schedules of industrial employees paid through TLBs/cash assignment is one such apprehension. To overcome this, it is requested to follow the timelines outlined below to avoid delay in transmission of schedule/data of industrial employees paid through TLBs/Cash Assignment.

2. The TLBs will be obtained by LAO/RAO in first week of the month of payment and sent to Controllers' Pay Section/Area Accounts Office (AAO) by 10<sup>th</sup> of the month and thereafter the same will be submitted to DDP concerned by 15<sup>th</sup> of the month and the DDP will submit the data with review certificate to CDA(Funds) Meerut by 20<sup>th</sup> of the Month. The concerned PCDA/CDA may liaise with the Unit authorities at appropriate level to ensure that required inputs from Units are received in time so that following above time lines is assured.

3. It is requested to ensure that above guidelines are duly followed in future also.

Please acknowledge receipt.

Addl. CGDA (SSS) has seen.

(V.K. Purohit)  
for CGDA

Copy to:

ACGDA (AT) (Local) : For information with regard to your UO Note No. FC/14502/Project  
Nidhi-VI dated 24<sup>th</sup> Feb 2015.

(V.K. Purohit)  
for CGDA