



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. 15

No. DDP/1/PM/VOL-I

Dated- 02/02/2022

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 and 03 dated 07/01/2022 on the above subject.
2. In spite of issue of directions to forward PM on daily basis to DDP Cell of this office, it is seen that the AOGE offices listed in enclosed annexure 'A' are forwarding only one consolidated PM on monthly basis even though CMP payments are being made throughout the month by the GE offices. Please appraise the reasons for not forwarding the PM for all the corresponding CMP payments simultaneously.
3. Non adherence to the laid down procedure of making and forwarding daily PM to this office led is non uploading of same in NCS and invites adverse remarks from HQ office.
4. It is pertinent to state that in FY 2020-21 the non receipt of daily PM has resulted in non inclusion of a large number of PM,s in the accounts of financial year and had to regularize through journal entries which has been viewed seriously by HQ office. AO GE's will be held responsible in case any PM is not compiled within the stipulated time period.
5. The payment of salary of industrial personal are paid after the completion of month, as such salary for the month of February is paid as on 1st March which is the last salary compilation for the FY 2021-22, as such the corresponding PM may be forwarded to this office invariably by 10th of March 2022.

In view of the above, all AO's GE are requested to personally monitor the same and ensure submission of daily PM to this office henceforth.

Encls:- As above

Gautam Doley

(Gautam Doley)

G.O (DDP)

Copy to:-

IT & SW Section : For uploading in CDA Guwahati website.

Gautam Doley

(Gautam Doley)

G.O (DDP)

Annexure'A'

Sl. No.	Name of office	No.of PM received for the month of 01/2022
1	AO GE(AF) JORHAT	01
2	AO GE JORHAT	01
3	AO GE(AF) CHABUA	01
4	AO GE DINJAN	01
5	AO AGE(I) LEKHAPANI	01
6	AO GE 586 EP	01
7	AO GE(AF) BORJHAR	01
8	AAO GE 583 EP	01
9	AAO AGE(I) KUMBHIGRAM	01
10	AO GE SILCHAR	01
11	AO GE 868 EWS	01
12	AO GE 872 EWS	01
13	AO GE(AF) SHILLONG	01
14	AO GE SHILLONG	01
15	AGE (I) AGARTALA	01
16	AGE(I) TAWANG	01