



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

DDP/1/PM/VOL-I

Dated- 15.03.2022

TO

ALL Compiling Section(s) of Main office and Sub offices.

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

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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.

Please refer to this office Circular No.15 dated 02/02/2022, wherein it has been solicited to forward daily Punching Medium to this office for uploading in NCS.

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.

Accord TOP priority.

AO (DDP)

Copy to:

IT & SW section : For uploading in CDA Guwahati website.
(Local)

AO (DDP)