



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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CIRCULAR NO. 117

No. DDP/1/PM/VOL-I

Dated- 10.12.2019

TO

ALL Offices under CDA Guwahati
ALL Sections Of Main Office

SUBJECT: Forwarding memo of dispatching PM and Monthly Voucher Certificate

Reference: CDA Guwahati Circular No. 69 dated 09-08-2019

In continuation to this office circular under reference, it is observed that a few Sub offices and sections from Main Offices are sending the forwarding memo and last voucher certificate. Moreover it is observed that some offices send soft copies of PM through unofficial channels also which is viewed seriously by higher authorities

Last voucher certificate is requisite because mostly offices tend to send the PM for the concerned month in the last days of the month, which creates genuine difficulty and leads to duplicate punching of data sometimes. Since PM is an indispensable part of the system, due care should be given to timely sending of the same in the required format to avoid non acceptance/ non inclusion of PM in NCS.

It is therefore advised to send the punching medium timely, in proper format (As per Annexure 1 and 2) and through official channels only.

In this connection, it is once again reminded to send annexure 2 i.e. last voucher certificate positively after final punching media and before closing of the accounts for the concerned month.

Please acknowledge the receipt .

CDA has seen

Encl: Annexure 1 and 2.

(N.R. Biswas)
Deputy Controller

Annexure-1

FORWARDING MEMO FOR DESPATCHING PUNCHING MEDIA

No.....

Office Of The.....

Dated.....

To

The EDP Centre, CDA Guwahati

Forwards the following Punching Media in respect of.....(office Name).....(Section)..... for the month of.....

Class of voucher	Voucher no.		Nos.
	FROM	TO	
CLASS 1			
CLASS 2			
CLASS 3			
CLASS 4			
CLASS 5			
CLASS 6			
CLASS 7			
CLASS 8			
CLASS 9			

SIGNATURE.....

DESIGNATION.....

Annexure-2
MONTHLY VOUCHER CERTIFICATE

No.....
Office of The.....
Dated.....

Month.....

Office.....

Section Code.....

Certified that Punching Media in respect of all vouchers required to be included in the compilation for the month of have been dispatched to the EDP section.

The last voucher numbers of each series of vouchers are given below:

Class of voucher	Last voucher No.
CLASS 1	
CLASS 2	
CLASS 3	
CLASS 4	
CLASS 5	
CLASS 6	
CLASS 7	
CLASS 8	
CLASS 9	

Numbers not taken up or for which no PM have been prepared or which have been cancelled.

Class of voucher	Last voucher No.
CLASS 1	
CLASS 2	
CLASS 3	
CLASS 4	
CLASS 5	
CLASS 6	
CLASS 7	
CLASS 8	
CLASS 9	

SIGNATURE.....

DESIGNATION.....

To

The EDP Centre
CDA Guwahati