



रक्षा लेखा नियंत्रक का कार्यालय 781171-गुवाहाटी, नारंगी, विहार उदयन गुवाहाटी,

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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**CIRCULAR NO. 04**

To,

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

Subject: - Printing of CCO-9 for the year 2020-21.

In order to facilitate the issuance of CCO-9 for the current financial year i.e. 2020-21, on 1<sup>st</sup> April 2021 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 2021 to be compiled in the month of 02/2021 must reach this office by 28th February 2021.
- 2) The GPF Schedule along-with top sheet and PM for the pay bill month of February 2021 to be compiled in the month of 03/2021 must reach this office by 07 March 2021.
- 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 2021 should be restricted/avoided**. However, in case of immense emergency the withdrawal may be permitted only after prior permission from this office. Further 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 07/03/2021.**
- 6) **All unit authorities may be advised accordingly for needful action.**

Please accord **TOP PRIORITY**

No. DDP/385/GPF Circular/vol-I  
Dated 15 /01/2021.

  
(Sandeep Kumar Yadav)  
DCDA

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AAO (DDP)