



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

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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CIRCULAR

To

All Concerned Audit Sections (Main Office)

Subject: Submission of DVs/bills to D section for payment: Regarding.

As per the existing procedure all audit sections of M.O forwarded bills/DVs to D-Section duly passed for payment to concerned beneficiaries accounts in the same day. To complete the payment process and credit to beneficiaries account, D-Section needs to process the payments through three tier stages:-

- 1) Upload the payments in the TULIP/SBI CMP Portal of D-Section duly verified.
- 2) Authorization of 1st authorizer.
- 3) Authorization of 2nd authorizer.

To timely process the payments and credit to the beneficiaries accounts, it is impressed upon all audit section of Main Office to co-operate this section and strict adherence of the following guidelines for smooth function of the D-Section:-

- 1) All the bills/DVs should be submitted to 'D' Section latest by 04:30 P.M everyday for timely upload and authorization of payment.
- 2) The number of items in a DP Sheet may not be punched more than 20 (Twenty) items. Sometimes large size CMP files could not be uploaded on the SBI CMP Portal due to technical reasons and failed to upload.
- 3) Number of items in a DP Sheet may please be minimized. Large size DP Sheet leads to some hindrance in the process of cheque slip disposal through the TULIP Portal.

GO (D-SECTION) HAS SEEN.

SAO (D)

Copy to:
EDP
Main Office

It is requested to upload it in CDA Guwahati website please.

SAO (D)