



रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171  
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No. O&M/Inspn/198/DAD/Estt/VII

Dated: 27/09/2018

**IMPORTANT CIRCULAR No. 61**

**Subject: - Revision/Updation of OM Part II, Vol. I (2014 Edition).**

With reference to PCDA (Army), Meerut letter No. O&M/1/13/Updation/OM II dated 22/06/2018. The HQrs office has accorded approval to issue Correction Slip No. 01/2018 for amending Annexure 'G' under Para 61 of OM Part II Vol.I (2014 Edition), as per details given below, a copy of correction slip is enclosed herewith for your information and necessary action.

Correction Slip No. 01/2018	Inserting Annexure (G) to Para 61	Retention Period of records peculiar to Nodal Agency and UN Cell of PCDA New Delhi.
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Encl: As stated

*S. Paul*  
(S. Paul)

Accounts Officer (O&M)

1. The Officer- in- Charge  
All Sections of MO/ Sub Offices

For information Please.

2. The Officer in Charge EDP Sec (Local) For Uploading on CDA Guwahati Website.

*S. Paul*

(S. Paul)

Accounts Officer (O&M)

Correction Slip No. 01/2018

Office Manual Part-II, Vol-1 (2014 Edition)

Retention period of records as mentioned below may be inserted as Annexure 'G' to Para 61 of OM Part-II Vol-1 (2014 Edition).

Annexure 'G'

(Referred to in Para 61)

Statement showing the period of expiry of which the records peculiar to Nodal Agency and UN Cell of PCDA New Delhi may be destroyed.

Sl. No.	Description of records	Periods of retention	Remarks
1	2	3	4
<b>A. Nodal Agency of PCDA New Delhi</b>			
1.	CPWD Paid Vouchers	05 years	
2.	MEA adjusted Vouchers	05 years	
3.	DGMAP paid Vouchers	05 years	
<b>B. UN Cell of PCDA New Delhi</b>			
1.	OSA claims, Acquaintance Roll, Ledger, documents related to Miscellaneous claims, monthly statements, pay roll, etc. received from the concerned UN Missions.	05 Years	

Authority: CGDA, Delhi Cantt. letter No. AT-VI(RC)/66018/OM-II dated 08.06.2018.

  
रक्षा लेखा उप नियंत्रक (सं एवं प)  
DCDA (O & M)