

EMAIL/FAX/SPEEDPOST.

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**MOST IMPORTANT CIRCULAR**

NO. DDP/I/PM/03/VOL-VI  
TO

Dated- 11.03.2015

1. All Audit Sections of MO
2. The Area Accounts Office  
Bivar Road Shillong-
3. The PAO(ORs) ARC Shillong / 589TC Shillong
4. All AO GEs/AGE(I)s/DEO/ADEO / CCE(A)
5. All GEs/AGE(I)s/DEOs/ADEOs / CCE(A)

**SUBJECT: SCHEDULE OF TIME FOR DISPATCH OF PM FOR THE MONTH OF MARCH'2015.**

It has been intimated by HQrs Office that Punching Medium for the month of MARCH 2015 is to be reached to HQrs Office's EDP centre by 31<sup>ST</sup> March 2015.


In view of the above, it is requested to forward the last batch of PM for the month of March 2015 through FAX/Email/By Hand so that the same may reach to this office (DDP Cell) on or before 26<sup>th</sup> MARCH 2015 instead of 7<sup>th</sup> APRIL 2015 with a certificate against last batch of PM.

In this regards, this office circular even no dated 21.01.2015 may be amended accordingly.

Further, all the GEs/AGEs/DEOs/ADEOs are requested to provide all PAID VRs along with cash book to the concerned audit authorities attached with them, so that they can dispatch the PM for the month of MARCH 2015 within the schedule time for inclusion of all expenditure incurred during the month of MARCH 2015 as well as FY 2014-15.

This is issued with the approval of CDA

Please acknowledge Receipt.

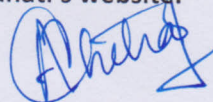
sd |   
(AP. CHETIA)

Asstt. Controller

COPY TO:

The O I/C  
EDP Center( local)

: With a request to upload in the CDA Guwahati's website.

  
(AP. CHETIA)

Asstt. Controller