



कार्यालय, रक्षा लेखा नियंत्रक  
उदयन विहार, नारंगी, गुवाहाटी-७८११७१  
OFFICE OF CONTROLLER OF DEFENCE ACCOUNTS,  
UDAYAN VIHAR, NARANGI, GUWAHATI-781171

ई-मेल/email : [ca-guw@nic.in](mailto:ca-guw@nic.in), फेक्स/Fax: 0361-2640204 फोन/Phone: 0361-2640394, 2641142



A/III/CGDA/COORD/2021-22

Dated: 16/06/2021

To

**All Sections in main office and all Sub-Offices including All AO GEs.**

**Sub: Submission of bills/claims through fax/e-mail or any other mode of communication upto 31st July 2021.**

Copy of the CGDA letter bearing no. AN/Coord/3012/Circular/Vol-VIII Dated: 25/05/2021 regarding the subject matter is enclosed herewith for your information, guidance and necessary action please.

Enclo: 02 (Two)

— Sd —  
Accounts officer (A/cs)

**Copy to:**

✓ The officer-in-Charge : For uploading in CDA Guwahati website.

IT & SW Section

M.O(Local)

Accounts officer (A/cs)

Circulate  
to all bill  
sections  
19/6



'हर काम देश के नाम'  
रक्षा लेखा महानियंत्रक

Controller General of Defence Accounts  
उलन बटार रोड, पालम, दिल्ली छावनी-110010  
Ulan Batar Road, Palam, Delhi Cantt.-110010  
Ph: 011-2566703, Fax : 25674806 e-mail :  
aniiii.cgda@nic.in



No.AN/Coord/3012/Circular/Vol.VIII

Dated : 25.05.2021

To

All PCDA/PCA(Fys.)/PIFAs  
CDAs/ CFAs(Fys)/IFAs/RTCs  
(through CGDA website)

**Sub: Submission of bills/claims through fax/e-mail or any other mode of communication upto 31<sup>st</sup> July 2021.**


Please refer to HQrs. Circular dated 27<sup>th</sup> March 2020 vide which decision of the competent authority was conveyed for submission of bills through FAX/e-mail or any other mode of communication upto 31<sup>st</sup> March, 2020 followed by extension of provision upto 31<sup>st</sup> May, 2020, 30<sup>th</sup> June 2020 and subsequently upto 30<sup>th</sup> September, 2020.

2. Now, the competent authority has decided that the subject relaxation to be extended upto 31<sup>st</sup> July 2021 in view of current situation due to the pandemic subject to observance of following provisions and all necessary audit checks:


- (i) The claims/bills/cash assignments etc. should be submitted by the Executive authorities/Units to the paying authorities using official e-mail ID only. PCDA/CDA offices may admit such claims subject to fulfillment of all audit requirements. This will be followed by ink signed copies of the bills/claims/cash assignment and other documents. Suitable mechanism may be established to watch the receipt of ink signed copies of bills/claims or any other documents to avoid any duplicate payments.
- ii) In case of erroneous receipt of such bills/claim etc. pertaining to other paying authorities i.e, PCDA/CDA/Area Accounts Offices (AAO), should be forwarded to respective offices of PCDA/CDA/Area Accounts Office's to avoid any duplicate payment.
- iii) The Executive Authority/Unit will authenticate the copy of the claims/bills etc. submitted by the vendor under their signature and affix a certificate on the body of the bill to the effect that this is the first payment against the

claim and under no circumstances this claim will be presented in future for payment again.

- iv) A certificate will be affixed on body of the original bill to the effect that this bill has already been claimed through digital mode alongwith reference number and date of submission through online/e-mail should be furnished.

  
(G.K. Bakanwal)  
Sr. Dy. CGDA(AN)

1. AN(Pay) Local : For similar action as above.
2. IT& S Wing(Local) : With a request to upload on CGDA's website.
3. MoD(Fin) O2P Div. : For information w.r.t their ID No.231(8)/DFPDS/COVID-19/2020(Pt.-1) Dated 21<sup>st</sup> May, 2021.
4. DAD(Coord), MoD(Fin) : For information.

  
(G.K. Baranwal)  
Sr. Dy. CGDA(AN)