



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

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

ई-मेल/e-mail:cda-guw@.nic.in फ़ैक्स/FAX:0361-2640204 फोन/Ph: 0361-2640394, 2641142.



IMPORTANT CIRCULAR

No. R/13/Circular/Vol-II
O/o the CDA, Udayan Vihar,
Narangi, Guwahati-781171.
Dated:- 02/02/2018

To,

(All Units and Formations under CDA Guwahati Payment Jurisdiction)

Subject:-Submission of Bills for the financial year 2017-18.

It is brought to the kind notice of all COs/OCs of Units and formation that the end of Financial Year 2017-18 is approaching. It is necessary on the part of Units/formations to submit all bills of various types well in advance duly completed in all respect to ensure timely payment after completion of the due process.

As per previous years trend, it is observed that a large number of bills are received in this office during the month of March-2018 which creates difficulties in processing at the end of the financial year. It is also pertinent to mention here that SBI CMP teams have informed that the financial transaction will be open only up to the last working day of the financial year i.e. only upto 28/03/2018.

It is, therefore, requested to ensure submission of all the bills pertaining to the current financial year to this office on or before 21/03/2018 positively to the Record Section; otherwise this office will not be in a position to process/pass these bills within the financial year, which can lead to lapse of fund under various head.

This office/organization will not be held responsible for any surrender of funds due to non submission of bills within the stipulated time frame.

Kind co-operation of all the stakeholders is highly solicited please.

CDA has seen

Sd/-
(J.N.DOLEY) IDAS
Assistant Controller (Records)

Copy to:-

1. GOC in C, Eastern Command
2. GOC, 3 Corps; GOC ,4Corps 101 Area
3. All SAOs/AOs of Main Office CDA Guwahati.
All Pay offices, Sub offices i.e. AO, GEs
4. The Officer-in-charge:-
EDP Cell

It is requested to issue necessary guidelines to all representatives of units and formation to strictly follow time frame for submission of bills in Record Section.

It is requested to be uploaded on CDA Guwahati Website

J.N. Doley
02/02/2018

(J.N.DOLEY) IDAS
Assistant Controller (Records)