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21/10

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

15
YEARS OF
CELEBRATING
THE MAHATMA

E-mail

No. A/IV/18/Imp. Cir/Vol.-VIII

Date: 20/10/2022

To

- The Officer-in-Charge,
(i) AAO, Shillong
(ii) PAO, ARC, Shillong
(iii) PAO, GTC, Shillong
(iv) All AO GE's Office under CDA Guwahati Organization.
(v) All AAOs, DEO.

**Sub: Weekly Certificate on Payment Released and Amount Compiled and reflected on NCS –
Regarding.**

Of late, it has been observed that after repeated instructions, sub offices have not sending their Punching Medium on daily basis to EDP Section of M.O. CDA Guwahati for compilation, resulting huge discrepancies is being noticed in the Compilation Data with reference to Authorised Amount/Scroll Data and it is also noticed that number of Punching Medium have been left out from punching. The Competent Authority has viewed it seriously and directed to submit a weekly report on the subject matter in the proforma appended below:-

Sl No.	Period (date wise)	Amount Compiled (PM) Data	Authorised Amount	Difference

Accordingly, undersigned has been directed to call for the same to all sub-offices, making payment under M.O., CDA Guwahati in the above proforma so as to reach this section by 10.00 AM on first working day of the following week in the e-mail-id cdaguwaccounts.dad@hub.nic.in for onward transmission to Hqrs. Office.

Further, the Competent Authority has also directed that the Amount Authorised must be reconciled with the Punching Medium and the discrepancy, if any noticed may please, be rectified/adjusted on weekly basis. **It has also been directed that Utmost care should be taken before forwarding the Compilation Certificate.**

sd/
AO (A/Cs)

Copy to:-

1. The Officer I/c, D Section (Local)- With a request to provide the Authorized amount on weekly basis in place on daily basis, as intimated earlier.

2. The Officer I/c, EDP Section (Local) – For information, *and uploading on CDA Guwahati website.*

Harender
AO (A/Cs)