



रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी 78117-1
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CIRCULAR

NO.IA/I/020/Circular/Vol-VI
Date: 25/10/2017

To,

The Officer-in-Charge
EDP Cell (Local)
(All Audit Section dealing with
Third party Bills)

Subject:- Details required reducing the paper work while CFAs submit the bills for final settlement of Scheme/Project/ utilization of funds with PCsDA/CsDA

Reference:- HQrs. office letter No. AT-Corrd/13002/Misc/Conference dated 11/10/2017

A copy of IHQ of MOD (Army) letter No. 88896/MOD/GS/FP-2 dated 17/08/2017 received under HQr. Office letter cited at reference is enclosed herewith which is self explanatory.

It is requested to forward your views on AHQ of MOD (Army) letter dated 17/08/2017 by 27/10/2017 for our scrutiny consolidation and onward transmission to HQrs. Office.

Encl: As above.

Sr. Accounts Officer (IA)

Copy to:

The Officer-in-Charge
IT Cell

For information with a request to upload the same in CDA
Guwahati website please.

Sr. Accounts Officer (IA)

Tele: 23018600

88896/MoD/GS/FP-2

17 Aug 2017

INTEGRATED HQ OF MoD(ARMY)/GENERAL STAFF BRANCH
(DTE GEN OF FINANCIAL PLANNING)

DETAILS REQUIRED BY PCsDA / CsDA

1. Please ref to discussion in the Office of the FA (DS) in last wk of Jul 2017. The reqmt posed was to reduce the paperwork while the CFAs submit their bills for final settlement of a scheme /project/utilisation of funds with CsDA /PCsDA. It was felt that there was no need for 100% docu to be fwd for booking and audit.
2. The details in subsequent Para would be made available to dependant PCsDA/ CsDA who would then seek docu of about 5% of cases, as required for random check.
3. Details of fields that are required to be shared online whenever automation occurs fwd in writing are as under:-
 - (a) Bills amount in respect of procurement of items.
 - (b) Sanction Number, date and CFA.
 - (c) Supply order / Purchase order.
 - (d) Consignee Receipt & Acceptance certificate.
 - (e) Payment advice, if applicable.
 - (f) Budget availability with Code Head.
4. The above details would be certified by the CFAs as correct. In case there are more fields to be added then the same be confirmed by 01 Sep 2017 please.



(P P Sharma)
Maj
GSO-1, FP-2

MoD (Fin)

1/2ud-2/2017
28/8/2017

B
9/08/17
SO(B-I)