

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDYAN VIHAR, NARANGI, GUWAHATI : 781171**

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IMPORTANT CIRCULAR - 01

No. R/13/Circular/Vol-II
O/o the CDA, Udyan Vihar,
Narangi, Guwahati - 781171
Dated: 24/02/2020

To,

(All Units and Formations under CDA Guwahati Payment Jurisdiction).

Subject: Submission of Bills for the financial year 2019-2020.

It is brought to the kind notice of all COs/OC of Units and formation that Financial Year 2019-20 is approaching to the end. It is obligatory on the part of Units/Formations to submit all the bills of various nature well in time duly completed in all respect.

As per previous years trend, huge no. of bills are expected to be received in this office during the month of March 2020, which will be beyond control the end of the financial year. It is also pertinent to mention here that SBI CMP team have informed that the financial transaction will open only up to the last day of the financial year 27/03/2020.

Therefore, it is requested to ensure submission of all bills pertaining to the current financial year to this office on or before 22/03/2020 positively to Record Section. Otherwise this office will not be in a position to process/pass these bills within the financial year which may lead to lapses of funds.

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

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

DCDA has seen.



(J.N. Doley)
DCDA (Records)

Copy to :-

1. GOC-in-C, Eastern Command,
Kolkata, Pin- 908542
2. GOC, 3 Corps, Pin- 908503,
C/o 99 APO
3. GOC, 4 Corps, Pin - 908504,
C/o 99 APO
4. HQ 101 Area, Pin- 908101,
C/o 99 APO
5. All SAOs/AOs of Main Office CDA
Guwahati, All Pay offices, Sub Offices
i.e. AO GEs.
6. The OI/c
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 Records Section, CDA Guwahati.

It is requested to be uploaded on CDA Guwahati Website.



(J.N.Doley)
DCDA (Records)