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Important Circular

Dated: 24/04/2015.

No. DDP/I/PM/03/Vol-VI

To

The All AO GEs/AGE(I)s/CCEs/PMs

Subject: **Daily Booking of Class-IV Vouchers by AO GEs/AGE (I)s/CCEs/PMs.**
Reference: This office letter of even no dated 02.03.2015 and E/I/403/CGDA/ORDER/Vol-I dated 23/04/2015.

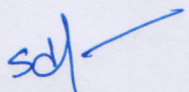
It has been directed by the HQrs. Office, CGDA, New Delhi that the Pilot Project regarding **Daily Compilation of Class-IV Vouchers** run during the month of **March'2015**, shall continue during the FY 2015-16 or till further order.

In view of the above, all the AO GEs/AGE (I)s/CCEs/PMs are hereby instructed to Prepare Punching Medium daily basis by giving voucher No.1, 2,3.....etc. and immediately submit to EDP/DDP Cell by FAX/E-Mail.

Further, the last batch/voucher of the PM should reach to this section as follows along with a certificate for last voucher.

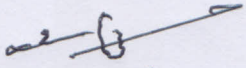
Apr'2015 27th	May'15 26th	June'15 26th	July'15 27th	Aug'15 26th	Sept'15 28th	Oct'15 26th	Nov'15 26th	Dec'15 28th	Jan'16 27th	Feb'16 25th
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Please acknowledge receipt.


(A.P. CHETIA)
Asstt. Controller

Copy to:

The O i/c : with request to upload in the CDA Guwahati's web-site.
EDP Cell (Local)


(D.K. CHOWDHURY)
Sr. Accounts Officer