Important Circular

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

Dated: 27.04.2015

To

1) All Audit Sections of MO CDA Guwahati
2) Area Accounts Office, Shillong
3) PAO (ORs) ARC, Shillong
4) PAO (ORs) 58 GTC, Shillong

Subject: - **Time schedule for dispatch of PM data for April 2015 to February 2016.**

This is regarding time schedule for accepting Punching Medium in this office w.e.f. April 2015 to February 2016.

Further, keeping in view the timeline in vogue for uploading of month final PM data on the last working day of the month, the dates as given below may be treated as last date for accepting PM batches shown against the particular months.
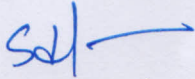
Apr'2015	May'15	June'15	July'15	Aug'15	Sept'15	Oct'15	Nov'15	Dec'15	Jan'16	Feb'16
27th	25th	25th	27th	25th	24th	26th	24th	28th	25th	25th

As regards submission of PM batches, Audit Sections of MO CDA Guwahati are required to forward PM on daily basis whereas Area Accounts Office, PAO (ORs) ARC & PAO (ORs) 58 GTC Shillong are requested to submit PM on weekly basis.

Further, in order to avoid the chances of leftover vouchers for a month, a **monthly voucher certificate** [Annexure-3 referred to in Para 31(2), OM Pt-XI reproduced as Annexure 'A'] should be forwarded along with the last batch of PM.

It is, therefore, requested that the above mentioned guidelines may be adhered to so as to ensure the correct and prompt transmission of PM data and to uphold the very purpose of monitoring of expenditure every month.
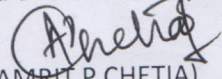
Please acknowledge receipt.

(AMRIT P CHETIA)
Asstt. Controller

Copy to:

The OI/C   : For information with a request to ensure daily upload of PM data as per
EDP Centre (local)   direction of HQrs office.

(AMRIT P CHETIA)
Asstt. Controller