

IMPORTANT CIRCULAR

No. R/13/Circular/Vol-II
O/o the CDA, Udayan Vihar,
Narangi, Guwahati-781171.
Dated:- 05/03/2021

To,

(All Units and Formations under CDA Guwahati Payment Jurisdiction)

Sub:- Submission of Bills for the financial year 2020-21

It is brought to the notice of all COs/OCs of Units and formation that Financial Year 2020-21 is approaching to the end. It is obligatory on the part of Units/formations to submit all the bills of various nature in time duly completed in all respect.


As per previous years trend, huge no. of bills are expected to be reached in this office during the month of March-2021 which will be beyond control at the end of the financial year. It is pertinent to mention here that SBI CMP team have informed that the financial transaction will open only up to the last day of the FY i.e. 31/03/2021.

Therefore, it is requested to ensure submission of all bills pertaining to the current financial year in this office on or before 23/03/2021 positively in 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 will 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.

CDA has seen


(S. K. Yadav)
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 , 4Corps 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 Officer-in-charge:-
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 Record Section, CDA Guwahati.

It is requested to upload on CDA Guwahati Website.

S. K. Yadav

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DCDA (Records)