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**Important Circular**

FAX/ SPEED POST

No. A/IV/18/Imp Cir/Vol – VI  
Office of the CDA, Udayan Vihar,  
Narangi, Guwahati – 781171.  
Dated : - 30/03/2015.

To

The Officer - in - charge

(i) Area Accounts Office  
Biver Road, Shillong-07

(ii) PAO(ORs)58 GTC  
Happy Valley Shillongn-01

(iii) PAO(ORs)ARC  
Happy Valley Shillong-01

(iv) All GEs / CCE (A)  
(iv) AN / III (Local).

Subject: Observation on compiled actuals: regarding.

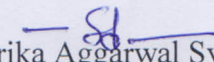
Reference: HQrs. Office letter No. A/I/11336/OBS/2013-14 dated 26/03/2015  
(Copy enclosed).

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It is observed from RDR Compilation for the month of February 2015 that a progressive sum of Rs. 5347922/- and Rs. 5347922/- have been compiled under code heads 016/04(Rt) – Government Servant Contribution under Tier-I and 016/05(Rt) – Government's Contribution under Tier-I respectively.

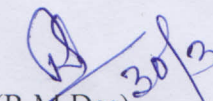
As per direction of HQrs. Office No. cited above, the code heads under heads of account 0071.01.101.500 – Receipt awaiting Transfer to Other Minor Heads are transitory heads and required to be brought to nil at the end of financial year by remitting the amount to the Trustee Bank on monthly basis. Please ensure that no amount remain outstanding in these heads. The outstanding amount should be transferred to Miscellaneous Suspense Head in March Supplementary Account.

In view of the above, the guidelines as enumerated in HQrs. Office Circular No. A/1/11366/Accts/2011-12 dated 17.10.2012 should be strictly adhered to without fail.

  
(Sarika Aggarwal Synrem)  
Addl. CDA

✓ Copy to:- Officer –in-charge  
EDP Centre (local)

With a request to upload the circular in  
MO CDA Ghy website .

  
(R.M.Das)  
Sr. Accounts Officer(A/Cs)