



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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Important Circular No. 8

No. DDP/1/PM/VOL-I

Dated- 03.12.2021

TO

ALL Compiling Section(s) of Main office and Sub offices.

Subject: Uploading of Punching Medium (PM) on daily basis.

Of late it has been observed that the PMs operated by your offices are not being uploaded on daily basis in NCS / not being forwarded to the DDP section of main office on daily basis as per the instruction received vide HQs office letter No A/III/12157/CMP/Vol-IV dated 26/05/2015 which was circulated on several occasions by this office and also available on CGDA website.

Non Uploading of Punching Medium on daily basis has been viewed seriously by the higher authority as most of the sub offices are forwarding their punching Medium (PM) on monthly basis.

In view of the above, following action may be adhered to scrupulously by AAO , PAOs and all the AO GEs.

- i) Uploading of daily Punching Medium (PM) where NCS is implemented.
- ii) Forwarding of daily PM to DDP section to dedicated email id: cdaguwedp.dad@hub.nic.in
- iii) All the bookings in PM should be restricted to the 25th of every month. Any bookings made after 25th of a month should be reflected in PM of the next month.

The PM should reach CDA Guwahati by 27th of every month without exception. All the sub offices are designated with an NIC email ID of their own and must use it to forward the duly verified and signed PM to CDA Guwahati EDP email ID ie.. cdaguwedp.dad@hub.nic.in. Other mode of transfer like whatsapp and personal mail is unacceptable and is contrary to email policy of Govt. of India 2014.

In view of the above, it is impressed upon all concerned to adhere to the above instructions and ensure timely submission of Punching Medium (PM) to avoid adverse remarks from higher authorities.

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G.O (DDP)