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

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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No. D/4/Misc/Vol-XXIV

Date : 26/09/2022

**CIRCULAR NO. 100**

To

All Concerned Audit Sections (Main Office) Local.

**Subject:** Submission of DVs/bills to D section for payment: Regarding.

As per the existing procedure all audit sections of M.O forwarded bills/DVs to D-Section duly passed for payment to concerned beneficiaries accounts in the same day. To complete the payment process and credit to beneficiaries account, D-Section needs to process the payments through three stages:-

- 1) Upload the payments in the TULIP/SBI CMP Portal of D-Section duly verified.
- 2) Authorization of 1<sup>st</sup> authorizer.
- 3) Authorization of 2<sup>nd</sup> authorizer.

To timely process the payments and credit to the beneficiaries accounts, it is impressed upon all audit section of Main Office to strictly adhere the following guidelines for smooth functioning of the D-Section:-

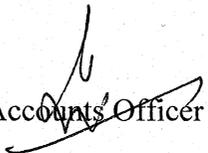
- i) All the bills/DVs should be submitted to 'D' Section latest by 04:30 P.M everyday for timely upload and authorization of payment and to send the required report to A/C section on daily basis by 5.30PM as intimated by the Account Section vide letter No. AN/VI/65/REV SC/Vol-XXX dated 22/09/2022 and onward transmission to HQ office also.
- ii) Number of items in a DP Sheet may please be minimized. Sometimes large size CMP files could not be uploaded on the SBI CMP Portal due to technical reasons and failed to upload.

**GO has seen.**

  
Accounts Officer (D)

Copy to:  
The Officer-in-charge  
IT & SW Section  
(Local)

It is requested to upload it on CDA Guwahati website please.

  
Accounts Officer (D)