

Regd/Urgent/Reminder

No.Pay/I/Chd/1012/Actual Expr Report

Office of the Pr.CDA (WC)

Chandigarh

Dated: 11-07.2017

52  
To

The officer in Charge,  
All Sub Offices

Sub: Actual Expenditure Report of Pay & Allowances in respect of Defence Civilians : Submission of report.

As all concerned are aware that the Quarterly report on the above subject is required to be submitted to the Ministry of Finance, Deptt of Expenditure latest by 15<sup>th</sup> of the following month. The non receipt of the same from the sub offices leads to the delay in the submission to the Ministry.

2. In order to avoid the delay, it is requested that the said report be submitted to this office well in time on or before 05<sup>th</sup> of the following month so that consolidated report\* could be submitted to the Ministry.

3. Please ensure that the report is received in this office on or before 05<sup>th</sup> of the following month positively. The report is still awaited for Q.E. 6/2017.

4. This may please be noted in the report and return chart .

-sd-

Sr Accounts officer (Pay)

Copy to:

✓ The Officer in charge,  
EDP Cell (Local)

For uploading on the website of this office, please.

*(Signature)*

Sr Accounts officer (Pay)