

Most Urgent Circular

No. Pay/I/Chd/1012/Actual Expdr Report  
Office of the Pr.CDA (WC)

Chandigarh

Dated: /06/2018

To

All AAOs (Pay) WC  
DCDA COD Delhi Cantt  
AOGE & LAO/ALAO (For industrial staff only)  
Pay III & IV (Local)

Sub: Quarterly Expenditure Report of Pay & Allowances in respect of Defence Civilians for QE 06/2018.

Of late it is noticed that the report on the above mentioned subject are not being forwarded to main office on due date. The late receipt of the same leads to delay in consolidation and onward submission to the Ministry.

The due date of the said reports is 5<sup>th</sup> of the month following the Quarter. The same may please be submitted on or before the due date without fail through NIC mail/Zimbra Mail/Fax so that the adverse comments from Ministry/Higher authorities can be avoided.

*B. L. Singh*

Sr. Accounts Officer (Pay)

Copy to:

1. The Officer in charge IT & S (Local) For uploading on the website of this office please.
2. The Officer in charge Sys & Cord Cell (Local) For information please.

*-SJ-*

Sr. Accounts Officer (Pay)