

कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान) करिअप्पा मार्ग, लखनऊ - 226002
Office of the Principal Controller of Defence Accounts (CC)
1 Cariappa Road, Lucknow Cantt.-226002
कार्यालय दूरभाष सं-0522-2451547 कार्यालय फ़ैक्स सं 0522-2455283
Office Phone No. 0522-2451547 Office Fax No. 0522-2451993

Circular

No. PCDA/SC/Gen Corr
To,

Date: 26/08/2019

All Units/Depots
(Under Audit Jurisdiction of
PCDA(CC) Lucknow)

Sub: Advance copies of sanctions and supply orders.

It is observed that in terms of provision outlined at Para 4.17.1 of DPM "Copies of the Contract/supply order should be sent to all concerned including the IFA, the audit authority and the paying authority, and their acknowledgment obtained."

Further as per Para 7.8.4(a) of DPM advance copy of the under mentioned documents are required to be furnished before submission bills/claims to which the above documents are connected with. These documents are subjected to scrupulous scrutiny and audit and any discrepancies coming to notice during the course of audit and scrutiny, are pointed out for rectification action taken before passing the bills/claims received in the office. This exercise facilitates an early clearance of the bills/claims as these documents are not required to be audited or scrutinized while passing the bills/claims.

- (i) Ink signed copy of the supply order/contract agreement/accepted tender (AT) note.
- (ii) An ink signed copy of sanction of the CFA indicating UO number and date of IFA's concurrence. Where applicable.
- (iii) A copy of the techno-commercial evaluation and rejection details, if any, in case of two bid system.
- (iv) A copy of the comparative statement of tenders (CST) with price bids.
- (v) A copy of TPC/PNC proceedings, if held.
- (vi) PAC certificate/OEM's certificate/ any other certificate that may be peculiar to the procurement.
- (vii) Specimen signatures of sanctioning and countersigning authorities.
- (viii) VAT/CST/service Tax registration No./PAN No.

Unfortunately the copies of above mentioned documents are being received from your units only with the bills/claims and, thus these documents are required to be scrutinized while auditing the claims resulting in delay in finalization of bills/claims.

More importantly all these documents received in this office are mandatorily required to be linked with the copies enclosed with the bills/claims to ensure that copies of these documents are the facsimile copies received in advance.

Please acknowledge receipt.

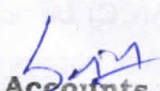

Sr. Accounts officer (S/C)

Copy to:

1. HQrs Central Command
(Financial Planning Branch)
Lucknow-226002
The Officer-in-Charge
2. OA Cell
(Local)

Please instruct all depot/unit under administrative control of your HQrs to submit documents as listed in advance.

For uploading in website


Sr. Accounts officer(S/C)