



Principal Controller of Defence Accounts (Central Command)  
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**Most Important Circular(through Website)**

No EDP/184/Misc  
To,

Dated 08/01/2018

All Sub offices under PCDA(CC) Lucknow  
All Sections of Main office

Sub: Forwarding of compilation figures to main office on last working day of the month.

Of late, it has been observed that Punching Medium compilation data in respect of sub offices, is received in this office very late on last working day of the month. Due to late receipt of PM compilation batch, this office is left with no time or very little time to apply prescribed checks before uploading it to compilation system of Hqrs office, which sometime results in wrong data uploading, left over batches etc. This creates confusions while performing tasks such as uploading of NPS subscription Batches, Form 24 G for IT, GPF Schedules, avoidable operation of TEs etc.

In view of above, it is enjoined upon all concerned that efforts should be made to send PM compilation batch of current month, so that it may reach this office upto 1pm of last working day without fail. PM compilation batch not received upto 1pm of last working day will only be accepted with permission of GO(EDP) and justification given by delaying office.

Further, it is also seen from hard copy of PM data that in many cases, figures shown there are not legible. Therefore, on last working day, soft copy of PM( **in Excel format and not scanned copy**) may also send to this office through email id [cda-luck@nic.in](mailto:cda-luck@nic.in), for electronic data capturing and to avoid mistakes.

**For Area Accounts Office, Kanpur & Allahabad & Sections of main Office only**

Since, PM data is being extracted from Project Tulip, access to Tulip server on last working day will be provided upto 1pm only. Audit Section will generate DV on last working day in close liaison with D-section, who will ensure that cheques/CMP batch has been generated for all DVs of that month.

**For AO(GE) Offices**

Since, Cash Book of GE, office closes on 25<sup>th</sup> of each month(except month of March), compilation figures may be send to this office on 25<sup>th</sup> of each month itself or next working day in exceptional cases.

(Mohit Sharma)  
GO(IT&S)