



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002

Office of the Principal Controller of Defence Accounts (Central Command) Cariappa Road, Cantt.,
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कार्यालय दूरभाष सं०-0522-2451547 कार्यालय फैक्स सं०-0522-2451993

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IMPORTANT CIRCULAR

NO. AN/1A/1014/MPR/Circular

Dated: 11-08-2017

To,

1. The CDA R T C
2. All Sub Offices under Pr.CDA (CC) Lucknow
3. All Sections in Main Office

Sub:- Monthly Progress Report : August 2017 onwards.

Ref:- This office Important Circulars bearing file no. even dated 21-11-2016, 20-01-2017 and 06-03-2017.

In continuation of this office Important Circular cited under reference, it is directed that Monthly Progress Report of August 2007 onward may be submitted on revised proforma attached to this Circular, so as to reach this office latest by the last working day of the month positively. The report should be send by fax or e-mail at cda-luck@nic.in .

2. It is further directed that breakup of claims pending for more than 30 days should invariably be shown in the "Remarks" column of each item of report.
3. O I/Cs of all LAOs/RAO, AO GEs/BSOs and PAO (OR) will continue to submit their report on revised proforma to I A Cell, E Section and O R Cell of Main Office respectively for consolidation.
4. Further, O I/Cs of consolidation sections i.e. E, ORs and I A are directed to ensure the submission of consolidated report on revised proforma by first working day next month.

Encls:- As above

sd —
(Pritam Dutta)

Dy CDA (AN)

Copy to :-

O A Cell

- For uploading the above important circular.

(Local)

Sr. A. O. (AN)

Proforma for Monthly Progress Report

Position of letters and bill as on

1	Ordinary letter					
	OB	Recd	Disp	CB	OD & Name of Item	Remarks
2	Special Letter					
	OB	Recd	Disp	CB	OD & Name of Item	Remarks
3	Non DAD 3rd Party Bills (Suppliers/Cont./Misc./works.)					
	OB	Recd	Disp	CB	OD & Name of Item	Remarks
4	Non DAD personal claims (TA/DA/LTC, Medical, GP FUND, Pay Fixation, AFPPF/DSOP,CGEIS,Leave Encashment,Final Pay Bill,Pension Gratuity)					
	OB	Recd	Disp	CB	OD & Name of Item	Remarks
5	DAD Bills (TA/DA/LTC,Medical,GP FUND,Pay Fixation,CGEIS,Leave Encashment,Pension/Gretuity,Final Pay Bill,GP Fund)					
	OB	Recd	Disp	CB	OD & Name of Item	Remarks
6	RTI Cases					
	OB	Recd	Disp	CB	OD & Name of Item	Remarks
7	Complaints Cases					
	OB	Recd	Disp	CB	OD & Name of Item	Remarks

Sr. Accounts Officer