

कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान) करियप्पा मार्ग, कैण्ट लखनऊ-266002

**Office of the Principal Controller of Defence Accounts (Central Command)**  
**Cariappa Road, Cantt., Lucknow, Pin Code - 226002**

कार्यालय दूरभाष सं०- 0522-2451547

कार्यालय फैक्स सं०- 0522-2451993

**Office Phone NO. 0522-2451547**

**Office Fax NO. 0522-2451993**

No. PT/3088/Gen Corr/Vol-V

Date: 28 /11/2016

To,

The Area Accounts Office (CC)  
Allahabad

The Area Accounts Office (CC)  
Kanpur

The Officer In-charge  
All AO GE (Under PCDA CC)  
All LAO/RAO (Under PCDA CC)  
Pay-I, II & III (Local)


Sub: - Cash withdrawal of salary advance by Government Departments

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Please find enclosed a copy of HQr office letter No. AT/I/3510/Adv Nov-16 dated 24.11.2016 alongwith MoD (Finance/Pension) No. 25 (11)/2016/FIN/PEN dated 24.11.2016 on the subject matter and it is requested to forward the said report in the prescribed format as in the said letter latest by **28.11.2016** through email/fax to enable us for onwards submission to HQr office.

Email ID :- pcdaccndad@gmail.com

Encl:- As above

  
Sr. Accounts Officer (PT)

Copy to

The Officer In-charge  
OA Cell (Local)

for uploading the same on office  
website.

✓ The Officer In-charge  
E Section (Local)

For requesting to all the AO GE under  
PCDA(CC) Lucknow for compliance.

  
Sr. Accounts Officer (PT)



**Controller General of Defence Accounts**  
 Ulan Batar Road, Palam, Delhi Cantt - 110010  
 Ph No. 011 - 25665577, FAX No. 011- 25674806, 25675485.  
 (AT-I (ORs))  
 E-Mail : hqaudit.cgda@nic.in



AT/L/3510/Salary Adv Nov-16

Dt. 24/11/2016

To,

All Regional PCsDA/ CsDA  
 CDA (IT&SDC) Secunderabad  
 PCDA (Navy) Mumbai/ CDA (AF) New Delhi

**Sub: Cash withdrawal of salary advance by Government Departments**

**Ref: This HQrs letter of even no dated 23/11/2016**

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According to the instruction issued by the Reserve Bank of India, the cheques presented by the respective DDOs to the banks for withdrawal of cash has to be supported with a written request duly indicating justification, the number of employees (Non Gazetted) who sought the advance and the amount sought, for the records of the banks. All Imprest holders may kindly be sensitized to follow the same at the time of issue of the advance.

2. Each Imprest holder, while placing the cash requisitions, would also indicate the total number of employees for whom the cash has been requisitioned. For all such advances issued by the PCsDA/CsDA offices a daily report may be rendered to this Headquarters indicating total amount disbursed unit wise and the number of individuals in each case. The format of the report is indicated below. The report should be rendered through email: [hqaudit.cgda@nic.in](mailto:hqaudit.cgda@nic.in). A separate row should be indicated for each unit. Please find enclosed a copy of MoD (Finance) noting dt. 24/11/2016 in this regard.

3. PCDA (Navy) and PCDA (Air Force) should also obtain similar report from respective paying offices and furnish the details to this Headquarters as per following format.

Date:

Sl. No	Employee Category	Unit/Office Name	No of personnel for whom advance sought	Amount of Advance drawn
1.	Services (PBORs/JCOs)			
2.	Defence Civilians			
3.	DAD Employees			

4. First report in this regard may be rendered from 28<sup>th</sup> Nov 2016 and continued thereafter till further notice.

5. Any bottlenecks/problem areas encountered in implementation of these instructions may be brought to the notice of this office through the above mentioned email. Urgent matters may be escalated to Jt. CGDA (Pay & Works).

Encl: As above

*(Signature)*  
 (Vinod Anand)  
 Sr. ACGDA

*For compliance*  
*AC*  
*25/11/16*  
*AO (AW)*  
*SAO (P, ANWA/S)*

FAX NO. : 23011148

24 Nov. 2016 05:12AM P1

Ministry of Defence

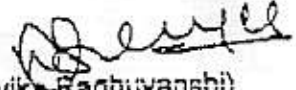
(Fin/Pen)

Sub:- Supply of currency to meet demand for cash particularly in the case of Pensioners and Armed Forces Personnel at present posted in forward areas.

Please find enclosed a copy of DO letter No. 25(30)/E.(Coord)/2016 dated 24<sup>th</sup> November 2016, on the above subject, received from Joint Secretary(Pers), Department of Expenditure, Ministry of Finance. It has been mentioned in the above letter that Finance Secretary has already written to Governor, Reserve Bank of India and Secretary, Deptt. of Economic Affairs to issue necessary instructions to concerned officials/organizations to plan and ensure adequate supply of currency to meet demand for cash/currency particularly in the case of Pensioners and Armed Forces Personnel at present posted in forward areas.

2. Office of the CGDA is requested to issue necessary instructions, on the above account, to all the agencies concerned, particularly in the case of offices/organizations located in field/forward areas, so as to plan and ensure adequate supply of cash/currency to Armed Forces Personnel/Pensioners posted in forward areas. Special attention may be made in the case of Armed Forces Personnel/Pensioners whose salary/pension is being made through cash.

3. FA(DS) desires that a feed back/report in respect of DAD, Def. Civilians, Armed Forces Personnel(Army, Navy, Air Force) and Pensioners may be submitted to the undersigned, daily basis, on working days till 15<sup>th</sup> December 2016, for onward submission to Deptt. Expenditure, Ministry of Finance.

  
(Devika Raghuvanshi)  
Addl.FA & JS(DR)

Smt. Veena Prasad, IDAS, Addl. CGDA  
Office of the CGDA  
Ulan Batar Road  
Palam Cantt,  
New Delhi,

MoD(Finance/Pension) No.25(11)/2016/FIN/PEN dated 24/11/2016.