



कार्यालय नियंत्रक रक्षा लेखा :
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
नं. 1 स्टाफ रोड, सिक्ंदराबाद -500 009
NO.1, STAFF ROAD, SECUNDERABAD - 500 009.
फोन/:PHONE: 040-27843385 फैक्स/FAX NO:040-27817275
Mail Id: secd-paysn-cda@nic.in



No. Paytech/4073/Various Allow's/(Civ)

Date:17/06/2021

CIRCULAR

To

1. All AO/AO GE/AGE Offices under CDA, Secunderabad.
2. Pay Section I, II, III & Medical Section Local.
3. The officer-in-charge, RAO (MES) Secunderabad.
4. The officer-in-charge, LAO (A) & LAO (B) Secunderabad.
5. AAO (Army), Visakhapatnam.
6. All units.

Sub: Report on Pay and Allowances for the QE 06/2021-reg,

Quarterly Report on Actual expenditure incurred on pay and allowances in respect of Defence Civilians for Qe 06/2021 is due by 30th of the following month to the Ministry of Finance, Department of expenditure, New Delhi. While preparing report following points may please be noted.

- (a) Telephone (Rent & Calls), Purchase of Vehicles, Fuel and Maintenance of staff cars etc. Should be shown separately.
- (b) Correctness of all columns should be ensured.

The subject report may please be furnished by 09/07/2021 by Mail to secd-paysn-cda@nic.in in prescribed format (copy enclosed) so as to enable this office to consolidate and furnish the same to the Ministry of Finance, Department of expenditure, New Delhi and our Hqrs within stipulated time.

Sr. Accounts Officer
(Pay Tech)

Copy to:-

AO IT Section
Local

For uploading the same on the WEB SITE of CDA, Secunderabad.

Sr. Accounts Officer
(Pay Tech)