



कार्यालय नियंत्रक लेखा रक्षा :  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
नं. 1 स्टाफ रोड, सिकंदराबाद -500 009  
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No.Pay Tech/4058/Circular/Pay Bills

Dated:- 01/05/2023

To  
All Units / Formations,  
Pay-I, Pay-II, Pay-III Sections,  
LOCAL.

Sub:- **Timely Submission of Regular Pay Bills GPF/NPS Subscribers - Regarding**

Please refer this office letter of even no. dated 31/10/2022 in which it is requested to submit the Regular Pay Bills before 15<sup>th</sup> of every month. However, the following lapses were observed while auditing the pay bills:-

1. The Regular Pay Bills in r/o GPF/NPS Subscribers are received in this Section in the 3<sup>rd</sup> week of every month with less than 10 working days left to admit the Bills in Audit. It is therefore, requested to submit the Regular Pay Bills before 15<sup>th</sup> of every month so as to enable Pay Sections to pass the bills within the time frame.
2. While auditing the DA Arrears Bills in respect of NPS Subscribers errors have been noticed in Government Contribution of NPS (i.e., less than 14% of Basic Pay + DA). So before forwarding the bills it may please be ensured that NPS Contribution (both Employee and Government) are correctly recovered and reflected in the NPS Schedule.
3. In Supplementary Pay Bills relating to CEA/Hostel Subsidy Claims, Promotion/MACP Arrears, Annual Increment Arrears, LTC Leave Encashment Bills, Leave Encashment on Superannuation, CGEGIS Claims etc., Individual's Account Number, Bank Name, IFSC Code are not mentioned. The same may invariably mentioned in the contingent bill to ensue payment to the concerned individual and avoid operation of CDA-13.
4. It is observed that no recovery of Income-Tax has been initiated in respect of Staff members. So DDOs / Units are requested to assess the recovery of income tax based on previous year recovery and start recovery from May, 23 onwards to avoid financial hardship to the individuals. It is also advised to check whether new or old IT regime is beneficial to the staff and guide them accordingly.
5. It is observed that reason for non-recovery of CGHS/CGEGIS Contribution is not mentioned in the Pay Bill. It is therefore, requested that any changes in the Pay Bills should be duly supported by Part-II Orders, Documents etc., and the reasons for the same should be clearly mentioned in the remarks column of the pay bill.

This is issued with the approval of ACDA(Pay)

Sr. Accounts Officer(Pay)