



OFFICE OF THE CONTROLLER OF DEFENCE
ACCOUNTS,
NO-1, STAFF ROAD,
SECUNDERABAD - 500 009
PHONE-040-27843385, FAX-040-28717275

Paytech.4024//Adv. Salary

Dt. 25/11/2016

C I R C U L A R

To

1. All AO GE Offices under CDA Secunderabad.
2. AAO (Army) Visakhapatnam – with a request to obtain the details from all the units in your audit jurisdiction and submission of consolidated report to this office on daily basis. BY FAX

Sub : Cash withdrawal of salary advance by Government Departments.

Ref : Hqrs CGDA Lr No. AT//3510/Salary.Adv/Nov-16, dated 24/11/2016

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A daily report is desired by the Hqrs. CGDA vide their letter mentioned above on the disbursement of Cash Advance to the employees. It is requested to submit the desired information by **FAX** to this office to enable to submit the same to Hqrs. CGDA **on daily basis** as per the statement stated hereunder.

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

The first report is required to be submitted on 28th November 2016. Hence immediate action is requested please.

Asst. Controller (Pay)