



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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NO.A/II/ 13063/RGR/VOL-V

Dt. August, 2016

To
All Sections in Main Office
All Sub Offices

Sub: Non submission/Delayed submission of reports and returns.

Of late it is observed that all sections and sub offices are not submitting the reports in time and some sections/sub offices not at all rendering the reports. Recently this section has issued a circular dated 6th July on the subject RE 2016-2017 and BE 2017-2018 of Pension Budget, with a label "Most important Circular" and requested all the sections and sub offices to submit the same by 20.07.2016 positively. The same was also placed in the CDA's website along with the formats in which the report has to be rendered. Whereas not a single section/sub office has responded to the circular to render the report till 2nd week of August, in spite of approaching telephonically to all the sub offices and all the sections. After repeated requests through telephone some of sections/sub offices have rendered the report. Even after approaching repeatedly most of the sections/sub offices shown very casual attitude in rendering the said report, and some of them has approached this section, for copies of the formats to render the report after reminding.

Due to the delay in submission of the reports by the sections in MO and sub offices the Accounts section of the CDA office is unable to render the report to HQrs. Office in due time. The delay is being commented very adversely by the HQrs. office for which CDA has expressed his displeasure. This section is facing a lot many problems in approaching all the sections sub office especially outstation sub offices to obtain the reports that are due, every time. In sum incidents the report rendered was also not in the prescribed format as circulated.

In view of the above please elucidate as to why the reports are not being submitted in time. Also clarify whether your section/sub office is maintaining the reports and returns chart, if so please intimate as to why the reports are not being generated within the time frame as stipulated instead of waiting for reminders every time. The reply as "non receipt of the circular" for rendering the report is not acceptable, because all the circulars are being placed in the CDA's website every time. Your reply for the delay in rendering or reasons for not rendering the report as mentioned above, should reach in this office by **31.8.2016** for appraising the same to the CDA. It is also stated that a copy of this communication is also placed in the CDA's web site.

CDA has seen

B. Siva Sankar
ACDA (Accounts)