



**MOST IMPORTANT CIRCULAR - BUDGET**

	<p>भारत सरकार / Govt of India रक्षा मंत्रालय / Min of Defence रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद - 09 Controller of Defence Accounts No.1, Staff Road, Secunderabad - 09 ( ई-मेल / email: <a href="mailto:secd-stsn-cda@nic.in">secd-stsn-cda@nic.in</a> ) (वेब साइट / web site: <a href="http://cdasecbad.ap.nic.in">cdasecbad.ap.nic.in</a>) दूरभाष / Tel: 040-27843385/Ext-209 फैक्स / Fax: 040-27810499</p>	
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सं / . No. S/II/0721/Budget Corr/Vol-I

दिनांक / dt. 9<sup>th</sup> Feb 2021.

**हर काम देश के नाम**

सेवा में / To,

Commdt,  
MC, EME  
PIN-900453

GOC,  
HQrs TASA,  
Bollarum,  
Secunderabad

GOC,  
HQrs 54 Inf Div  
PIN - 908454

Commdt,  
CDM,  
Sainikpuri,  
Secunderabad ([ssoadm.cdmap@nic.in](mailto:ssoadm.cdmap@nic.in))

DQA (R&S)  
DGQ A Complex,  
Karkana, Secunderabad ([rs-dgqa@nic.in](mailto:rs-dgqa@nic.in))

कृपया पत्राचार पद नाम से करे ना कि अधिकारी की नाम से ।  
Please address all correspondence by designation & not by name

**SAVE TREES. SAVE ENVIRONMENT.**

Pl furnish **gov / nic** mail id of the Unit for faster correspondence through mail.

**विषय /Sub :** Cash Management System in Central Govt – Rationalization of expenditure management in last quarter / month of current fiscal 2020-21 – Submission of bills in time.

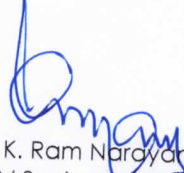
As you are aware that financial year 2020-21 is fast approaching to an end. It is obligatory on part of Units / Formations to submit bills / vouchers well in time duly completed in all respects to enable this office to admit the same in audit and release payments well in time. It is our experience in past that there is a huge rush of expenditure during the last quarter, particularly in the last month, of financial year leading to heavy receipt of bills in this office exerting high pressure at the last moment.

02. According to Rule 62 (3) of GFR 2017, rush of expenditure particularly in the closing months of financial year shall be regarded as breach of financial propriety and shall be strictly avoided. As per the guidelines, last quarter expenditure must be limited to actual procurement of goods and services and reimbursement of expenditure already occurred. All Units / Formations are, therefore, requested to observe the above guidelines strictly and regulate the expenditure accordingly.

03. Provisions of FR Pt-I, GFR 2017, DPM 2009 and latest orders issued by Gol on the subject may strictly be complied with during procurement of goods and services in order to avoid rejection of bills in audit due to non-adherence of the same. It is our sincere endeavour to clear the bills in audit as fast as possible to avoid lapse of funds at the end of the financial year, for which co-operation from Units / Formations is highly solicited. It is, therefore, requested to submit the bills / vouchers duly completed in all respects along with all connected documents, either through GeM online or normal offline, to this office well in time but not later than 26<sup>th</sup> March 2021 ( 27<sup>th</sup> and 28<sup>th</sup> March being Saturday and Sunday respectively) for processing of the same in audit and book the expenditure in time to avoid lapse of funds.

Please ensure to adhere to the above time schedule strictly and instructions to this effect may kindly be passed on to the Units down the line for compliance.

This issues with the approval of CDA.



(के . राम नारायण चारी / K. Ram Narayana Chary)  
वरिष्ठ लेखा अधिकारी (विविध / भंडार / जेम) / Senior Accounts Officer (Misc/Stores/GeM)

प्रति लिपि / Copy to:

- |   |   |  |
|---|---|--|
| 01. Station Commander,<br>Station HQrs Cell,<br>Bollarum, | - | for information and necessary action pl. |
| 02. Commdt,<br>AOC Centre<br>PIN- 900453                  | - | -do-                                     |
| 03. Commdt,<br>1 EME Centre,<br>Secunderabad              | - | -do-                                     |
| 04. Commdt,<br>Artillery Centre,<br>Hyderabad             | - | -do-                                     |
| 05. Cdr,<br>76 Inf Bde,<br>PIN - 908076<br>C/o 56 APO     | - | -do-                                     |
| 06. Cdr,<br>47 Inf Bde,<br>PIN - 908047<br>C/o 56 APO     | - | -do-                                     |
| 07. Cdr,<br>54 Arty Bde<br>PIN - 926954<br>C/o 56 APO     | - | -do-                                     |

08. Comdt.  
SDD  
PIN-900453 - -do-
09. DDG,  
NCC Dte, T & AP Area,  
Secunderabad - -do-
10. SAO i/c  
IT Section, Local - for uploading in CDA website please.

(के . राम नारायण चारी / K. Ram Narayana Chary)  
वरिष्ठ लेखा अधिकारी (विविध / भंडार / जेम) / Senior Accounts Officer (Misc/Stores/GeM)