



कार्यालय, रक्षा लेखा नियंत्रक, नं.1, स्टाफ रोड, सिकंदराबाद - 09.

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

No.1, STAFF ROAD, SECUNDERABAD - 500 009

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महत्वपूर्ण परिपत्र / IMPORTANT CIRCULAR

सं./No. A/I/13134/SBI CMP

दिनांक/ Date: 09.12.2021

सेवा में

To

1. प्रभारी अधिकारी

The Officer-in-Charge

संवितरण अनुभाग (स्थानीय)

D Section, Local

2. सभी उप-कार्यालय

All Sub-Offices at

सिकंदराबाद/वैजाग/सूर्यलंका/ले.अ.,जी.ई.

S'bad/Vizag/Suryalanka

विषय: मासिक रिपोर्टों को समय पर भेजा जाना ।

Sub: Timely Rendition of Monthly Reports.

उपरोक्त के संदर्भ में आपको निदेश दिया जाता है कि भारत सरकार के डिजिटल और पर्यावरणोन्मुख पहल को ध्यान में रखते हुए इस पत्र के साथ संलग्न अनुलग्नक-ए, अनुलग्नक-बी और अनुलग्नक-सी में ई-भुगतान रिपोर्ट/ SBI-CMP/SBI-CMP रिजेक्शन रिपोर्ट और अनुसूची-III रिपोर्ट, मासिक आधार पर, अगले महीने की पाँच तारीख तक कार्यालय के शासकीय ई-मेल यथा gov.in अथवा nic.in के माध्यम से इस कार्यालय को भेज दें ।

With reference to above cited subject it is intimated that, in keeping with Government of India initiative to go digital & environment friendly, e-payment report, SBI-CMP / SBI-CMP rejection report and Schedule III report may please be forwarded through official e-mail id of the office i.e. gov.in or nic.in mail id's on monthly basis @secd-acsn-cda@nic.in by 5th of the following month in the enclosed Annexure-A, Annexure-B and Annexure-C.

संलग्न: उपरोक्तानुसार

Encls: as above.

(के.राम नारायण चारी / K. Ram Narayana Chary)

वरिष्ठ लेखा अधिकारी / Senior Accounts Officer (Accounts)

MONTHLY REPORT ON E-PAYMENTS IMPLEMENTATION BY DAD

Annexure - A

Office: _____

Month : _____

1	2 (3 + 4 + 5)	3				4	5
		No. of Imprest Holders	Amount (in Rs)	No. of cheques	Amount (in Rs)		
Placement of funds to the Units /Formations on Cash Requisitions [e.g. PAO's Advance (018/65), Imprest Holder's Advance (018/60), Permanent Imprest (020/98) and Imprest Advances of other nature]							
		No. of Units/ Formations	Amount (in Rs)	No. of cheques	Amount (in Rs)	No. of cheques	
Payment of Pay and Allowances and personal claims of Service personnel/Defence civilians/ civilian etc in Public Fund Account of the Units/ Formations or otherwise.							
		No. of employees	Amount (in Rs)	No. of cheques	Amount (in Rs)	No. of cheques	
Payment of Pay and Allowances and personal claims of the DAD employees & IFA's							
		No. of contractors / Suppliers	Amount (in Rs)	No. of cheques	Amount (in Rs)	No. of cheques	
Pension payments by the DPPDOs							
		No. of pensioners	Amount (in Rs)	No. of cheques	Amount (in Rs)	No. of cheques	
Any other payment not covered above							
		No. of payments	Amount (in Rs)	No. of cheques	Amount (in Rs)	No. of cheques	
Total							

Broad categories under which payments are being authorized.

Total payments made during the month

Total e-payments made through different modes like ECS (T+3) days, EFT/NEFT/ RTGS, CBS, direct method (T+1) etc.

Total payment made through CMP

Total payments made during the month by issue of cheques.

NOTE: Percentage of e-payment : _____

Signature of Officer-in-Charge

ANNEXURE - B

REPORT ON SBI-CMP TRANSACTIONS FOR THE MONTH OF _____

S.No.	Date	Name of the uploaded file	No. of records uploaded	Amount (Rs.)	No. of Records rejected	Amount (Rs.)

It is Certified that the bookings made in the compilation for the month of _____ in respect of SBI-CMP have been reviewed, reconciled with the concerned debit scrolls of SBI-CMP and found correct.

Signature of Officer-in-Charge
Name of the Office.

Name of the Office _____

Annexure - C

SBI CMP REJECTIONS Repayment Report FOR THE MONTH _____ -20__									
Sl. No	Sub Office Code	Sub Office Name	Name of the Beneficiary	Amount	Narration	UTR Date	Scroll Number	Repayment NEW DV No	Repayment Month/ Year

Signature of Officer-in-Charge