
	<p>कार्यालय नियंत्रक रक्षा लेखा : OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS नं. 1 स्टाफ रोड, सिकंदराबाद -500 009 NO.1, STAFF ROAD, SECUNDERABAD – 500 009. फोन/PHONE: 040-27843385 फैक्स/FAX NO:040-27817275 Mail Id: <a href="mailto:secd-paysn-cda@nic.in">secd-paysn-cda@nic.in</a></p>	
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No. Paytech/4073/Various Allow's/(Civ)

Date:20/06/2024

**CIRCULAR**

To

1. All AO/AAO GE/AGE Offices under CDA, Secunderabad.
2. Pay Section I, II, III & Medical Section Local.
3. The officer-in-charge, RAO (MES) Secunderabad.
4. The officer-in-charge, LAO (A) & LAO (B) Secunderabad.
5. AAO (Army), Visakhapatnam.
6. All units under CDA, Secunderabad.

Sub: Report on Pay and Allowances for the QE 06/2024-reg,

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Quarterly Report on Actual expenditure incurred on pay and allowances in respect of Defence Civilians for QE 06/2024 is due by 10<sup>th</sup> of the following month to the Ministry of Finance, Department of expenditure, New Delhi. While preparing report, the following points may please be taken into account.

- (a) Telephone (Rent & Calls), Purchase of Vehicles, Fuel and Maintenance of staff cars etc. Should be shown separately.
- (b) Correctness of all columns should be ensured.

The subject report may please be furnished to this office email Id [secd-paysn-cda@nic.in](mailto:secd-paysn-cda@nic.in) in prescribed format (copy enclosed) **on or before 05/07/2024** positively so as to enable this office to consolidate the date and furnish the report for QE 06/2024 to the Ministry of Finance, Department of expenditure, New Delhi and our Hqrs office within stipulated time.

**Please accord Top priority.**

—sd—  
Sr. Accounts Officer  
(Pay Tech)

Copy to:-

AO IT Section  
Local

For uploading the same on the WEB SITE of CDA, Secunderabad.

  
Sr. Accounts Officer  
(Pay Tech)