



कार्यालय रक्षा लेखा नियंत्रक :  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
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NO.1, STAFF ROAD, SECUNDERABAD - 500 009.  
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Mail Id: [secd-paysn-cda@nic.in](mailto:secd-paysn-cda@nic.in)



No. Paytech/4073/Various Allow's/(Civ)

Date:23/09/2024

### 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 09/2024-reg,

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Quarterly Report on Actual expenditure incurred on pay and allowances in respect of Defence Civilians for QE 09/2024 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.

- (c) Telephone (Rent & Calls), Purchase of Vehicles, Fuel and Maintenance of staff cars etc. Should be shown separately.
- (d) 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 07/10/2024** positively so as to enable this office to consolidate the date and furnish the report for QE 09/2024 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)