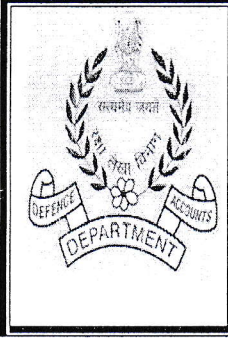


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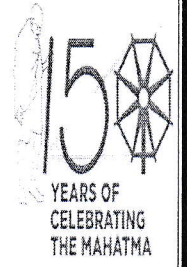
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MOST IMPORTANT CIRCULAR



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: [secd-stsn-cda@nic.in](mailto:secd-stsn-cda@nic.in) )  
(वेब सयट / web site: [cdasecbad.ap.nic.in](http://cdasecbad.ap.nic.in))

दूरभाष / Tel: 040-27843385/Ext-209

फैक्स / Fax: 040-27810499



सं / . No. S/II/0702/Gen Corr

दिनांक / dt. 27<sup>th</sup> May 2020.

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 : Audit requirements for admitting of LP / other bills in audit

संदर्भ / Ref : GFR 2017 / DPM 2009 / FR Pt-I Vol-I / DSR and other rules / regulations / orders issued from time to time by MoD / MoF, Gol.

Kindly refer this office letter of No GeM/0001/Gen Corr dt. 01/05/2020 under which it was requested to procure the stores / services through GeM only. Following further guidelines are issued for strict compliance please.

**01. Procurement of Stores / Services is to be made mandatorily through GeM only, where stores / services are available in GeM in terms of Rule 149 of GFR 2017. No bill outside**

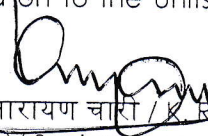
GeM in the above case is accepted in audit. If any item / service is not available in GeM, same may be taken up with GeM authorities for taking them onboard.

02. In terms of Rule 68 of FR Pt-I Vol-I, all Sanctions to expenditure accorded by Competent Financial Authority in r/o expenditure incurred from public funds may be forwarded to CDA immediately on issue, in seriatum, to enable this office to link the same while passing the bills.
03. All Supply Orders issued during the financial year 2020-21 may be forwarded, in seriatum, in original either by post or by mail (scanned copy) from official gov / nic mail id of the Unit / Formation to mail id of Store section at secd-stsn-cda@nic.in or mail id of Misc Section secd-miscsn-cda@nic.in as the case may be.
04. Details of Supply orders placed during the year 2019-20 by your Unit / Formation and passed by this office may please be furnished in the enclosed proforma for linking and further improvement of service in the current year.

Bills in r/o stores / services which are not available in GeM, and procured from outside GeM duly adhering to all audit requirements of Non-GeM bills, may be submitted complying with following requirements till 30/06/2020. Wef 01/07/2020, procedure as enumerated in our Lr No. GeM/0001/Gen Corr dt. 01/05/2020 (copy enclosed for ready reference) may be adhered to strictly for procurement of stores / services not available in GeM portal.

01. While procuring goods / services, provisions of GFR 2017 / DPM 2009 and other relevant orders on the subject, as amended from time to time, must be followed in letter and spirit.
02. A check list showing the documents to be attached along with the bill is shown in the Annx enclosed with this letter. The same may please be complied strictly, failing which bills will be returned un-actioned.
03. While submitting bills please ensure that all required documents, duly completed in all respects, are enclosed with the bill to ensure speedy process and avoid return for want of the same.

The above instructions may kindly be passed on to the Units down the line for strict compliance.

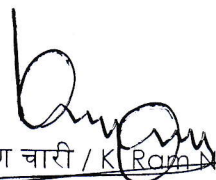
  
(के .राम नारायण चारी / K. Ram Narayana Chary)  
वरिष्ठ लेखा अधिकारी (भंडार) / Senior Accounts Officer (Stores/GeM)

प्रति लिपि / Copy to:

01. Commdt,  
AOC Centre  
PIN- 900453  
([airawat789@gov.in](mailto:airawat789@gov.in))

- for information and necessary action pl.

02. Commdt,  
1 EME Centre,  
Secunderabad - -do-
03. Commdt,  
Artillery Centre,  
Hyderabad - -do-
04. Cdr,  
76 Inf Bde,  
PIN - 908076  
C/o 56 APO - -do-
05. Cdr,  
52 Inf Bde,  
PIN - 908047  
C/o 56 APO - -do-
06. Cdr,  
54 Arty Bde  
PIN - 926954  
C/o 56 APO - -do-
07. Comdt.  
SDD  
PIN-900453  
C/o 56 APO - -do-
08. DDG,  
NCC Dte  
T & AP Area,  
Secunderabad  
(dag.andhra@nccindia.nic.in) - -do-
09. SAO i/c  
IT Section, Local - for uploading in CDA website.

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

**Check List of documents to be enclosed with various types of bills / claims while submitting to CDA for audit and payment. (all documents to be in original)**

**PRE-AUDIT BILLS**

**I. LP Bills**

- a. Contingent Bill in original duly completed in all respects (in duplicate)
- b. Fund Availability Certificate
- c. RFP / Tender notice
- d. Quotations in original indicating rates quoted by vendors with GST or without GST clearly.
- e. CST in original duly countersigned by the competent authority
- f. Supply Order
- g. Amendments, if any, to Supply Order
- h. CRVs in duplicate
- i. Sanction from CFA, indicating following details. PI also refer para 5.5.2 of DPM for sanction proforma.
  - i. Allotment of FY from which amount is spent.
  - ii. If Sanction issued with the concurrence of IFA, authority letter / File No of IFA under which Fin concurrence was obtained to be mentioned clearly.
  - iii. Details of goods / services procured
  - iv. Code head details like Major Head / Minor Head / detailed head (CDA code head) under which funds allotted
  - v. Name of Vendor from whom goods / services procured
  - vi. Authority under which sanctioning powers exercised
  - vii. Grant from which expenditure is proposed to be made
  - viii. Sanction Lr to be dated duly showing the name, designation of the authority sanctioning the expenditure.
- j. Copy of PBG, where ever necessary
- k. GST compliant invoice showing PAN No/GST No/ SI No of the invoice/dt of invoice etc.,
- l. Copy of Warranty certificate, duly countersigned by Officer-in-charge of the Dept/Branch/Wing etc., where ever required.
- m. In case of AMC / JWO, satisfactory job completion certificate.

- n. NEFT mandate form in proper format, in case of new vendors, duly countersigned by the Unit OC / CO / Bank authorities.
- o. Supporting documents in payment of taxes, if any
- p. Any other document required while releasing payment as per conditions of Supply order / contract agreement.

ii. AMC bills (Medical)

- a. Copy of SO in duplicate
- b. CB in original showing the last charge (ie. details of last purchase) under which same medicines were procured earlier in duplicate
- c. Sanction from CFA duly indicating the details at (i) of Pre-audit bills shown above.
- d. Certificate for extension of date of delivery as per DPM para 7.9.5, where ever required
- e. CRVs in duplicate
- f. Copy of RC / PA
- g. Receipt committee inspection certificate
- h. Contractor bill
- i. Warranty certificate
- j. Delivery challan showing actual date of receipt of items in the Unit.
- k. PAC Certificate, in case of PAC items
- l. Copy of IFA Concurrence, where ever required
- m. NEFT Mandate Form duly authenticated by bank and countersigned by OC Unit in case of new vendor.
- n. Certificate showing the CB of item/s (medicines) in the ledger at the time of placing order and MMF of the item along with Pg No of Ledger

iii. ASC Bills

- a. Contingent Bill
- b. Contractor's bill
- c. IAFS-1520
- d. Other requisite documents, if any

iv. Outsourcing bills.

- a. Copy of contract agreement
- b. Attendance sheet duly countersigned by OC, Unit
- c. Nominal Roll of personnel
- d. Sanction from CFA
- e. Other requisite documents, if any

AAO (S)

**POST AUDIT BILLS – All statements to be rendered quarterly to this office along with following documents.**

01. Statement of expenditure showing details like Rt amount (left Cr side of statt), SINo, PV No & dt, name of vendor, name of item procured, total amount, Chq No & dt , remarks etc.,
02. All documents like SO, CRVs, Receipts etc in original.
03. Other requisite documents, if any.

AAO (S)

**List showing the details of bills submitted to the CDA during 2019-20**

Sl No	SO No & dt	Amt (Rs)	Name of Vendor	Items of purchase	Passed vide DV No & month	Grant from which item procured	Remarks
01	02	03	04	05	06	07	08

Accts Officer / OC