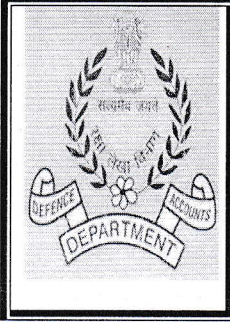


**PRIORITY/URGENT**

**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 साइट / 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/Vol-I

दिनांक/dt. 27<sup>th</sup> July 2020.

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 :** Submission of claims / bills through Fax or E-mail (gov/nic) till 30/09/2020

To avoid any hardship to procuring entities and suppliers and vendors and to ensure timely settlement of their claims it has been decided by HQrs CGDA, Delhi Cantt, in relaxation or modification of rules, to accept the bills / claims in audit submitted by Units / Formations / Estts through Fax or E-mail (gov.in / nic.in mail id of the Unit or Officer concerned) till **30/09/2020** due to COVID 19 pandemic. During the period upto 30<sup>th</sup> Sept 2020, suppliers / vendors may submit their claims to the concerned executive authority or Unit by Fax or E-mail or any other mode of communication. The executive authority or Unit will authenticate this copy of the claim submitted by the vendor under his signature and affix a certificate on the body of the bill to the effect that this is the first payment against the claim authenticated by him and under no circumstances this claim will be presented in future for payment.

The original claim will be submitted for post check and record of PCDA / CDA as early as possible in support of the payment claimed through this copy.

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. 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,  
57 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 - -do-
08. DDG,  
NCC Dte, T & AP Area,  
Secunderabad  
([ddg.andhra@nccindia.nic.in](mailto:ddg.andhra@nccindia.nic.in)) - -do-
09. Station Commander,  
Station HQrs Cell,  
Bollarum,  
Secunderabad - -do-
10. SAO i/c  
IT Section, Local - for uploading in CDA website.

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

