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	<p>OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS NO-1, STAFF ROAD, SECUNDERABAD - 500 009 PHONE-040-27843385, FAX-040-28717275 secd-paysn-cda@nic.in cda-secd@nic.in</p>
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No. Paytech/4073/Various Allow's/(CIV)

Date : 16.03.2020.

CIRCULAR

To,


1. All offices and sub offices under CDA Secunderabad,
2. All AO GE offices Secunderabad & Visakhapatnam.
3. Pay Sections I, II & III, CDA Secunderabad.
4. The Officer in charge, RAO(MES) Secunderabad.
5. The Officer in charge, LAO(A)/LAO(B)Secunderabad.
6. AAO (Army), Visakhapatnam.
7. All units.

Sub: Report on Pay Allowances for the QE 03/2020.

Quarterly Report on Actual expenditure incurred on Pay & Allowances in respect of Defence Civilians for QE 03/2020 is due by 20th of the following month to the Ministry of Finance, department of expenditure, New Delhi. While preparing report following points may please be noted.

- 1 Fuel and Maintenance of staff cars should be shown separately.
- 2 Correctness of all column should be ensured

The subject report may please be furnished by 08.04.2020 by mail to secd-paysn-cda@nic.in or cda-secd@nic.in, so as to enable this office to consolidate & furnish the same to Hqrs within stipulated time.


Accounts Officer
(Pay Tech)