

**OFFICE OF THE CONTROLLER OF DEFENCE  
ACCOUNTS**

**NO-1, STAFF ROAD, SECUNDERABAD - 500 009**

**PHONE-040-27843385, FAX-040-28717275**

No. Paytech/4024/Various Allow's/(CIV)

Dtate : 19.12.2019.

**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)M Secunderabad.
5. The Officer in charge, LAO(A)/LAO(B)Secunderabad.
6. All units.


Sub: Report on Pay Allowances for the QE 12/2019.

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Quarterly Report on Actual expenditure incurred on Pay & Allowances in respect of Defence Civilians for QE 12/2019 is due by 20<sup>th</sup> of the following month to the Ministry of Finance, department of expenditure, New Delhi. While preparing the report following points may please be noted.

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

The subject report may please be furnished by 07/01/2020 by mail to [secd-paysn-cda@nic.in](mailto:secd-paysn-cda@nic.in) or [cda-secd@nic.in](mailto:cda-secd@nic.in), so as to enable this office to consolidate & furnish the same to Hqrs within stipulated time.

  
Accounts Officer  
(Pay Tech)