

W. B. B. B.

Office of the Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt - 110 010

Ph. 25674777-78,79,81 Fax 25674806,25674839

For Direct EDP 25665-592, 25665-763, 25665-863

EDP Fax 25675030

e-mail : cgdanewdelhi@nic.in

WAN on : Zimbra mail Server : hqedp-compilation@cgdamail.org

IMPORTANT CIRCULAR

Dated: 18-12-2013

No. MECH/EDP/302/Circulars

EDP Section (Room No 51)

[Compilation Project]

To

The EDP/DDP & System Manager
O/o the PsCDA, CsDA, PsCFA
(As Per List)

Subject: Dispatch of PM Data on Weekly Basis.

The schedule for dispatch of weekly data for the months of January 2014 to March 2014 is enclosed herewith. *It may be ensured that the data is dispatched regularly so as to reach HQRS Office not later than the dates shown on the enclosed Calendar by 13:00 Hours (1 p.m) Positively.* Whenever there is no data for a particular week a NIL report must be sent by e-mail/fax on date. All PMs raised by due date should be included in the report to arrive the correct expenditure status. It may be ensured that all PMs raised during the month are included in the same month.

(2) Effort should be made to include all PM data by third week to minimize the load on the last week. Arrangement may be made to collect the PMs on daily basis locally in the last week.

(3) The dates for closing of accounts for the year 2013 - 2014 (for March 2014(03/2014), March Supple 2013 (13/2014) and March Supple Correction 2014 (14/2014)) will be intimated later.

(4) It may please be noted that in the last week, weekly data may also be sent in addition to monthly data.

(5) Instances have come to the notice in which certain Controllers have rendered data files after due dates, which disturbed our commitment to render monthly figures to the Ministry. It is therefore requested that dates for rendering data files to the HQrs. Office are strictly followed.

(6) Please acknowledge receipt.


Sr. ACGDA (IT) has seen.

Copy to:-

1. DFA(bud), Min. of Defence, South Block
2. Accounts Section (Local)
3. AN-6 (Local)
4. Website (www.cgda.nic.in)

for information.




(P.L. Chopra)
A.O. (EDPS)


(P.L. Chopra)
A O (EDPS)

Annexure to CGDA New Delhi EDP Centre
Circular No. MECH/EDP/302/Circulars dated 18/12/2013

Month	1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	6 th Week
JAN 2014	10 th Jan.	17 th Jan.	24 th Jan.	31 th Jan. [JAN FINAL Monthly DATA]		
FEB 2014	7 th Feb.	14 th Feb.	21 th Feb.	28 th Feb [FEB FINAL Monthly DATA]		
MAR 2014	7 th Mar.	14 th Mar.	21 nd Mar.	31 th Mar	4 th Apr	11 th Apr

- Note 1 The above dates indicates the date by which the PM data of each week should reach EDP Centre of CGDA's , Palam , Delhi Cantt.
- Note 2 PM Receipt date at DDP Centre may be decided at your end.
- Note3 Dates of PM Data in CGDA EDP Centre has been preponed keeping in mind the urgency of report by the Min. of Defence (fin).
- Note 4 Instance shows that PMs pertaining to previous 2-3 months are also included in the monthly files which defeat the purpose of monitoring of expenditure every month. It may be ensured that PM raised during a Month should be included in that month.
- Note 5 Monthly data for the whole month should be dispatched so as to reach on or before by the scheduled date as shown in the annexure.


 (P.L. Chopra)
 A. O. (EDPS)


F.N. - Forenoon (before 1 p.m.)