

**CONTROLLER GENERAL OF DEFENCE ACCOUNTS**  
**Information Technology & Systems Wing**  
**Ulan Batar Road, Palam, Delhi Cantt-10**

Phone: 011-25665761-63 Fax:-011-25675030

Website: <http://cgda.nic.in> e-mail: [cgdanewdelhi@nic.in](mailto:cgdanewdelhi@nic.in)

**REMINDER - E-Mail / Through Website**

No. Mech/EDP/e-Payment/GePG-II

Date: 30.06.2016

To,

✓ All PCsDA/CsDA


Pr. CA (Fys) / CsA (Fys)

Sub: Timely uploading of Salary/Pension files on SBI CMP Portal.

It has been brought to the notice of this office by SBI that the offices are not uploading/authorising Salary/Pension files on the SBI CMP portal on time. Some offices are uploading the files on the payment date itself. This creates a large queue of files to be processed on the CMP server which results in delay in crediting the amount to the beneficiaries account.

This office vide its letter of even number dated 05/01/2016 requested the Controller offices to upload the files atleast 2-3 working days in advance from NPB date. However, some offices are still not following the timeline.

**In view of the above, it is once again requested to upload/authorise the Salary/Pension files on the SBI CMP portal well in time to avoid last minute rush at SBI CMP Server. The Sub offices under your organization that are making payment through SBI CMP may also be advised accordingly.**

  
(Arvind Wani)  
Sr. ACGDA (IT)

Copy to:

The SBI CMP Team

| For information please.

-sd/-  
(Arvind Wani)  
Sr. ACGDA (IT)