



रक्षा लेखा प्रधान नियंत्रक (उ.क.) नरवाल पैन, सतवारी, जम्मू-180003

PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (NC)

NARWAL PAIN, SATWARI, JAMMU-180003

FAX:- 0191-2435068

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[acctiipcdanc.dad@nic.in](mailto:acctiipcdanc.dad@nic.in)



**Important Circular**  
**Through Website only**

NO: A/II/901/PC Report /2019

Dated: 13.02.2019

To,

The Officer I/c  
All Sub offices under this Organisation  
All sections of Main Office, Jammu

**Sub: Late/Non-receipt of certificate regarding review of Printed Compilation in Main Office, Jammu.**

**Ref:** 1.HQrs. Office, Delhi Cantt letter No A/1/13640/Rev of Sec Comp. dated: 17.06.2016  
2. This Office letter of even number, dated 22.07.2016.

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As per the instructions issued by HQ office vide letter under reference, all Sections/Sub-offices under this organisation are required to render the **Monthly Certificate** on monthly review of Printed compilation **before 5<sup>th</sup> of every month** to enable this office to submit the **consolidated certificate to the HQ office** every month.

2. It is seen that monthly certificate on review of sectional compilation are **not being receipt** in time in Main Office. Due to non-receipt of subject certificate in time from your Office/Section, this has resulted into **delay in submission** of consolidated report to HQ Office, Delhi Cantt. This delay in submission of the report has been **viewed with concern** by the competent Authority and HQrs office Delhi Cantt.

3. In view of the above, you are advised to **adhere to the instructions** issued on the subject and ensure the receipt of subject certificate by 5<sup>th</sup> of following month in the Main Office, Jammu **without any failure**. Delay/Wrongly submission of certificate **will be viewed seriously** by the Competent Authority. Therefore, I have been **directed to convey the displeasure** of the Competent Authority for **non-submission of report** in time by your office/section.

4. You are hereby **advised to be careful** and ensure that henceforth all the report should be dispatched in such manner (Fax/E-mail) so that the same reaches this office in time positively. Any delay /wrongly submission of report **could attract strict action against the defaulters** for non-compliance of the office orders.

Please acknowledge receipt through e-mail at [acctiipcdanc.dad@nic.in](mailto:acctiipcdanc.dad@nic.in)  
**PCDA has seen.**

Copy to:-

The Officer I/c  
EDP Cell (Local)

- For uploading in PCDA (NC) Jammu website including WAN with FLASH MESSAGESS please.

- Solxxx  
(DES RAJ)  
Dy. CDA (A/Cs)

(M.S. SAMBYAL)  
Sr. AO (A/Cs)