

E-mail
IMPORTANT CIRCULAR

No. MECH/EDP/302/Circulars
Office of the C.G.D.A., EDP Section
(Room No 51), [Compilation Project]
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Wan Zibmra mail:
Hqedp-compilation@cgdamail.org
Dated: 04/06/2013

To

The EDP & System Manager (By name)
(As Per List)


Subject: Dispatch of PM Data on Weekly & Monthly Basis for the year
2013 - 2014.

Ref:- This HQ letter No. even dated. 22/04/2013.

A calendar showing the dates on which the monthly PM data should reach the C G D A's EDP Centre for the year 2013 - 2014 commencing from June 2013 to December 2013 is enclosed. It may be ensured that the data is dispatched (at e-mail : cgdanewdelhi@nic.in or at **WAN Zibmra mail Server : Hqedp-compilation@cgdamail.org**) regularly so as to reach EDP HQRS Office not later than the dates shown on the enclosed Calendar, Whenever there is no data for a particular month, a NIL report is required. Copy of this circular can also be found at cgda.nic.in website.


(1) The dates for period for January to March 2014 will be intimated later.

Please acknowledge receipt.


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

Copy to

1. Director Budget, Room No 20, South Block, New Delhi.
2. Accounts Section (Local)
3. AN-6 (local)
4. Website (cgda.nic.in)


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

**Annexure to CGDA New Delhi EDP Centre
Circular No. MECH/EDP/302/Circulars dated 04-06-2013**

Sr. No.	Month	Date by which data should reach HQ Office
1.	JUN-2013	28 June 2013
2.	JUL-2013	31 July 2013
3.	AUG-2013	30 Aug 2013
4.	SEP-2013	30 Sep 2013
5.	OCT-2013	31 Oct 2013
6.	NOV-2013	29 Nov 2013
7.	DEC-2013	31 Dec 2013

Note 1 The above date indicate the date by which the PM data of each month 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 desired 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 To ensure timely submission of data, PM may be collected on daily basis in the last week of the month to avoid accumulation of PM's.



**Accounts Officer (EDP)
O/O the CGDA, Palam, Delhi Cantt**