



BY MAIL/SPEED POST



रक्षा लेखा नियंत्रक कार्यालय, चन्नई
Controller of Defence Accounts, Chennai
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IMPORTANT CIRCULAR

No.AN/Pay III/Tulip/Gen Corr

Date : 12 Sep 2019

To


All sub-offices under CDA Chennai

- Sub : Implementation DAD pay bills – sub offices in Tulip
- Ref : This office letter of even No. dated 06 Aug 2019 (copy enclosed for ready reference)

The following are intimated for necessary action by all sub offices under this organization for processing pay bill for the month of Sep 2019:-

- a) Pay slips for Aug 2019 in respect of all DAD officers and staff have been sent through their e-mail, except six individuals. E-mail could not be sent in r/o these six individuals as their email addresses were not given to Main Office. However, their pay slips have been sent separately through AAO DAD Trivandrum. In case of any officer/staff who have not received their pay slips through e-mail, their details may be intimated with their correct email address for necessary action.
 - b) All Officers/staff may be asked to verify the correctness of details given in the pay slips. In case of any discrepancy, the same may be communicated to this office.
 - c) Consolidated information regarding changes in the pay bill for Sep 2019, if any, may please be intimated as per format enclosed to reach this office by 15 Sep 2019. This may be noted for future compliance for every month.
2. All Officer-in-Charge of the sub-office are requested to ensure the following:-
- a) EOL/HPL/CCL etc sanctioned by Main Office/sub-office effecting pay and allowances may be intimated to this office (AN Pay III) every month for recovery. The recovery of the same may be verified from the pay slips of the officials.
 - b) A copy of relieving order for transfer out cases may be sent immediately to this office through e-mail to regulate their pay and allowances accordingly.
 - c) Absent without leave by any of the officers/staff may be intimated immediately to stop their pay till reporting back for duty and regularization of absent period.

Encls: As above.

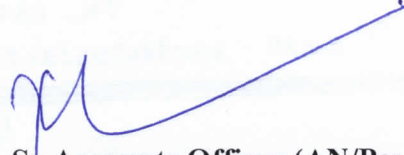

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Copy to:-

EDP Section (Main Office) -

Please upload this letter in CDA Chennai web-site.



Sr Accounts Officer (AN/Pay)

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