

Office of the Controller of Defence Accounts,
No. 618, Anna Salai, Teynampet, Chennai - 600018
Ph. No.044-24349980 Fax No.044-24348142

Admin Order No. 07

Dated : 19/02/2019

Sub : Bill Enquiry Officer - March 2019

It has been decided by the competent authority to set up an ENQUIRY CELL to handle queries related to receipt/payment of bills during March 2019. Shri J. Rajan, AAO/8325242 has been nominated as the Bill Enquiry Officer and will be attending to the above duty w.e.f. 11/03/2019 to 31/03/2019. The Officer will handle all queries regarding receipt of bills/present position, so that the Audit sections are free to attend bills on hand without being disturbed.

NO VISITORS WILL BE PERMITTED TO VISIT ANY SECTION in connection with inquiries about bills. Essential information will be attended/ conveyed only by the Bill Enquiry Officer. No bills will be received from or delivered direct by unit representative to any audit section. All bills will be routed through Record Section and entered in the Bill Diary. Audit sections will deal with the bills/letters STRICTLY ON FIRST IN - FIRST OUT BASIS. During this period telephonic inquiries about bills may be directed to the Bill Enquiry Officer.

Bills will be received upto 25/03/2019 only. Bills received after will be deposited in a Box provided with Bill Enquiry Officer and their acceptance will be only with the approval of the CDA. All the units/formations are advised to adhere to the time schedule enumerated above and this office will not be responsible for lapse of funds as a result of rejection of bills on the grounds of any failure to comply with prescribed procedures/want of documents/ certificate required to be furnished to audit. Similarly this office will not be able to clear any bill provisionally for want of funds.

These instructions may please be noted for STRICT COMPLIANCE.

Sd/-

(R. NARAYANA PRASAD)
Sr. Accounts Officer (AN-I)

File No.AN/I/27/GC/2019

Distribution to:-

All SAOs/AOs in Main Office	All Sections in Main Office
All CE / CWE / GE in Tamilnadu/Kerala	Concerned AAO
Security / Telephone Operator	
AN - VII/'R' - for making necessary seating arrangements for the cell in the 'R' section & provision of boxes with Bill Enquiry Officer	
All Units / Formations (through concerned bill sections of Main Office)	
EDP Center	---- for hosting in CDA Chennai Website.

आर. नारायण प्रसाद / R. NARAYANA PRASAD
वरि. लेखा अधिकारी / Sr. Accounts Officer
रक्षा लेखा नियंत्रक कार्यालय / Office of the CDA
(R. NARAYANA PRASAD)
Sr. Accounts Officer (AN-I)