

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS**

**No. 618, Anna Salai, Teynampet, Chennai - 600 018**

**Ph No. 044-24349980**

**Fax No. 044-24348142**

Admin Order No. 10

Dated: 20/02/2020

**Sub: Bill Enquiry Officer - March 2020.**

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 2020. **Shri. R. Karthikeyan, AAO/8332747** has been nominated as the Bill Enquiry Officer and will be attending to the above duty w.e.f. 11.03.2020 to 31.03.2020. 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 representatives 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 25.03.2020 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**.

File No. AN/I/27/GC/2020

sd/-  
(DEBAN. S. S)  
Asst. Controller (AN)

Distribution to:

|   |                             |
|---|-----------------------------|
| All GOs/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 Centre – for hosting in CDA Chennai website.  |                             |

  
(DEBAN. S. S)  
Asst. Controller (AN) 20/2/2020  
दिवन.सं.सं. भ.र.भ.भ. DEBAN.S.S. IAS  
रक्षा लेखा सहायक विभाग, ACDA