Through PCDA WC website.

To

The Officer in Charge
All sub offices under PCDA WC

Sub: Non receipt of Schedule III

Please refer to this office circular no. A/II/1483/Sch-III/Misc Corr dated 28/12/2017 wherein it was stated that all schedule III should reach this office by 5th of every month positively through Vishwak or NIC mail. However, during review of linking of cheques with Schedule III, it has been observed that many offices have not sent Schedule III to this office thereby causing unnecessary delay in cheque linking. Para 184 and 185 of Office Manual Part II states that Schedule III is required to be forwarded timely by the concerned audit offices to the PCDA office as it forms the basis for linking/pairing with paid cheques. Due to non receipt of Schedule III, Pairing/linking of paid cheques has been severely hampered. Consequently, other functions of Accounts Section relating to unlinked cheque also get adversely affected.

List of offices for whom Schedule III for the period July 2019 to November 2019 have not been received till date is enclosed as Annexure ‘A’ to this letter. It is requested to ensure that Schedule-III (in csv format) in respect of these offices is uploaded on Project Vishwak or sent through NIC mail by 10th of February 2020. In addition, Schedule III data for every month should be uploaded positively by 30th of the month for our further necessary action.

Procedure for converting excel file to csv format is enclosed as per Annexure ‘B’.

Copy To:

IT &S Section for uploading on PVDA WC website.

ACDA (A/Cs)
ANNEXURE 'A'

MONTHWISE LIST OF OFFICES WHERE SCH-III NOT RECEIVED
(SECTION CODE WISE)

<table>
<thead>
<tr>
<th></th>
<th>Jul-19</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6912</td>
<td>7111</td>
<td>7113</td>
<td>7128</td>
<td>7606</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3723</td>
<td>3724</td>
<td>3923</td>
<td>5721</td>
<td>7113</td>
<td>7128</td>
</tr>
<tr>
<td></td>
<td>3724</td>
<td>3723</td>
<td>3724</td>
<td>3819</td>
<td>5609</td>
<td>5715</td>
</tr>
<tr>
<td></td>
<td>3716</td>
<td>3719</td>
<td>3723</td>
<td>3819</td>
<td>5609</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3715</td>
<td>3721</td>
<td>3723</td>
<td>3724</td>
<td>5609</td>
<td>5614</td>
</tr>
<tr>
<td></td>
<td>5721</td>
<td>5725</td>
<td>5732</td>
<td>6417</td>
<td>6804</td>
<td>6805</td>
</tr>
<tr>
<td></td>
<td>5725</td>
<td>5732</td>
<td>6417</td>
<td>6804</td>
<td>6910</td>
<td>6912</td>
</tr>
<tr>
<td></td>
<td>7109</td>
<td>7111</td>
<td>7113</td>
<td>7126</td>
<td>7203</td>
<td>7502</td>
</tr>
<tr>
<td></td>
<td>7109</td>
<td>7111</td>
<td>7113</td>
<td>7126</td>
<td>7203</td>
<td>7505</td>
</tr>
<tr>
<td></td>
<td>7126</td>
<td>7511</td>
<td>7606</td>
<td>7607</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Sep-19</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3713</td>
<td>3716</td>
<td>3719</td>
<td>3723</td>
<td>3724</td>
<td>3819</td>
</tr>
<tr>
<td></td>
<td>3715</td>
<td>3721</td>
<td>3723</td>
<td>3724</td>
<td>3819</td>
<td>5609</td>
</tr>
<tr>
<td></td>
<td>5721</td>
<td>5725</td>
<td>5732</td>
<td>6417</td>
<td>6804</td>
<td>6910</td>
</tr>
<tr>
<td></td>
<td>5725</td>
<td>5732</td>
<td>6417</td>
<td>6804</td>
<td>6912</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7109</td>
<td>7111</td>
<td>7113</td>
<td>7126</td>
<td>7203</td>
<td>7502</td>
</tr>
<tr>
<td></td>
<td>7109</td>
<td>7111</td>
<td>7113</td>
<td>7126</td>
<td>7203</td>
<td>7505</td>
</tr>
<tr>
<td></td>
<td>7126</td>
<td>7511</td>
<td>7606</td>
<td>7607</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Oct-19</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3716</td>
<td>3721</td>
<td>3800</td>
<td>3801</td>
<td>3805</td>
<td>3813</td>
</tr>
<tr>
<td></td>
<td>3923</td>
<td>5607</td>
<td>5609</td>
<td>5614</td>
<td>5708</td>
<td>5715</td>
</tr>
<tr>
<td></td>
<td>5727</td>
<td>5728</td>
<td>5729</td>
<td>5732</td>
<td>6417</td>
<td>6804</td>
</tr>
<tr>
<td></td>
<td>5727</td>
<td>5728</td>
<td>5729</td>
<td>5732</td>
<td>6417</td>
<td>6804</td>
</tr>
<tr>
<td></td>
<td>6913</td>
<td>7108</td>
<td>7113</td>
<td>7125</td>
<td>7126</td>
<td>7128</td>
</tr>
<tr>
<td></td>
<td>6913</td>
<td>7108</td>
<td>7113</td>
<td>7125</td>
<td>7126</td>
<td>7203</td>
</tr>
<tr>
<td></td>
<td>7503</td>
<td>7509</td>
<td>7605</td>
<td>7606</td>
<td>7607</td>
<td>7607</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Nov-19</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3716</td>
<td>3721</td>
<td>3800</td>
<td>3801</td>
<td>3805</td>
<td>3813</td>
</tr>
<tr>
<td></td>
<td>3923</td>
<td>5607</td>
<td>5609</td>
<td>5614</td>
<td>5708</td>
<td>5715</td>
</tr>
<tr>
<td></td>
<td>5727</td>
<td>5728</td>
<td>5729</td>
<td>5732</td>
<td>6417</td>
<td>6804</td>
</tr>
<tr>
<td></td>
<td>5727</td>
<td>5728</td>
<td>5729</td>
<td>5732</td>
<td>6417</td>
<td>6804</td>
</tr>
<tr>
<td></td>
<td>6913</td>
<td>7108</td>
<td>7113</td>
<td>7125</td>
<td>7126</td>
<td>7128</td>
</tr>
<tr>
<td></td>
<td>6913</td>
<td>7108</td>
<td>7113</td>
<td>7125</td>
<td>7126</td>
<td>7203</td>
</tr>
<tr>
<td></td>
<td>7503</td>
<td>7509</td>
<td>7605</td>
<td>7606</td>
<td>7607</td>
<td>7607</td>
</tr>
</tbody>
</table>
To convert the Excel file into CSV file, under mentioned process be adopted.

1. Prepare Schedule -3 in excel format in the following format without heading.

<table>
<thead>
<tr>
<th>Cheque No.</th>
<th>Cheque Date (DD-MM-YYYY)</th>
<th>Amount (In Rs.)</th>
<th>Month-Year of Compilation (MM-YYYY)</th>
<th>Section Code (1111)</th>
<th>IFSC Code (AAAA11111)</th>
<th>Bank / Treasury</th>
<th>Bank Branch</th>
<th>DV No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I24356</td>
<td></td>
<td></td>
<td></td>
<td>1234</td>
<td>SBI</td>
<td></td>
<td>Delhi cantt</td>
<td></td>
</tr>
</tbody>
</table>

2. Save the file with “Save as” option shown as in screen shot (SC) No. 1 selecting file type “CSV (Comma delimited)” (SC-2) with file name.

3. Now, open the file with “open with” option in ‘Notepad’. (SC-3)

4. On opening in Notepad file looks as under-

5. Replace signs/word as under-
   (a) Comma (,) with tilde (~)
   (b) Dot (.) with forward slash (/)
   (c) Cheque date be in (DD/MM/YYYY) format.
   (d) Month-Year of compilation be in the form of (MM/YYYY) e.g. 09/2018 with slash not Sep-18.
   (d) All alphabets be in UPPER case.
   (e) There is no space left.

6. Save the file and send through vishwak or E-mail at ID: pcdawc_accts.cgda@nic.in.