No. AN/I/1041/Cir

Dated: 13/4/2020

Subject: Submission of Claims/Bills through Fax/e-mail or any mode of communication upto 31/5/2020 or till further orders whichever is earlier: Standard Operating Procedure (SOP).

Please refer to this office Important circular No. even dated 09/4/2020 regarding above subject.

2. In view of the ongoing lockdown in the Country, CGDA, Delhi Cantt has decided vide their circular No. AN/III/3012/Circular/Vol. VIII dated 09/4/2020 to submit claims/bills including cash assignments through Fax/email or any other mode of communication upto 31/5/2020 or till further orders whichever is earlier.

3. It is seen that emails in respect of claims/bills submitted by vendors/suppliers are received in IT&S Section(Local) and Audit Sections as well.

4. E-mails etc. received in IT&S Section would be disseminated to respective Audit Sections through forwarding of email. IT&S Section would maintain a record in a register on number of emails received date wise & their onward transmission to concerned Sections. The details of such emails/fax i.e. date of receipt of claim/bill in Section & number of forwards to Audit Sections would be reflected in MIS of IT&S.

5. Emails/Fax received in Audit Sections would be dealt as per laid down procedures and a record would be maintained for each claim/bill. For this a separate register be opened in general group of Audit Section where record on receipt, further dissemination through printout and its disposal would be entered. GO/GO of Audit Group to ensure through their internal section order that emails received are acted upon in general group on daily basis interalia maintaining the record. The details of such emails/fax i.e. date of receipt of claim/bill in Section, date of disposal etc. would be reflected in MIS also by Audit Sections. The Officers Incharge of Audit Sections are directed to ensure that there is no disruption in the payment of bills during the lockdown period.

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6. The Officer Incharge shall ensure that the email received through official NIC mail ID of unit/office should only be acted upon. In no case mail received through personal email ID be acted upon.
7. The email should be checked daily at regular intervals to avoid any delay in disposal.

PCDA has seen.

(SAHIL GOYAL)
Dy. CDA (AN)

To

1. PS to PCDA
2. All Group Officer
3. All Sections in Main office
4. IT&S Sec … for uploading on PCDA(WC) Website.