

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 : 28/02/2018

Sub : Bill Enquiry Officer - March 2018

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 2018. Shri B.SURESH AAO has been nominated as the Bill Enquiry Officer and will be attending to the above duty w.e.f. 05.03.2018 to 28.03.2018. 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 Records 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 23.03.2018 (Friday) 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/1/27/GC/2018

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

Distribution to:-

All SAOs/AOs in Main Office	All Sections in Main Office
All CE / CWE / GE in Tamilnadu/Kerala	RAO MES Chennai / LAO (A) Chennai
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.	

(R. NARAYANA PRASAD) PRASAD  
Sr. Accounts Officer (AN-I)  
Office of the CDA  
618, Anna Salai,  
Teynampet, Chennai-600 018.