



रक्षा लेखा नियंत्रक कार्यालय चेन्नई
CONTROLLER OF DEFENCE ACCOUNTS

618, अन्ना सलाई, तेनाम्पेट, चेन्नई – 600018

618, ANNA SALAI, TEYNAMPET, CHENNAI – 600018.



No.S/II/COVID 19

Dt.,20/4/2020

To
The GOC
HQ Dakshin Bharat Area
Island Grounds
Chennai-9

Sub: Submission of claims/bills through Fax/e-mail or any other mode of communication upto 31st May 2020 or till further order whichever is earlier– Reg.,

Wrt above subject, CGDA has extended the relaxation or modification of rules for submission of claims/bills through Fax/e-mail or any other mode of communication upto 31st May 2020 or till further order whichever is earlier.

2) The Executive authority/Unit after conducting all necessary checks and following the procedure enumerated below may submit the claims/bills online through their official e-mail to the official mail of DB Area for safe and better processing of claims if Executive authorities/Units are not able to obtain originals of vendor documents or submit bills in original to this office:

a) the photocopies of vendor documents including invoices etc as supporting documents for payment of bills duly authenticated by the Executive Authorities/Unit under his/her signature and office seal .

b) **A certificate** to the effect that this is the **first payment** against the claim authenticated by him/her and under no circumstances till claim will be presented in future for payment either in duplicate or original.

c) The original Bill shall be required to be furnished as early as possible with inscription in bold letters "NOT FOR PAYMENT".

3) The documents received from units should be redirected to this office mail cda-mad@nic.in through official email of DB Area with a forwarding memo giving details viz., Name of unit, CB Number and amount, for better control.

- 4) If the expenditure is related to COVID-19, the sanction must be very specific and allotment letters may be forwarded through Fax/E-mail for necessary action.
- 5) Standard Operating Procedure on COVID-19 related procurements under Emergency powers by Indian Armed Forces issued under GOI, MoD Ir dt., 3rd April 2020 may be followed.
- 6) The expenditure may be restricted as per guidelines issued by M/O Finance, OM dt., 8th April 2020 i.e 20% of BE in Quarter 1(April to June 2020) for expenditure on Demand No.19(Defence Services-Revenue) and Demand No.20(Capital Outlay on Defence Services) and any deviation from this guideline would require prior approval from Ministry of Finance.

It is requested to disseminate the above instructions to all the concerned for implementation of GOI orders and faster clearance of claims.

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ACDA(Stores)

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1) EOP sec \approx It is requested to place this letter on our web site.

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ACDA(Stores)