

EDP

**By FAX / Speed Post**  
**OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)**  
**10-A, SHAHEED KHUDIRAM BOSE ROAD, KOLKATA-700001.**

No.371/AN-VI (Central) / Order / Allot.

Date:-08.07.2015

To  
All Cs of F & A (Fys) /  
C D A, RTC (E.R) /  
C I A, M.O., Local.

The Officer-in-Charge  
AN-VIII (FA/DA & LTC Group)  
M.O Local

**Subject:- Forwarding Monthly Expenditure Report (MER) under Heads  
'Travel Expenses- Domestic (00/094/28) and 'Office Expenses –  
(00/094/30)' for uploading PCA (Fys) Website.**

**Reference:- Hqrs Office Letter NO- AN/VII/7220/BE 2015-16, Dt.- 22.06.2015 and 06.07.2015**

In compliance with the instructions issued vide HQrs. Office, New Delhi letter No under reference, it is requested to forward Monthly Expenditure Report (MER) under Head 'Travel Expenses- Domestic (00/094/28)' monthly in the format prescribed at Annexure – I and II to the EDP Section (Soft Copy in excel format) and Hard Copy to AN- VI(Central) Section of this Office (the Report of Q1 of FY 2015-16 may be forwarded by July 13, 2015; thereafter monthly reports be forwarded by 3<sup>rd</sup> of the following month) for uploading the said expenditure in the PCA (Fys) Kolkata Website as part of suo moto disclosure under section 4 of RTI Act, 2005.

Further, it is also requested to forward details of 'Monthly Expenditure Report (MER)' under Head 'Office Expenses'-(00/094/30) showing Category-wise expenditure monthly in the format prescribed at Annexure – III to the EDP Section (Soft Copy in excel format) and Hard Copy to AN- VI(Central) Section of this Office (the Report of Q1 of FY 2015-16 may be forwarded by July 13, 2015; thereafter monthly reports be forwarded by 3<sup>rd</sup> of the following month) for uploading 'Monthly Expenditure Report (MER)' under Head 'Office Expenses'. The details should also include voucher wise details for each category under MER as well as relevant supporting documents to maintain transparency in public expenditure.

Kindly ensure strict compliance of the above instructions.

-Sd-

**(Nabarun Dhar)**  
**Joint Controller of Accounts (Fys)**

Copy to:-

**The Officer in Charge**  
**EDP WDC CELL**  
**of Main Office**

} For uploading the same to the Official Website  
of PCA (Fys) Kolkata by 15 July of Q1 2015-16 reports  
and thereafter by 5<sup>th</sup> of the following month please.

  
**(V. Nageswara Rao)**  
**Senior Accounts Officer (Fys)**



**Temporary duty**

**Annexure-I**

Sl.No	Name/Designation	Place/Purpose/Sanction No. & Authority	Period	Mode/ Class of Travel	Expenditure (Rs.)
1	2	3	4		5

