BY SPECIAL MESSENGER
OUT-TODAY

CAPITAL DEVELOPMENT AUTHORITY

(Accounts Officer Pay & Audit-II)

No.CDA-01-(PA-II)/(Admin)/2026/8999. Islamabad, September, 07, 2026.

SUBJECT: **IMPLEMENTATION OF STANDARDIZED MECHANISM/SOP FOR SUBMISSION AND PROCESSING OF MONTHLY PAYROLL CHANGES.**

Reference: **Dy: Director Treasury, CDA's letter No.CDA/DA/(TD)/SAP/2026-27/1473 dated 04.09.26.**

In order to ensure accuracy, transparency, and timely processing of monthly payroll in SAP System, it has been decided to introduce a standardized mechanism/SOP for submission of payroll-related monthly changes by all Directorates/Divisions/Formations. Since the responsibility for processing and ensuring the accuracy of all monthly changes relating to non-gazette employees (**Regular**) ,vested to Accounts Officer (Pay & Audit-II), CDA, therefore, in future overall control, system access rights and all changes in the SAP system shall be processed and monitored from the office of the Accounts Officer (Pay & Audit-II), CDA.However monthly changes relating to (**Regular P**) staff shall be processed through concerned DDO's/DD's.

Accordingly, the following procedure shall be observed with immediate effect:

1. **All Cashiers of Each Directorates/Divisions are** responsible for compilation, verification, and timely submission of all monthly payroll changes. The following changes, where applicable, shall be processed through the prescribed format/proforma.
    - New appointment/ induction
    - Transfer/posting
    - Promotion/upgradation
    - Annual increment
    - Pay fixation/re-fixation
    - Grant or discontinuation of allowances
    - Leave without pay/leave on full pay
    - Recovery of overpayment
    - GP Fund/House Building/Motor Car advances and recoveries
    - Income tax adjustments
    - Suspension/reinstatement
    - Retirement
    - Resignation/termination
    - Death cases
    - Deputation and repatriation
    - Any other change affecting monthly salary
2. **Each Directorates/Divisions shall submit one consolidated Monthly Payroll Change Proforma** containing all changes relating to its employees. Submission of individual proformas for separate cases shall not be entertained.

3. The consolidated Monthly Payroll Change Proforma shall be submitted to the Accounts Officer Pay & Audit-II, CDA **by the 10th day of each month** for incorporation into the relevant month's payroll cycle.

4. Changes received after the prescribed deadline shall ordinarily be deferred to the subsequent month's payroll cycle. However, exceptional cases may be considered with proper justification and approval of the competent authority.

5. Every proposed change shall be supported by relevant documentary evidence, including competent authority's approval, office order, notification, sanction, or any other relevant document, as applicable.

6. Before submission, the concerned Directorate/Division shall ensure that all information has been thoroughly verified from official record and that the effective date and financial implications of the proposed change have been correctly reflected.

7. The consolidated statement shall be duly signed and certified by the authorized officer of the concerned Directorate/Division. The correctness and authenticity of the information provided shall remain the responsibility of the concerned formation.

8. Incomplete, unsigned, unsupported, or incorrectly submitted cases may be returned to the concerned Directorate/Division for rectification and may not be processed until all deficiencies are removed.

9. Upon receipt of the consolidated information, the Pay & Audit-II Section shall scrutinize the cases and process only those changes which are complete, duly authorized, and supported by relevant documentary evidence.

10. Before finalization of monthly payroll, appropriate reconciliation shall be carried out to identify unusual salary variations, duplicate payments, unauthorized allowances, incorrect recoveries, or any other discrepancies.

11. All Directorates/Divisions are advised to ensure timely communication of any event affecting the salary of an employee. Delay or omission in reporting such changes may result in incorrect payments and consequential recoveries.

12. In case of any incorrect payment arising due to inaccurate, incomplete, or delayed information furnished by the concerned Directorate/Division, responsibility shall rest with the officials responsible for verification and certification of the information, subject to applicable rules and regulations.

13. All concerned are directed to ensure strict compliance with the above mechanism / SOP. Repeated delays or submission of deficient information shall be viewed seriously and may be brought to the notice of the higher authority.

7/08/26

(Muhammad Saleem Minhas)
Accounts Officer PA-II, CDA

All DDOs (Directorate of ________________)

All DAOs (Directorate of ________________)

Copy to: -

1. D.G. Audit & Accounts, CDA
2. Director Accounts, CDA
3. Director Audit, CDA.
4. Deputy Director Accounts, CDA
5. Deputy Director Treasury, CDA
6. P.S. to F.A./Member, CDA.

7/08/26

Accounts Officer (PA-II), CDA