

IMPORTANT CIRCULAR

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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No. AN/I/0738-IX

Dated: 21st May, 2014.

To

1. All GOs of M.O. CDA Guwahati.
2. All SAOs/AOs of M.O. CDA Guwahati.
3. All Sections of M.O. CDA Guwahati.
4. All Sub-Offices under CDA Guwahati.

Subject: Preparation and Maintenance of time schedule of APAR – Reg.

It is observed that the time schedule for completion and submission of APAR as provided in the inside back cover page of APAR form is not being followed strictly by Reporting / Reviewing / Accepting Officers and no information has so far been received about the current position of APAR for the year 2013-14 from various sub-offices / sections.

Therefore it is intimated to all officers/individuals to complete their part of APAR and submit to the concerned Reporting / Reviewing / Accepting Officer for furnishing / completion report to our HQrs office in time.

In this regard, It is also intimated that Shri N. Das, DCDA and Shri D.K. Pathak, ACDA will be relieved of their duties on their permanent posting from M.O. CDA, Guwahati at the end of this month .

You are, therefore, requested to submit all the APAR at an early date for their timely completion.

Further, MTPARs issued by this office in respect of the Officers / Staff may also be finalized and forwarded to this Section / Office for further necessary action.


(D. K. PATHAK)
Assistant Controller (AN)

Copy to:

All Officer-in-Charge
Under Proforma Strength of CDA Guwahati. }

For information and necessary action
w.r.to above please.


(D. K. PATHAK)
ASSTT. CONTROLLER (AN)