

**CIRCULAR**

No. AN/V/mpr-circular/Vol-I  
Office of the CDA  
"Udayan Vihar", Narangi  
Guwahati - 781171  
Dated: 21/01/2019

To

All Sub Offices (Local)  
All Sections (Main Office)

Subject :- Clearance of Bill/letter shown in CGDA e-MPR for the month of Dec2018 .

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Off late, it has been observed in CGDA MPR for the month of Dec 2018 received from Sub offices and some sections of Main Office of CDA Guwahati that a large number of Bills and letters including ordinary letter are shown outstanding in closing balance column.


It is, therefore, requested to ensure clearance of letters /claims/Bills (if otherwise in order) to the extent possible and also take up the matter with executive authority , if pendency is due to non availability of fund.

The position indicating the progress in clearance of letters /claims/Bills (if otherwise in order) may be submitted in the ensuing CGDA e-MPR please.

Sd/-  
(A N Mazumder)  
SAO

Copy to :

- ✓ 1. The Officer –in-charge : For information and uploading in CDA Guwahati web site  
EDP Section (Local) please.

  
(A N Mazumder)  
SAO