

SPEED POST

रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171
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Dated 25/04/2019

To,

7
The AO GEs/AGEs/CCEs (Army & Air Force) & AAO BSOs


Sub:

Targets for FY 2019-20 in r/o CDA Guwahati on Rent & Allied Charges.

As per directions of the Competent Authority, target for the FY 2019-20 has been fixed for the Recovery and Monitoring of Rent Bills. The report on the same is to be submitted to this office for each quarter positively by the 2nd of the month succeeding the end of the Quarter in the format outlined below w.e.f QE 06/19:

| OB as on 01/04/2019 | New O/S rent bill Amt received during the Quarter 06/19 | Total | Recovery made during the Quarter 06/19 | Balance | Oldest Date |
|------------------------|--|-------|---|---------|-------------|
| | | | | | |


This report is in addition to the Quarterly progress achievement report on personal target fixed by HQ office which is presently being pursued by this office. Both the reports are to be positively submitted to this office on the above mentioned date as it is under the direct scrutiny of the CDA.


Sr. Accounts Officer
(E/I Section)

Copy to:

✓ The O i/c-
EDP Section
Local

With a request to upload the same on the official website of CDA Guwahati please.


Sr. Accounts Officer
(E/I Section)