



Fax/Mail

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OFFICE OF THE CONTROLLER OF DEFENCE ACCOOUNTS,
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No.E/I/404/Targ Report/Vol-I

Dated: 05/03/2015

To

The AO GE/AGE/BSO (Concerned)

Subject : Framing of Target for the FY 2014-15: Rent & Allied Charges
Reference: This office letter of even no. dated 12/11/2014 & 01/01/2015

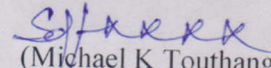
Kindly refer to this office letters cited under reference through which it was apprized that the Competent Authority has framed target on Rent & Allied Charges outstanding as on 31/03/2014 for clearance during the current FY to avoid accumulation. Accordingly quarterly report was called for in the prescribed format latest by 10th of the following month of every QE through fastest means of communication i.e Fax/email/by Hand/.

It has been observed that most of the AO GE/AGE/BSO have not adhered to the time schedule in submitting the said report. Also, reports are being received through post only resulting in delay in submitting the same to AN/I B for onward submission to HQ office. This has been viewed seriously by competent authority.

Further, AN/I B vide their letter no.AN/I B/2265/Activity Report/Vol-VIII dated 29/12/2014 has now called for the report latest by end of every QE for submitting the consolidated report to HQ office on due time.

It is therefore directed to furnish the said report for the QE 03/2015 latest by 31/03/2015 through fax/email without fail followed by hard copy.

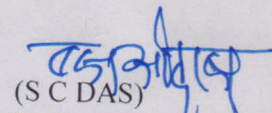
Non-adherence of the above guidelines will be reflected in your APAR.


(Michael K Touthang)
ASST. CONTROLLER

Copy to:

The O I/C EDP Section
(Local)

With a request to upload the memo in our official web-site


(S C DAS)
Sr Accounts Officer(E-I)