

Through Website



MOST IMPORTANT CIRCULAR: 64

To

- 1) All SAOs/AOs
CDA Guwahati
- 2) All SAOs/AOs
Sub-offices
- 3) All AAOs (Independent Charge)
Sub-offices

Subject: **Furnishing of exact data in Monthly Progress Report: Observation of procedure**

During the review of Monthly Progress Report for the month of September 2015, competent authority has observed that the data furnished in the MPR is far being actual and the MPR is a collection of false and manipulative data which has been viewed very seriously by the Competent Authority.

It is, as such, enjoined upon to all AAO/SO(A) of sections to furnish an undertaking duly indicated that "The data shown herein is the actual without any distortion. I have personally checked the data and verify its correctness".

It is also enjoined upon to all the AAO/SO(A)s that they should encourage their staff to furnish the actual data.

Any laxity in this regard will liable to attract disciplinary action, as deemed fit, by the competent authority.


The content of this circular, may be got noted to all concerned and ensure strict compliance. Kindly acknowledge the receipt.

(K.LALBIAKCHHUNGA)
Asstt Controller (AN)

Copy to:

O/I-C : It is requested to strictly monitor the content of the letter and deviation
AN-V Section in that regard is invariably furnished to this section confidentially to the
UNDERSIGNED please.

✓ O/I-C : For uploading in office website please.
EDP Centre


(H.B. DUTTA)
SAO(AN)