



रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171
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No. IA/II/465/SGT/XXIV

Dated: 15/02/2019

To

- The O i/c Station HQ Tenga Valley, PIN- 900 194, C/o 99 APO
The O i/c Station HQ Agartala, PIN- 901 184, C/o 99 APO
The O i/c Station HQ Panitola/ Dinjan, PIN- 900 284, C/o 99 APO
The O i/c HQ 3 Corps, Rangapahar, Dimapur, PIN- 917 503, C/o 99 APO
The O i/c HQ 101 Area, Shillong, PIN- 908 101, C/o 99 APO
The O i/c HQ 4 Corps, Tezpur, PIN- 908 504, C/o 99 APO
The O i/c HQ 41 Sub Area, Jorhat, PIN- 908 641, C/o 99 APO
The O i/c HQ 51 Sub Area, Narangi, Guwahati- 908 651, C/o 99 APO

Subject : Assessment of the requirement of school buses for the Academic Year 2019-20 for School going children of Officers, JCOs, ORs and Def paid Civ Employees.

It is seen from some of the offices during AY-2018-19 that Board Proceeding for requirement of School Buses for provision of service transport in respect of entitled students of specific schools have been submitted after a lapse of half of the Academic Session.

Further, it was also observed during scrutiny of the documents that under mentioned documents are not found enclosed from some of the offices resulting unnecessary correspondence is communicated :

1. Certified copy of Holidays lists.
2. List of wards of serving employees.
3. Sanction copy of Station Commander in ink.
4. Order from DEO, State Govt.

It is, therefore, advised to convene Board of Officers and produce Board Proceedings along with its requisite documents, complete in all respects, under provision of AI-15/87, before commencement of the Academic Year- 2019-20 to obtain prior concurrence of CDA.

The Board Proceeding along with its connected documents may be forwarded within the stipulated period to avoid adverse remarks from higher authorities.

This issues with approval of GO(IA).

Sd/-
Accounts Officer (IA)

Copy to

✓ The O i/c
EDP Section
Local

} for uploading in the CDA Guwhati website

Sd/-
Accounts Officer (IA)