

Post

No.IA/89/CGDA Insp/2014

Office of the CDA, Guwahati

Udayan Vihar, Narangi

Guwahati-781171

Dated: 17/07/2014

To

All LAO(A)s/ALAOs (By name)

Subject: Monthly Performance Report :: Furnishing of.

It is intimated that the Competent Authority has directed to furnish the Monthly Performance report in r/o various audit points in the prescribed format as per Annexure-A in r/o your Office for compilation and appraisal to our HQrs Office. The same may please be taken as personal targets for the APAR for the FY 2014-15.

In view of the above, it is requested to furnish the requisite information as per prescribed format latest by **24/07/2014 for the month of June 2014** and report for the subsequent months to be furnished **within the first week of the following month**.

The same may also be downloaded from the website of CDA Guwahati i.e www.cdaguwahati.gov.in.

Failure to render the monthly report would be viewed seriously.

This has been issued with the approval of CDA.

(S.Aggarwal Synrem)
Addl. CDA (IA)

Copy to:-

O/ic

EDP Section:

With a request for uploading to the website of CDA Guwahati.

SAO(IA)

LAO's & ALAO's Monthly Follow Up Action Report On Targets For The Year 2014-15

Name of LAO/ALAO:-

Month:-

Authority:- M.O. Guwahati letter no:- IA/89/CGDA Inspn/2014 dt:-07-07-2014

Sl	No of MFAl/IAR cases proposed to M.O. during the month	No of Financial Advice cases proposed during the month	Audit Conclaves conducted during the month along with progress details	Details of vouchers		No of PI/Book debit . vouchers outstanding with OD	Details of store audit outstanding as per LAP	No of cases detected during the month where payment has been released but stores not received.	No of training/review meeting held to train the staff regarding raising MFAl/IAR /FA items	Date of submission of IRCR /LACR with copy of LAO's obj.	S
				Vr. received	Vr. linked						
1	2	3	4	5	6	7	8	9	10		T

LAO(A)/ALAO