

Speed Post/Fax/Mail
No.IA/I/Reorientation/Vol-II
Office of the CDA, Guwahati
Uayan Vihar , Narangi
Guwahati-781171
Date: 22/04/2014

To

All AO GEs/AGE(I)s (By name) (Except 583 & 586 EP)

Subject: AO GEs/AGE(I)s Conference 2014.


In a bid to improve the efficiency of functioning and quality achievement of the organization, it has been decided by the Competent Authority to have a conference of all AO GEs/AGE(I)s on 9th May 2014 at 09.30 hrs at **Community Hall of CDA Guwahati** to review all the vital issues concerning the functioning of AO GEs/AGE(I)s and work out viable solutions thereof. All AO GEs/AGE(I)s will make presentation on the profile and functioning of their Offices for perusal of the CDA. The presentation, inter-alia, must cover the following areas enclosed in Annexure-A.

It is therefore, requested to attend the conference without fail duly accompany with the latest updates. The leave programme if any of AO GEs/AGEs/AGE(I)s may be revised accordingly.

TA/DA is authorized as per extant rules.

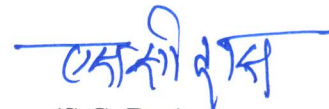
Please acknowledge receipt.

This has the approval of CDA.


(S.C. Das)
SAO (IA)

Copy to:

- 1) O/ic AN-IV Sec.(Local) It is requested to make necessary arrangement of accommodation and stationary, along with tea/working lunch in connection with the above conference.
- 2) O/ic AN-V Sec.(Local) For information with a request to publish Pt-II OO for TA/DA.
- 3) O/ic AN-I (Local) For information please.
- 4) O/ic EDP Cell With a request to upload the memo to CDA Ghy Website.


(S.C. Das)
SAO (IA)

ANNEXURE-A.

- 1) Position as on 30.04.2014 showing Non-receipt/un-scrutinized CAs concluded by GE/AGE/AGE(I)s against Fy-2013-14. Reasons for outstanding if any may be justified.
- 2) Position of outstanding CP Vouchers as on 30/04/2014. Reasons for outstanding if any may be justified.
- 3) Position of outstanding PBD vouchers as on 30/04/2014 valid reasons for non-adjustment needs justification.
- 4) Position regarding completion of internal audit up to the period HYE 09/2013. Reasons for non-completion of audit up to the period HYE 09/2013 needs valid justification.
- 5) Position of final bills as on 30/04/2014 lying pending in AO GE/AGE/AGE(I)s Office.
- 6) Action taken report on obtaining, verifying and submission of replies against outstanding LTARs/LTANs/DPs/Loss Statements.
- 7) Action taken for collection of outstanding revenues pertaining to the period prior to 31.12.2012.
- 8) Total excess expenditure (Headwise) over allotment as on 31.03.2014 and action taken report to regularize the same.



SAO (IA)