

IMPORTANT CIRCULAR

Registered/FAX/e-mail

No. E/I/Misc/Vol-II

O/o the C.D.A. Guwahati

Udayan Vihar, Narangi

Dated: 13/03/2014.

To

All AO GE's/ AGE (I)'s
AO GE's (AF)/ AGE (I) (AF),

Subject: Rendition of Reports and Returns on time and in correct Proforma.

On review of the records held at this end it is found that some of the AO GE's/ GE (AF)'s, AGE (I)'s/ AGE (I) (AF)'s are not rendering the monthly reports in due time or are submitting incomplete reports which has led to improper maintenance of registers at this end.

It is, therefore, enjoined upon all to submit the following reports in the under mentioned proforma **positively within the due dates** mentioned against each report.

(1) TBO Report (Date of submission: to reach MO by 10th of the following month)

ORIGINATING

Name of originating Office	No & date of Origination	Originated against whom	TE No & month of Originating	Amount	Responding office name, letter No & date	Responding TE No and month	C.B (all non responded cases to be shown)	O/D

RESPONDING

Name of Responding Office	Responding TE No and month	Amount	TBO raised by whom	Letter No & date under which TBO raised by originating party	CB (all cases originated against your office but not responded to be indicated)	O.D

(2) DID Schedule Report (Date of submission: to reach MO by 10th of the following month)

RESPONDING

DID Schedule No	Amount	Originating Rt/ Ch	CDA/ Office of Origination	Responding TE No & Month	Responding Rt/ Ch

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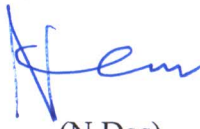
ORIGINATING

DID Schedule No	Amount	Originating Rt/ Ch	CDA/ Office against whom Originated	Responding party TE No & Month	Responding Rt/ Ch

(3) CP Voucher report (Date of submission: to reach MO by 10th of the following month)

OB		Receipt		Adjusted		C.B		OD	Reason for non adjustment
No of Vrs	Amount	No of Vrs	Amount	No of Vrs	Amount	No of Vrs	Amount		

Further, as a one time measure all AO GE's/ GE (AF)'s, AGE (I)'s/ AGE (I) (AF)'s are requested to review their records and intimate the details of outstanding for TBO's, DID's and CP Vouchers incorporating all outstanding cases (should be indicated separately for each case) in the aforementioned proforma for reconciliation at this end. The said report should reach this office by 20th March 2014.


(N Das)
Dy. Controller