



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.  
ई-मेल/e-mail:cda-guw@.nic.in फ़ैक्स/FAX:0361-2640204 फोन/Ph: 0361-2640394,  
2641142.



**MOST IMPORTANT CIRCULAR**

Subject: **Visit of Hon'ble CGDA Smt. Shobhana Joshi, IDAS on the occasion of 137<sup>th</sup> Defence Pension Adalat at Narangi Military Station, Guwahati on 7<sup>th</sup> & 8<sup>th</sup> December, 2015**

Hon'ble CGDA Smt. Shobhana Joshi, IDAS will visit Guwahati on 7<sup>th</sup> December, 2015 to attend the 137<sup>th</sup> Defence Pension Adalat to be held at Narangi Military Station, Guwahati.

In view of CGDA's visit to Guwahati all are requested to take note of the following points and ensure strict compliance.

- All Sections/offices and their surroundings are to be maintained properly, neat and clean.
- Old records are to be stacked properly with suitable wrapping.
- Report & Return chart to be displayed prominently.
- No outsider without any valid visitor's card/permission of SAO (Admin) be allowed to roam in the office premises in the office timing to prevent unnecessary chaos and gathering in the office premises.
- It is enjoined upon all officers and staff to maintain office timing strictly as stipulated and to give full devotion to their duties to keep update of their allotted tasks.
- Leave on 7<sup>th</sup> December, 2015 may be avoided except in emergency situation.

The content of this circular may be noted by all officers/staff members for compliance please.

No. AN/1(B)/019/DPA/2015

Dated: 26.11.2015

- Sd -  
(K. LALBIAKCHHUNGA)  
GO(AN)

**Distributions:**

- (1) The GO
- (2) P.S. to CDA
- (3) All SAOs/AOs/HO  
MO CDA Guwahati
- (4) All SAOs/AOs  
Sub-offices (Local)
- (5) All AAOs (Independent Charge)  
Sub-offices (Local)
- (6) The Officer-in-Charge, EDP Cell : For uploading the same on the website of CDA Guwahati please.

(H B Dutta)  
Sr. Accounts Officer