



Fax/e-mail

रक्षा लेखा नियंत्रक, कार्यालय, गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOONTS,

UDAYAN VIHAR, NARANGI, GUWAHATI-781171

दूर/Tel. 0361-2640394/2641142

फैक्स/Fax-0361-2640204/2640810

No.E/I/118/MER/Vol-XII

Dated: 07/05/2015

To

Shri T K Kayal, SAO AO GE Dinjan	Shri K Bhagabhati, AO AO GE 868 EWS
Shri R Sinha, SAO, AO GE Missamari	Shri Shashi Bhushan, AO AO GE 872 EWS
Shri Nitai Das, SAO, AO GE Shillong	

Subject : Conference with AO GEs.

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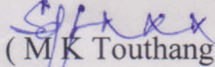
It has been decided by the Competent Authority to organise one day conference with you scheduled to be held on **12/05/2015 (Tuesday) at 10:30 AM** at Main Office CDA Guwahati in Conference hall, to discuss on various issues relating to functioning of your Office. The conference will be headed by the Hon'ble CDA.

It is therefore requested to attend the conference on the scheduled date without fail alongwith the current status of works. Any request for removal of the name will be considered only on prior approval of the Competent Authority.

Please find enclosed herewith Appendix A which shall required to be presented at the time of conference duly filled in all the columns based on the data upto 31/03/2015.

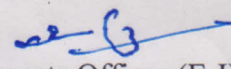
TA/DA as per rule is authorised.

Encls: Appendix 'A'

  
( M K Touthang ) IDAS  
Asstt Controller

Copy to:

1	The O I/C AN/IV Local	For information wrt above. Necessary sitting arrangements/all the logistic supports/tea-snacks may kindly be made available during the conference period.
2	The O I/C O&M Cell Local	For information and necessary arrangements for requirements of stationeries.
3	The O I/C EDP Cell Local	With a request to up-load the memo in our official web-site.
4	The O I/C AN/II Local	For information & necessary action wrt above.
5	The O I/C AN/V Local	For information & necessary action wrt above.

  
Sr Accounts Officer (E-I)