

Fax/Speed Post
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI
UDAYAN VIHAR, NARANGI, GUWAHATI – 781 171
FAX – 0361-2640810/2640204

NO.E/I/Performance Report/2013-14

Dated: 12th June 2014

To

The All AO GEs/ AGEs/ AGE(I)
The All AO GEs(AF)/ AGEs(AF)/ AGEs(I)(AF)
(By Name)

Subject: Submission of **Special Performance Report** in respect of your office.

As directed by the **Competent Authority**, **Special Performance Report** upto 30/06/2014 in the prescribed format is being called for from you. The Performa formulated will reflect the actual performance, status and quality of works of your office.

Hence, report may be submitted by name to the undersigned by 3rd day of the following month through fastest means of service viz fax/e-mail/by hand.

On receipt of your report, it will be reviewed at this end by an expert review team and accordingly categorized and performance be reflected in your APAR 2014-15.

The e-mail id of CDA Guwahati is cda-guw@nic.in

Enclos: as above


(A N Majumdar)
Sr Accounts Officer(E-I)

SPECIAL PERFORMANCE REPORT UP TO 30/06/2014 RESPECTING AO GE/AGE/AGE (I)

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Sl NO	BRIEF DESCRIPTION OF ITEM	
1	Name of GE/ AGE/AGE (I)	
2	Name of AO/Sr.AO	
3	Cell Number	
4	Landline Number	
5	Office e-mail id	
6	Personal e-mail id	
7	Date of posting in the present office	
8	Total number of staff held as on 30/06/2014	
9	Total number of CA concluded by GE/ AGE/AGE (I) as on 30/06/2014	
10	Total number of CA received by you as on 30/06/2014	
11	Total number of CA scrutinized/ dispatched to MO Guwahati as on 30/06/2014	
12	Total number of CA remains with you un-scrutinized as on 30/06/2014	

