

Speed Post/ By Hand

No. E/I/118 MER/XIII

Office of the CDA,

Udayan Vihar, Narangi,

Guwahati- 781171.

Dt: 16/05/2014

To,

All AO GE's/AGE's

Subject: Rendition of PM, MER and other report returns

Of late it has come to the notice of this office that the monthly reports are not being submitted on time or being received at a belated stage or not submitted without completing all relevant columns. Also, the figures of PM could not be verified with the reports rendered by some offices as they have been received in this office at a very belated stage, which has been commented upon by the CGDA inspection team.

In order to obliterate these lacuna, it is enjoined upon all concerned to ensure that the following reports and returns are attached with the Monthly PM which should reach this office by the 10th of the following month.

- 1) Monthly PM
- 2) Monthly Expenditure Return (CDA's copy of MER to be retained while vetting and forwarded)
- 3) Cash Assignment Expenditure Report.
- 4) TBO Report, (showing the year wise breakup of all outstanding cases with OD & action taken for clearance)
- 5) DID schedule Report, (showing the year wise breakup of all outstanding cases with OD & action taken for clearance)
- 6) CP Voucher Report, (showing the year wise breakup of all outstanding cases with OD & action taken for clearance)
- 7) TE Extract Report, (Cases only where rectification have been done needs only to be shown alongwith relevant vouchers and Rule position under which rectification has been carried out)
- 8) Outstanding rent and allied charges report, (showing the year wise breakup of all outstanding cases with OD & action taken for clearance)
- 9) Outstanding PI Voucher report (showing the year wise breakup of all outstanding cases with OD & action taken for clearance)

All AO GE's will be personally responsible for the correctness of the reports and returns.

Please acknowledge receipt.



(N Das)
Dy. CDA