

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

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI

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To

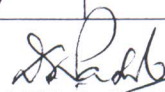
The Officer-in Charge
All Sub-Office

Subject : Submission of Reports & Return, important letters etc by Fax/e-mail

Of late it has been observed that report and return submitted by our sub-offices are not being received in time. Hence, for timely submission of reports to HQrs office, it has been decided by the competent authority that all the reports & returns, important letters etc may invariably be submitted to this office by FAX/e-mail or by hand to concern sections through Nodal Dak followed by post copy. They are also advised to watch CDA Guwahati official web site daily as the information/report as required by this office are frequently uploaded in our web site and they may submit the required information /reports by the above media immediately without waiting for post copy. Those offices, which do not have fax/e-mail facility, may send the reports /important information through nearest sub-office which have this facility or from Army fax.

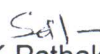
It is further requested to provide the following official/personal information for update the record of this office please.

Name of office	Name of officer in charge	Official Telephone No with STD Code	Official Fax No	Army Telephone No if any	Official e-mail address if any	Personal Mobile No	Personal e-mail address if any
1	2	3	4	5	6	7	8


(DK Pathak)
ACDA (AN)

Copy to:-

1. The all officer in charge MO Guwahati	They are advised to upload all the circular/ required information from sub office in the official web site of CDA Guwahati. They may also liaise with EDP section for obtaining copy of e-mail send by the sub offices.
2. The officer in charge EDP Section MO Guwahati	For information with reference to above and necessary support to the concern section of MO Guwahati please.


(DK Pathak)
ACDA (AN)