

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी
उदयन विहार, नारंगी, गुवाहाटी- 781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, UDAYAN VIHAR,
NARANGI, GUWAHATI-781171

FAX/Speed Post

IMPORTANT CIRCULAR No: 25

No: AN/1A/01/Circular/Vol-IX

Date:17/7/2014



To

1. All Sections of MO Guwahati
2. All Sub-Offices.

Subject: Submission of Daily Control Chart & Absentee Report by all the section of MO Ghy and all the sub offices.

It has been decided by the competent authority to obtain the **Daily Control Chart** as well as **Absentee report** (as per format at annexure A)at 10 AM by FAX/e-mail/TTB.


Please acknowledge receipt.

Encl : As above


(Pritam Dutta)
DCDA(AN)

Copy to :

The Officer in charge : Please upload the same in the website :
EDP


(Debashis De)
SAO (AN)

ANNEXURE-A

FOR LAO/ALAO OFFICES

| Sl No. | Nature of work | OB | RT | Disposal | CB | OD |
|--------|--------------------------|----|----|----------|----|----|
| 1 | Audit of service book | | | | | |
| 2 | CP Vr Scheduling | | | | | |
| 3 | PI Vr Scheduling | | | | | |
| 4 | LP Vr Scheduling | | | | | |
| 5 | Scheduling of IAFS -1520 | | | | | |
| 6 | Audit of TLB | | | | | |
| 7 | Special letter | | | | | |

FOR AO GE/AO AGE (I) OFFICES/AO Engineer Park/AO CCE/AAO DEO offices

| Sl No. | Nature of work | OB | RT | Disposal | CB | OD |
|--------|---------------------------------|----|----|----------|----|----|
| 1 | Final Bill | | | | | |
| 2 | RAR | | | | | |
| 3 | LP Bill | | | | | |
| 4 | Personal claim Non-DAD | | | | | |
| 5 | Adjustment of CP Vr Scheduling | | | | | |
| 6 | Adjustment of PI -Vr Scheduling | | | | | |
| 7 | Adjustment of TR | | | | | |
| 8 | Special letter | | | | | |
| 9 | Complaint status | | | | | |

FOR ALL BILL SECTION OF MO GUWAHATI (PRE AUDIT & POST AUDIT):

SC,M, E/III T, AN/III, AN/II- Gp II, AN/IV

| Sl No. | Nature of work | OB | RT | Disposal | CB | OD |
|--------|---|----|----|----------|----|----|
| 1 | Status of bill (Category wise) 1. 2. 3. 4. | | | | | |
| 2 | Status of Complaint | | | | | |
| 3 | Audit of cash book | | | | | |
| 4 | CGDA.s letter | | | | | |
| 5 | Other special letter | | | | | |
| 6 | CR (SC/I & M/I) | | | | | |

FOR E/II SECTION

| Sl No. | Nature of work | OB | RT | Disposal | CB | OD |
|--------|------------------|----|----|----------|----|----|
| 1 | CR | | | | | |
| 2 | Adjustment of Vr | | | | | |

FOR E/I SECTION

| Sl No. | Nature of work | OB | RT | Disposal | CB | OD |
|--------|--------------------|----|----|----------|----|----|
| 1 | Cash assignment | | | | | |
| 2 | Audit of cash book | | | | | |

ABSENTEE REPORT AS ON

| Sl No. | Name of staff PRESENT | Name of staff ABSENT |
|--------|-----------------------|----------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

