



रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI
UDAYAN VIHAR, NARANGI, GUWAHATI-781 171
Tel. 0361-2640394/2641142 FAX 0361-2640204/2640810/2641143.

IMPORTANT CIRCULAR No. 10

No. O&M/INSPN/14/SIU/2013-14

Dated: 13/03/2013.

To

1. Area Accounts Office, Shillong.
Biver Road, Shillong-793 001.
2. PAO (ORs), 58 GTC
Happy Valley, Shillong-793 007.
3. PAO(ORs) ARC
Happy Valley, Shillong-793 007.
4. All LAOs(By Name)
5. All Sections in Main Office.

Subject: STAFF INSPECTION BY SIU: COLLECTION OF BASIC DATA FOR
THE YEAR ENDING 31/03/2014.

SIU Report for the year ending 31/03/2014 is required to be forwarded to the HQrs office, New Delhi latest by 30/04/2014.

It is, therefore, requested that the subject report may please be forwarded as per the prescribed performa (attached) so as to reach in this office not later than 15th of April, 2014 positively. Area Accounts Office Shillong, PAO (ORs) 58 GTC/ARC Shillong and all sections in M.O. will send their report direct to "O&M" Cell. All LAOs will collect their part of the report from the sub-offices, falling under their jurisdiction and render a consolidated report to 'O&M' Cell along with the report of their own office.

Please treat the matter as **Most Urgent** and ensure that the report is rendered by the stipulated date so as to avoid any delay in transmission of the consolidated report to HQrs. Office.

Please acknowledge receipt.

(N. DAS)
DCDA

Copy to:

All sub offices

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: - For information w.r.t. above. They are requested to submit the subject report to their respective LAOs well in time with a copy to this O&M Cell, MO.

(N. DAS)
DCDA