

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.

E/I/404/TARG/REP/VOL-III

Dated 17/12/2019

To,

The AO GEs/AGEs/CCEs (Army & Air Force) & AAO BSOs

Sub:

Quarterly Progress Achievement Report on Personal Target for QE 12/2019.

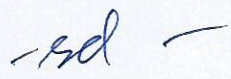
Quarterly Target Report for the QE 12/19 may be forwarded in the prescribed proforma given below:

OB as on 01/10/2019	New O/S rent bill Amt received during the Quarter 12/19	Total	Recovery made during the Quarter 12/19	Balance	Oldest Date

Please submit the report to this office positively on or before 26/12/2019 by the fastest means of communication to enable this office to forward the consolidated report to our HQr CGDA Office on time.

It is also requested to accord utmost attention while entering the opening balance for this quarter, which is to be equivalent to the closing balance of the previous quarter.

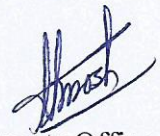
Please accord topmost priority as it is under the direct scrutiny of the CDA.


Sr. Accounts Officer
(E/I Section)

Copy to:

✓ The O i/c
EDP Section
Local

With a request to upload the same on the official website of CDA Guwahati please.


Sr. Accounts Officer
(E/I Section)