

Speed post/ URGENT

कार्यालय रक्षा लेख नियंत्रक गुवाहाटी ,
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI
"उदयान विहार , "नारंगी 781171-गुवाहाटी ,
"UDAYAN VIHAR", NARANGI, GUWAHATI - 781 171



संख्या/No.: E/III/Misc/Corr/Vol-X I

दिनांक/Date: 08.02.2022

To,

The AO GE

(As per list)

Sub.: Timely Booking Against The Allotment For The FY 2021-22.

This is regarding booking against the allotments for the financial year 2021-22. This office had witnessed major lapses in this regard during last few years resulting blunder in accounting and serious criticism from the higher officials.

All the AO/AAO GEs formations are aware that the PMs should be submitted to this office by the date of booking or by very next day of booking for necessary compilation of the same. However, it has been observed that a lot of sub offices are not adhering the same strictly which has been viewed seriously by the competent authority.

Keeping in view the above facts, the competent authority has directed the undersigned to convey that all PMs must be submitted to this office in soft copy on the day of booking or by the very next date of booking through email, failing which necessary action may be initiated against them. Further, as far as possible all booking should be completed by the 25th March, 2022. Therefore, it is strongly advised that all Works Final Bills should be submitted well in advance to avoid rush of booking during fag end of the financial year.

Further, refer to this office letter of even number dated 23.11.2021 under which a detailed monthly report regarding CA(s) and FB(s) have been asked but replies are awaited from the AOs/AAOs GE. It has also been viewed seriously by the competent authority. Therefore, it is again directed to submit the detailed report from the month of November, 2021 to January, 2022 within one week and in future it must be complied strictly.

This may be noted for STRICT COMPLIANCE please.

CDA has seen.


Sd/-

(N K Biswas, IDAS)

Dy. Controller (E)

Copy to (Speed Post):

- 1) The GE : for information w.r.t above and requested to co-operate with their branch Accounts Office.
(As per list)
- 2) IT & SW (Local) : For uploading over official website.


(N K Biswas, IDAS)
Dy. Controller (E)