



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

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No. E/I/Tech/LF/114/Vol. I

Date: 23/12/2015

To,

The Sr. AO/ AO, GE

The AAO BSO

Subject: Outstanding/ Non-recovery of Rent and Allied Charges

It has come to notice that LF Bill in respect of Service Officers/Personnel/Defence Civilians are not being floated/generated in time by certain AOs GE/AOs BSO resulting raising of grievances from them. It is therefore requested to provide requisite information in the following format for proper appreciation of the present status by the competent authority.

Sl. No.	LF Bill floated/generated upto the month	Total amount of outstanding Rent & Allied Charges with oldest date	Remarks, if any
i	ii	iii	iv

- Availability of Computer Hardware and Software (Project Bhawan) -
- Whether Telephone, Internet Network is available?
- (a) Whether Project Bhawan has been implemented?
- (b) Date of implementation of Project Bhawan -
- Constraints, if any faced by the office in implementing Project Bhawan
- Whether officer/staff are trained in operating Project Bhawan.
- Reason in detail for outstanding, as cited in Col. 1 (iii) above.
- Proposed action to generate LF Bills on regular basis and clear outstanding, as cited in Col. 1 (iii) above.

Information on aforesaid points may be forwarded to this office latest by **30/12/2015**, so that remedial action, wherever necessary can be initiated at appropriate level without further delay.

Please accord TOP PRIORITY.

Sd-
Sr. Accounts Officer (E)

Copy to:

The O I/c, EDP Section:
M. O., Local

It is requested to upload the content of this circular on the CDA Guwahati website

[Signature]
Sr. Accounts Officer (E)