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रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171

Controller of Defence Accounts, Udyan Vihar, Narangi, Guwahati-781171

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No.GeM-GUW/02/e-Suchna/Vol-I

Dated: 18/05/2020

IMPORTANT CIRCULAR No. 64

To

1. The Officer-in-Charge
Area Accounts Office, Shillong
2. All AO GEs/AGEs/AAO GE
3. IT&SW, (Local)
4. AN-IV, (Local)

Subject: GeM Report No. 2 of Monthly GeM Report on e-suchna.

Reference: HQrs CGDA letter No. IFA/9504/GeM/Report/Vol.IV dated 21.02.2020 and this office important circular No. 36 dated 27/02/2020.

Please refer letters cited above regarding "Monthly GeM Report on e-Suchna portal". In this connection it is requested to forward the desired report address to GeM Cell of MO from the month of April'2020 onwards. The report is required to be sent in the prescribed format through e-mail (cda-guw@nic.in) on or before 2nd of the following month positively without fail so that the consolidated Report may be uploaded by 3rd of the following month as directed by the HQrs Office.

Nil report may also be submitted.

-sd-
Dy. CDA (GeM)

Copy to:

✓ The Officer-in-Charge

IT & SW (Local) :

with request for uploading the same in CDA Guwahati website.

[Signature]
Sr. Accounts Officer (GeM)