



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.
Ph. No: 0361-2640394, 2641142, FAX No: 0361-2640204, .e-mail ID: cda-guw@.nic.in

No.AN/IV/119/MER/Sub-Office

DATE: 28-11-2017

To


All the Sub-Offices

Subject: Monthly Expenditure Report: Office Contingency Grant.

Office contingency grant is released to all sub offices as per Annexure 'A' for payment of Telephone charges (77/094/30) and purchase of Stationery (79/094/30) for QE-12/2017 and 03/2018 in 3:2 ratios respectively. In this regard the following guideline may please be followed:-

1. The expenditure should be made judiciously.
2. No expenditure will be carrying out over allotment as ceiling limit is fixed by Main Office.
3. If the present allotment of fund does not meet the office expenditure, an office can demand for additional allotment of funds. Additional fund will be granted to the sub offices on actual basis after receive of demand. The demand should be reached in this office on or before 28th February 2018.
4. Monthly Expenditure Report may be forwarded to this section invariably by 1st week of the following month showing expenditure code head wise i.e. Telephone Head 77/094/30 and Stationary Head 79/094/30.
5. Petty Cash Book and other related documents should be maintained properly.
6. Unexpended amount is to be deposited through MRO before 31st March 2018 and forwarded to this section for adjustment.
7. The audit of Petty Cash Book and its related documents will be carry out by O & M Inspection team while visit to the concerned offices.
8. The fund should not be re-appropriated by the sub-offices without obtaining prior permission from Main Office.

Enclosure: As stated above.


(Chayan Das)

Sr Accounts Officer (AN-IV)

Copy to:-

The Officer-in-Charge : for uploading in website please.
EDP (Local)


(Chayan Das)

Sr Accounts Officer (AN-IV)



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ANNETURE 'A'

SN	Office	Allotment for Telephone (77/094/30) Rs.	Allotment for Stationary (77/094/30) Rs.	Total Allotment	DV No. Month 11/2017
1	LAO (A) GUWAHATI	7200	4800	12000	95
2	LAO (A) JORHAT	7200	4800	12000	46
3	LAO 222 ABOD	14400	9600	24000	45
4	LAO (A) SILCHAR	7200	4800	12000	47
5	LAO (A) NARANGI	7200	4800	12000	96
6	LAO (A) TEZPUR	7200	4800	12000	48
7	ALAO FSD RANGIYA	4320	2880	7200	79
8	ALAO SD DIMAPUR	4320	2880	7200	89
9	ALAO SD PANITOLA	4320	2880	7200	88
10	ALAO 482 COY ASC DAHUNG	4320	2880	7200	77
11	ALAO SD SILCHAR	4320	2880	7200	87
12	ALAO SD ASC SHILLONG	4320	2880	7200	90
13	ALAO 1 ABW	4320	2880	7200	92
14	ALAO FSD MISSAMARI	4320	2880	7200	78
15	AO GE TEZPUR	7200	4800	12000	70
16	AO GE 869 EWS	7200	4800	12000	61
17	AO GE 868 EWS	7200	4800	12000	60
18	AO GE 859 EWS	7200	4800	12000	59
19	AO GE 872 EWS	7200	4800	12000	62
20	AO GE NARANGI	7200	4800	12000	67
21	AO GE GUWAHATI	7200	4800	12000	64
22	AO GE 586 EP	7200	4800	12000	55
23	AO GE MISSAMARI	7200	4800	12000	66
24	AO GE SILCHAR	7200	4800	12000	69
25	AO GE JORHAT	7200	4800	12000	65
26	AO GE DINJAN	7200	4800	12000	63
27	AO GE SHILLONG	7200	4800	12000	68
28	AO AGE (I) RANGIYA	7200	4800	12000	51
29	AO AGE(I) LEKHAPANI	7200	4800	12000	50
30	AO GE (P) SHILLONG	7200	4800	12000	58
31	AO GE (AF) CHABUA	7200	4800	12000	71
32	AO GE (AF) TEZPUR	7200	4800	12000	53
33	AO GE (AF) BORJHAR	7200	4800	12000	72
34	AO GE (AF) JORHAT	7200	4800	12000	52
35	AO GE (AF) K'GRAM	7200	4800	12000	54
36	AAO BSO (AF) JORHAT	7200	4800	12000	86
37	AAO BSO MISSAMARI	7200	4800	12000	84
38	AAO BSO SHILLONG	7200	4800	12000	81
39	AAO BSO DINJAN	7200	4800	12000	85
40	AAO BSO NARANGI	7200	4800	12000	83
41	AAO BSO SILCHAR	7200	4800	12000	82
42	AAO BSO TEZPUR	7200	4800	12000	80
43	AO CCE NARANGI	5400	3600	9000	76
44	AO CCE DINJAN	5400	3600	9000	75
45	AO CCE MISSAMARI	5400	3600	9000	74
46	AO AGE (I) AGARTALA	7200	4800	12000	49
47	AO CCE (NEP) CHABUA	5400	3600	9000	91
48	AAO AGE (I) TAWANG	7200	4800	12000	73
SN	Office	Allotment for Telephone (77/094/30) Rs.	Allotment for Stationary (77/094/30) Rs.	Total Allotment	DV No. Month 12/2017
1	AO GE (I) (AF) SHILLONG	7200	4800	24000	01
2	LAO (A) SHILLONG	7200	4800	12000	02