



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: 14-12-2018

To

All the Sub-Offices

Subject: Monthly Expenditure Report: Office Contingency Grant.

Office contingency grant has been 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-12/2018 and 03/2019 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 carried 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 receipt of demand. The demand should be reached in this office on or before 28<sup>th</sup> February 2019.
4. Quarterly Expenditure Report may be forwarded to this section invariably by 1<sup>st</sup> week of the following Quarter 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 and forwarded to this section for adjustment on or before 31th March 2019.
7. The audit of Petty Cash Book and its related documents will be carried out by O & M Inspection team while visiting 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.

(MHN Singh)

Sr Accounts Officer (AN-IV)

Copy to:-

The Officer-in-Charge  
EDP (Local)

: for uploading in website please.

(MHN Singh)

Sr Accounts Officer (AN-IV)



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ANNETURE 'A'

SN	Office	Allotment for Telephone (77/094/30) Rs.	Allotment for Stationary (79/094/30) Rs.	Total Allotment	DV No. Month 11/2018
1	LAO (A) GUWAHATI	7200	4800	12000	28
2	LAO (A) JORHAT	7200	4800	12000	29
3	LAO 222 ABOD	14400	9600	24000	27
4	LAO (A) SILCHAR	7200	4800	12000	32
5	LAO (A) NARANGI	7200	4800	12000	30
6	LAO (A) TEZPUR	7200	4800	12000	33
7	ALAO FSD RANGIYA	4320	2880	7200	48
8	ALAO SD DIMAPUR	4320	2880	7200	53
9	ALAO SD PANITOLA	Nil	2880	2880	54
10	ALAO 482 COY ASC DAHUNG	4320	2880	7200	52
11	ALAO SD SILCHAR	4320	2880	7200	23
12	ALAO SD ASC SHILLONG	Nil	2880	2880	24
13	ALAO 1 ABW	4320	2880	7200	25
14	ALAO FSD MISSAMARI	Nil	2880	2880	69
15	AO GE TEZPUR	7200	4800	12000	73
16	AO GE 869 EWS	7200	4800	12000	46
17	AO GE 868 EWS	7200	4800	12000	51
18	AO GE 859 EWS	7200	4800	12000	45
19	AO GE 872 EWS	Nil	4800	4800	63
20	AO GE NARANGI	7200	4800	12000	84
21	AO GE GUWAHATI	7200	4800	12000	57
22	AO GE 586 EP	7200	4800	12000	44
23	AO GE MISSAMARI	7200	4800	12000	55
24	AO GE SILCHAR	7200	4800	12000	72
25	AO GE JORHAT	7200	4800	12000	56
26	AO GE DINJAN	7200	4800	12000	58
27	AO GE SHILLONG	7200	4800	12000	74
28	AO AGE (I) RANGIYA	7200	4800	12000	40
29	AO AGE(I) LEKHAPANI	7200	4800	12000	86
30	AO GE (P) SHILLONG	7200	4800	12000	59
31	AO GE (AF) CHABUA	7200	4800	12000	71
32	AO GE (AF) TEZPUR	7200	4800	12000	42
33	AO GE (AF) BORJHAR	7200	4800	12000	70
34	AO GE (AF) JORHAT	7200	4800	12000	41
35	AO GE (AF) K'GRAM	7200	4800	12000	43
36	AAO BSO (AF) JORHAT	7200	4800	12000	60
37	AAO BSO MISSAMARI	7200	4800	12000	67
38	AAO BSO SHILLONG	7200	4800	12000	65
39	AAO BSO DINJAN	7200	4800	12000	68
40	AAO BSO NARANGI	7200	4800	12000	64
41	AAO BSO SILCHAR	7200	4800	12000	83
42	AAO BSO TEZPUR	7200	4800	12000	66
43	AO CCE NARANGI	5400	3600	9000	1003
44	AO CCE DINJAN	5400	3600	9000	1005
45	AO CCE MISSAMARI	5400	3600	9000	1004
46	AO AGE (I) AGARTALA	7200	4800	12000	1002
47	AO CCE (NEP) CHABUA	5400	3600	9000	1006
48	AAO AGE (I) TAWANG	4800	0	4800	47
49	LAO (A) SHILLONG	7200	4800	12000	31
50	ALAO 313 ASC COY	4320	2880	7200	26
51	ALAO SD BHALUKMARA	Nil	2880	2880	49
52	AO GE(I) (AF) Shillong	7200	4800	12000	85
			<b>Total</b>	<b>544320</b>	