



कार्यालय, रक्षा लेखा नियंत्रक
 उदयान विहार, नारंगी, गुवाहाटी-781171
 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
 UDAYAN VIHAR, NARANGI, GUWAHATI-781171
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No. O&M/706/Motivational Award(Local)/Vol-II

Dated: 10/08/2022

IMPOTANT CIRCULAR NO.-72.

Subject:- MOTIVATIONAL AWARD FOR OFFICERS/STAFFS OF CDA GUWAHATI FOR THE YEAR 2022.

Kindly refer to this Office Important Circular No. 51 dated 09/05/2022 regarding forwarding of nomination in the matter of Motivational Scheme, that was circulated by HQrs Office, New Delhi vide their letter No. AT Coord/13005/RM Award/2022/e-7520 dated 12/04/2022 (Copy enclosed).

Nominations for motivational award which has to be conferred locally may please be forwarded in the prescribed format (enclosed as Annexure "A") so as to reach this office on or before 5th September, 2022. While making the nomination, performance made during Financial Year 2021-2022 may be considered. The nomination received after due date will not be considered.

For inducing motivation at all levels, this may be given wide publicity and priority by the supervising Officers/Officers-In-Charge of Main Office and Sub-Offices.

CDA has seen.

Encl: As stated above

sd-
 (Gautam Doley)
 Asst. Controller

Distribution:

1. All GOs
2. All SAOs/AOs of MO Guwahati
3. All Section of MO Guwahati
4. All Sub Offices under CDA Guwahati
5. ✓ The Officer-in-Charge
IT & SW
6. Notice Board

For information Please.

With a request to upload this circular on the website of CDA Guwahati.

sd
 (Ranadhir Seal)
 Sr. Accounts Officer (O&M)

Nomination Form For "Motivational Award for Officers/Staff by the CDA Guwahati": for the Year 2021

1. Name of the Officer/ Staff :
2. Designation & A/C No. :
3. Name of the Office/Section :
4. Contact Details Phone No/Email ID :
5. Area/areas of outstanding work (During 2020-21) for which the nomination is being made:

6. Period of work by the Officer/Staff :

7. Brief of the outstanding work done by the Officer/Staff:
(In quantitative, Qualitative and other specific terms)

8. How the work will make an overall impact in the Organization:

9. The conduct of the Officer/ Staff

(Signature of the Officer Initiating the Case/Recommendation)