



कार्यालय, रक्षा लेखा नियंत्रक  
उदयान विहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
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No. O&amp;M/221/PM-Award/Vol-III

Dated: 19/08/2020

**IMPROTANT CIRCULAR NO.-94****Subject:- Motivational Award for the year 2020.**

Kindly refer to this Office Important Circular No. 56 dated 29/04/2020 regarding forwarding of nomination in the matter of Motivational Scheme that was circulated by HQrs Office, New Delhi vide their letter No. Coord/13005/RM Award/2020 dated 23/04/2020 (already uploaded on the website).


Under the scheme two Motivational Award are to be given by each CDA and there by one nomination has already been forwarded to HQrs Office, New Delhi. Now it has been decided by the competent authority to send another nomination positively as per the instruction of HQrs Office, New Delhi

In view of the above, it is requested to nominate official/a team of officials in the prescribed Nomination Form both in soft and hard copy as specified in HQrs Office, New Delhi letter No. Coord/13005/RM Award/2020 dated 23/04/2020 and the same may be forwarded to this office through O&M Cell e-mail address [cdaguwomcell.dad@hub.nic.in](mailto:cdaguwomcell.dad@hub.nic.in) directly so as to reach this office on or before **25/08/2020** positively. While forwarding the nomination, preference may be given for the exceptional achievement made by a team of officials. The best nomination/team will be selected by a selection committee.

Following enclosures are required to be forwarded along with the nomination.

- i) Nomination in triplicate (Both hard & soft copy).
- ii) Passport size photograph. (Two)
- iii) Citation/Write up of project. (In 100 words Both hard & soft copy).
- iv) Bio data. (In 100 words Both hard & soft copy).
- v) Write up in Bullet from. ( In 50 words Both hard & soft copy).

This may be given top priority.

  
( N K Biswas, IDAS)  
Dy. 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 on the website of  
CDA Guwahati



(S. Paul)  
Accounts Officer (O&M)