



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.
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No.AN/IV/119/MER/Sub-Office

DATE: 11-03-2021

To

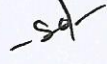
All the Sub-Offices

Subject: Expenditure Report: Office Contingency Grant.

Office contingency grant is released to AO GE/AO AGE(I)/AO CCE Office under CDA Guwahati as per Annexure 'A' for payment of Misc Expenditure for the FY 2020-21. 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. Petty Cash Book and other related documents should be maintained properly.
4. 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.
5. The fund should not be re-appropriated by the sub-offices without obtaining prior permission from Main Office.

Enclosure: As stated above.


Accounts Officer (AN-IV)

Copy to:-

The Officer-in-Charge
EDP (Local)

: for uploading in website please.


Accounts Officer (AN-IV)

Annexure-A

| Sl No | Office | Allotment | DV NO & MONTH |
|-------|---------------------------|---------------|------------------|
| 1 | AO GE TEZPUR | 10000 | 01 of 01/03/21 |
| 2 | AO GE 869 EWS | 10000 | 02 of 01/03/21 |
| 3 | AO GE 868 EWS | 10000 | 05 of 01/03/21 |
| 4 | AO GE 859 EWS | 10000 | 03 of 01/03/21 |
| 5 | AO GE 872 EWS | 10000 | 04 of 01/03/21 |
| 6 | AO GE NARANGI | 10000 | 21 of 01/03/21 |
| 7 | AO GE GUWAHATI | 10000 | 06 of 01/03/21 |
| 8 | AO GE 586 EP | 10000 | 07 of 01/03/21 |
| 9 | AO GE MISSAMARI | 10000 | 08 of 01/03/21 |
| 10 | AO GE SILCHAR | 10000 | 09 of 01/03/21 |
| 11 | AO GE JORHAT | 10000 | 10 of 01/03/21 |
| 12 | AO GE DINJAN | 10000 | 11 of 01/03/21 |
| 13 | AO GE SHILLONG | 10000 | 22 of 01/03/21 |
| 14 | AO AGE (I) RANGIYA | 10000 | 12 of 01/03/21 |
| 15 | AO AGE(I) LEKHAPANI | 10000 | 13 of 01/03/21 |
| 16 | AO GE Umroi | 10000 | 19 of 01/03/21 |
| 17 | AO GE (AF) CHABUA | 10000 | 14 of 01/03/21 |
| 18 | AO GE (AF) TEZPUR | 10000 | 15 of 01/03/21 |
| 19 | AO GE (AF) BORJHAR | 10000 | 16 of 01/03/21 |
| 20 | AO GE (AF) JORHAT | 10000 | 17 of 01/03/21 |
| 21 | AO GE (AF) K'GRAM | 10000 | 18 of 01/03/21 |
| 22 | AAO AGE(I) Tawang | 5000 | 20 of 01/03/21 |
| 23 | AO CCE (A) No.2 Missamari | 5000 | 1010 of 01/03/21 |
| 24 | AO GE(I) (AF) Shillong | 10000 | 23 of 01/03/21 |
| 25 | AO AGE (I) Agartalata | 10000 | 1011 of 01/03/21 |
| | ToTal | 240000 | |