



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: 28-05-2019

To

All the Sub-Offices

Subject: Expenditure Report: Office Contingency Grant.

Consequent upon vote on account, Office contingency grant is released to all sub offices as per Annexure 'A' for payment of Telephone charges and Purchase of Stationery 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. Quarterly Expenditure Report may be forwarded to this section .
4. Petty Cash Book and other related documents should be maintained properly.
5. 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.

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 office contingency (79/094/30) Rs.	Total Allotment	DV No. Month 05/2019
1	LAO (A) GUWAHATI	5000	5000	12
2	LAO (A) JORHAT	5000	5000	15
3	LAO 222 ABOD	10000	10000	13
4	LAO (A) SILCHAR	5000	5000	9
5	LAO (A) NARANGI	5000	5000	11
6	LAO (A) TEZPUR	5000	5000	8
7	ALAO FSD RANGIYA	4000	4000	29
8	ALAO SD DIMAPUR	4000	4000	1006
9	ALAO SD PANITOLA	4000	4000	1005
10	ALAO 482 COY ASC DAHUNG	4000	4000	49
11	ALAO SD SILCHAR	4000	4000	28
12	ALAO SD ASC SHILLONG	4000	4000	46
13	ALAO 1 ABW	4000	4000	47
14	ALAO FSD MISSAMARI	4000	4000	48
15	AO GE TEZPUR	5000	5000	41
16	AO GE 869 EWS	5000	5000	25
17	AO GE 868 EWS	5000	5000	35
18	AO GE 859 EWS	5000	5000	36
19	AO GE 872 EWS	5000	5000	34
20	AO GE NARANGI	5000	5000	44
21	AO GE GUWAHATI	5000	5000	32
22	AO GE 586 EP	5000	5000	38
23	AO GE MISSAMARI	5000	5000	30
24	AO GE SILCHAR	5000	5000	42
25	AO GE JORHAT	5000	5000	31
26	AO GE DINJAN	5000	5000	33
27	AO GE SHILLONG	5000	5000	43
28	AOGE RANGIYA	5000	5000	6
29	AO AGE(I) LEKHAPANI	5000	5000	7
30	AO GE (P) SHILLONG	5000	5000	17
31	AO GE (AF) CHABUA	5000	5000	40
32	AO GE (AF) TEZPUR	5000	5000	16
33	AO GE (AF) BORJHAR	5000	5000	39
34	AO GE (AF) JORHAT	5000	5000	5
35	AO GE (AF) K'GRAM	5000	5000	37
36	AAO BSO (AF) JORHAT	4000	4000	27
37	AAO BSO MISSAMARI	4000	4000	23
38	AAO BSO SHILLONG	4000	4000	21
39	AAO BSO DINJAN	4000	4000	26
40	AAO BSO NARANGI	4000	4000	22
41	AAO BSO SILCHAR	4000	4000	20
42	AAO BSO TEZPUR	4000	4000	19
43	AO CCE NARANGI	4000	4000	1002
44	AO CCE DINJAN	4000	4000	1004
45	AO CCE MISSAMARI	4000	4000	1003
46	AO AGE (I) AGARTALA	5000	5000	1001
47	AO CCE (NEP) CHABUA	4000	4000	1007
48	AAO AGE (I) TAWANG	5000	5000	51
49	LAO (A) SHILLONG	5000	5000	10
50	ALAO 313 ASC COY	4000	4000	50
51	ALAO SD BHALUKMARA	4000	4000	24
52	AO GE(I) (AF) Shillong	5000	5000	18
		Total	244000	