



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: 24-02-2021

To

All the Sub-Offices

Subject: Expenditure Report: Office Contingency Grant.

Office contingency grant is released to all sub offices 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.

- S1 -
Accounts Officer (AN-IV)

Copy to:-

The Officer-in-Charge : for uploading in website please.
EDP (Local)

Accounts Officer (AN-IV)
24/2/21



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ANNETURE 'A'

SN	Office	Allotment	DV No. Month 02/2021
1	LAO (A) GUWAHATI	10000	29
2	LAO (A) JORHAT	10000	30
3	LAO 222 ABOD	10000	31
4	LAO (A) SILCHAR	10000	32
5	LAO (A) NARANGI	10000	33
6	LAO (A) TEZPUR	10000	34
7	ALAO FSD RANGIYA	10000	35
8	ALAO SD DIMAPUR	10000	47
9	ALAO SD PANITOLA	10000	52
10	ALAO 482 COY ASC DAHUNG	10000	46
11	ALAO SD SILCHAR	10000	45
12	ALAO SD ASC SHILLONG	10000	44
13	ALAO FSD MISSAMARI	10000	42
14	AAO BSO (AF) JORHAT	10000	40
15	AAO BSO MISSAMARI	10000	39
16	AAO BSO SHILLONG	10000	50
17	AAO BSO DINJAN	10000	38
18	AAO BSO NARANGI	10000	51
19	AAO BSO SILCHAR	10000	36
20	AAO BSO TEZPUR	10000	37
21	LAO (A) SHILLONG	10000	48
22	ALAO 313 ASC COY	10000	43
23	ALAO SD BHALUKMARA	10000	41
		230000	

Accounts Officer (AN-IV)