

रक्षा लेखा नियंत्रक, कार्यालय, गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOOUNTS,  
UDAYAN VIHAR, NARANGI, GUWAHATI-781171

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No.E/I/404/TARG/REP/VOL-II

Date:- 16/11/2016

To

The All AO GEs/AGEs(Army & Air Force)/ AAO BSO

C/O 99APO

Sub :- **WEEKLY SUBMISSION OF STATUS OF RENT AND ALLIED CHARGES**

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It has been observed by the Competent Authority that appropriate action are not being taken by the AOs GE and AAOs BSO towards recovery of Rent and Allied Charges which results in rapid increase of outstanding balance of Rent and Allied Charges. To keep a constant monitoring on the issue , Hon'ble CDA desires weekly report from the concerned officer showing action taken for liquidation of the balances.

It is , therefore requested to all concerned AOs /AAOs GE/BSO to submit weekly report on Rent and Allied charges in the prescribed format through FAX/E-mail by last working day of every week positively so that the same can be consolidated and submitted to the Hon'ble CDA through AN/I B Section of MO , Guwahati.

This is for information and strict compliance please.

Opening bal.(in Rs)	Receipt (in Rs)	Clearance (in Rs.)	Balance (in Rs)	Oldest Date	Action taken for clearance of balance.

-sd-  
( S D Sarkar )  
SAO (E-I)

Copy to :-

The O I/C AN-IB (LOCAL)	For information w.r.t. letter No AN/IB/2265/Activity Report/Vol-XI dated 08/11/2016.
The O I/C EDP Centre (LOCAL)	With request to upload the same on our official web-site.

  
Sr.AO (E-I)