



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
GUWAHATI
UDAYAN VIHAR, NARANGI, GUWAHATI-781 171
Tel. 0361-2640394/2641142



Important Circular No. 80

To
✓ The All AO GEs/AAO AGE(I)s/AAO BSO


Subject : Non Submission of Reports Returns on regular basis.

Of late, it has been observed by the competent authority that the some of the AO GE /AAO AGE(I)/ AAOBSO offices are not submitting the Monthly Reports>Returns as per prescribe format in the regular basis. As a result, this office is not in a position to submit the complete data to the higher authority. This was viewed seriously by the higher authority.

In this connection, it is once again requested to submit the Monthly Reports>Returns to 'E' section Mail I.D.No.cdaguweng1.dad@hub.nic.in like MER,TBOs (Originated & responded), PI Vrs (Originated & Responded), DID Schedule (Originated & Responded), Rent & Allied Charges (Year wise break up), e suchana report(Water & Electricity), Loss Statement (year wise break up/fresh initiating/awaiting sanction), in the prescribe format alongwith the reason of outstanding and action taken thereof.

All are requested to strictly adhered the timeline of submission of the report return to this office
GO(E) has seen.

Fule No.E/I/Important Circular File
Dated : 09/06/2023.


(B. Rajbongshi)
Sr. Accounts Officer(E-I)

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The IT Section
CDA Guwahati :- For uploading in web site.


(B. Rajbongshi)
Sr. Accounts Officer(E-I)