



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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Important Circular No.

No. GeM-GUW/05/Circular/Vol-1

Dated: 24.07.2020

To

1. All AO GEs/AGEs/AAO GE
2. The Officer-in-Charge
AAO, Shillong
3. IT & SW, (Local)
4. AN-IV, (Local)

Sub: GeM Report No. 2 of Monthly GeM Report on e-suchna.

Ref: HQrs CGDA letter no. IFA/9504/GeM/Report/Vol.IV dated 21.02.2020 & M.O
CDA Guwahati Important Circular No. 36 dated 27/02/2020 & 18.05.2020.

Off late it is noticed that the above subject report are not being received in time from the sub offices, resulting delay in consolidation and further submission to HQ Office. Therefore, it is requested to forward the desired report **on or before 2nd of the following month** positively without fail so that the consolidated Report may be uploaded on time as directed by the HQrs Office.

2. The above subject report may invariably be sent in the prescribed format through e-mail at cdaguwgem.dad@gov.in . The Officer-in-Charge may be ensured that report is to be received to this office through above e-mail on due date. Non-receipt of the report on due date may be treated as NIL and Officer-in-Charge will be responsible for complicity, if any; arise in future.

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Dy.CDA (GeM-Cell)

Copy to:

✓ IT & SW (Local)

With a request to upload the same on CDA Guwahati website.


Sr.AO (GeM-Cell)