



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
GUWAHATI

UDAYAN VIHAR, NARANGI, GUWAHATI-781 171

Tel. 0361-2640394/2641142



No. E/I/Rent & Allied charges/Misc./Vol-III

Dated: 01/06/2023

To

The All AO GEs/AO AGEs/AAO AGE(I)/AAO BSO

Subject : Report through e-suchana regarding processing of Rent & Allied (Water & Electricity) Charges.

Reference : This Office letter No.E/I/Rent & Allied Charges/Misc/Vol-III Dated :12/04/2023.

Please refer this office letter no. cited under reference on the above subject, the aforesaid monthly report has not received till date.. It is therefore, requested to submit the report to this section (through 'E' section mail) by 05th of the following month in the prescribe format for onward transmission to the HQ Office through e suchana portal by 10th of every month.

In this connection, it is requested to submit the above report in time to avoid adverse comments from the higher authority.

The above report may please be got noted in your report returns register.

Please accord priority.


Sr. Accounts Officer(E-I)

Copy to :-

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


Sr. Accounts Officer(E-I)