

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

FAX/Speed Post

IMPORTANT CIRCULAR No: 25

No: AN/1A/01/Circular/Vol-IX

Date:17/7/2014



To

1. All Sections of MO Guwahati
2. All Sub-Offices.

**Subject: Submission of Daily Control Chart & Absentee Report by all the section of MO Ghy and all the sub offices.**

It has been decided by the competent authority to obtain the **Daily Control Chart** as well as **Absentee report** (as per format at annexure A )at 10 AM by FAX/e-mail/TTB.


Please acknowledge receipt.

Encl : As above

  
( Pritam Dutta )  
DCDA( AN)

Copy to :

The Officer in charge : Please upload the same in the website :  
EDP

  
( Debashis De )  
SAO (AN)

## ANNEXURE-A

### FOR LAO/ALAO OFFICES

| Sl No. | Nature of work           | OB | RT | Disposal | CB | OD |
|--------|--------------------------|----|----|----------|----|----|
| 1      | Audit of service book    |    |    |          |    |    |
| 2      | CP Vr Scheduling         |    |    |          |    |    |
| 3      | PI Vr Scheduling         |    |    |          |    |    |
| 4      | LP Vr Scheduling         |    |    |          |    |    |
| 5      | Scheduling of IAFS -1520 |    |    |          |    |    |
| 6      | Audit of TLB             |    |    |          |    |    |
| 7      | Special letter           |    |    |          |    |    |

### FOR AO GE/AO AGE (I) OFFICES/AO Engineer Park/AO CCE/AAO DEO offices

| Sl No. | Nature of work                  | OB | RT | Disposal | CB | OD |
|--------|---------------------------------|----|----|----------|----|----|
| 1      | Final Bill                      |    |    |          |    |    |
| 2      | RAR                             |    |    |          |    |    |
| 3      | LP Bill                         |    |    |          |    |    |
| 4      | Personal claim Non-DAD          |    |    |          |    |    |
| 5      | Adjustment of CP Vr Scheduling  |    |    |          |    |    |
| 6      | Adjustment of PI -Vr Scheduling |    |    |          |    |    |
| 7      | Adjustment of TR                |    |    |          |    |    |
| 8      | Special letter                  |    |    |          |    |    |
| 9      | Complaint status                |    |    |          |    |    |

**FOR ALL BILL SECTION OF MO GUWAHATI (PRE AUDIT & POST AUDIT):**

**SC,M, E/III T, AN/III, AN/II- Gp II, AN/IV**

| Sl No. | Nature of work  | OB | RT | Disposal | CB | OD |
|--------|---|----|----|----------|----|----|
| 1      | Status of bill<br>(Category wise)<br>1.<br>2.<br>3.<br>4. |    |    |          |    |    |
| 2      | Status of Complaint                                       |    |    |          |    |    |
| 3      | Audit of cash book  |    |    |          |    |    |
| 4      | CGDA.s letter   |    |    |          |    |    |
| 5      | Other special letter                                      |    |    |          |    |    |
| 6      | CR ( SC/I & M/I )   |    |    |          |    |    |

**FOR E/II SECTION**

| Sl No. | Nature of work   | OB | RT | Disposal | CB | OD |
|--------|------------------|----|----|----------|----|----|
| 1      | CR               |    |    |          |    |    |
| 2      | Adjustment of Vr |    |    |          |    |    |

**FOR E/I SECTION**

| Sl No. | Nature of work     | OB | RT | Disposal | CB | OD |
|--------|--------------------|----|----|----------|----|----|
| 1      | Cash assignment    |    |    |          |    |    |
| 2      | Audit of cash book |    |    |          |    |    |

**ABSENTEE REPORT AS ON .....**

| Sl No. | Name of staff PRESENT | Name of staff ABSENT |
|--------|-----------------------|----------------------|
| 1      |                       |                      |
| 2      |                       |                      |
| 3      |                       |                      |
| 4      |                       |                      |

**FOR PAO OFFICES**

| Sl No. | Nature of work                          | OB | RT | Disposal | CB | OD |
|--------|---|----|----|----------|----|----|
| 1      | Non system Generated Dosll processed    |    |    |          |    |    |
| 2      | System Generated Dosll processed        |    |    |          |    |    |
| 3      | Old rejected/Invalid DO-II Re processed |    |    |          |    |    |
| 4      | Complaint status                        |    |    |          |    |    |
| 5      | Special letter                          |    |    |          |    |    |

**FOR AREA ACCOUNTS OFFICE SHILLONG**

| Sl No. | Nature of work  | OB | RT | Disposal | CB | OD |
|--------|---|----|----|----------|----|----|
| 1      | All types of Personal claims<br>(Nature of claim)<br>1.<br>2.<br>3.<br>4.<br>5.<br>6. |    |    |          |    |    |
| 2      | Special letter  |    |    |          |    |    |
| 3      | Complaint status  |    |    |          |    |    |

**FOR AAO BSO OFFICES/AO GE OFFICE HAVING RENT WORKS**

| Sl No. | Nature of work   | OB | RT | Disposal | CB | OD |
|--------|--|----|----|----------|----|----|
| 1      | Receipt of RR<br>1. Industrial staff<br>2. Basic staff<br>3. 3 rd Party<br>4. Army officer<br>5. JCO/ORs |    |    |          |    |    |
| 2      | Noting of TR   |    |    |          |    |    |
| 3      | Complaint status   |    |    |          |    |    |