

FAX/SPEED POST

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी- 781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
UDAYAN VIHAR, NARANGI, GUWAHATI-781171  
e-mail:cda-guw@nic.in

फैक्स / Fax:0361-2640204

दूरभाष / Ph: -0361-2640394,2641142

**IMPORTANT CIRCULAR NO: 31**

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

Dated 18/08/2014

To,

All Sub-Offices under CDA Guwahati

**Subject: Submission of Daily Control Chart.**

1. Letters, Correspondence, Bills should not be pending for more than 7 days.
2. Reasons for pendency may be intimated and efforts being made to clear such pendency need to be highlighted in the report.
3. Names of regular/habitual absentees and late comers may be intimated to the GO (AN) MO CDA Guwahati.
4. All efforts should be made to ensure that the daily control chart is sent by 10.00 (AM) sharp without fail by mail/fax.

*- Sol -*  
(PRITAM DUTTA)  
Dy CDA(AN)

Copy to:

The Officer-in-Charge : Please upload the same in the official website  
EDP (Local) of CDA Guwahati.

*[Signature]*  
(H B Dutta)  
SAO (AN)