



सत्यमेव जयते

रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171

Controller of Defence Accounts,

Udyan Vihar, Narangi, Guwahati-781171

Fax: 0361-2640204, Phone: 0361-2640394, 2641142 e-mail: cda-guw@nic.in



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Dated : 10/07/2018.

To

All Corps/Div/Bde Commanders/Unit fmns,
(under CDA Guwahati)

(_____)

PIN -

C/O 99 APO

Subj : **Non submission of specimen signatures.**

Of late, it has been observed that specimen signatures of the CO/OC of the unit (e.g. CFA, Accounts Officers etc), who is/are/were authorised to sign and countersigned all IT bills for the current financial year are not found attached with the bill (especially alongwith GeM bill), which has been viewed seriously by the Audit Competent Authority(s).

2. It is, therefore, once again, requested to forward/attached the specimen signatures (whether original or xerox copy(s)) of all Officers who is/are authorised to sign and countersign all IT related bills alongwith every contingent bill (both GeM bill and non GeM bill) in future.

3. Further, all GeM related documents may also be got countersigned by the CO/OC of the unit or Officer-in-charge of the HQ/unit.

4. The above cited instructions may please be disseminate to all unit fmns under your respective administrative control.

Accounts Officer (SC-IV)