

**Important Circular**

No. R/12/Weeding out/Vol-II  
Office of the CDA  
Udayan Vihar, Narangi  
Guwahati-781171  
Date: 02 /03/2017

To

The officer-in-charge of Sub- Offices (As per standard list)  
(Those who have not been submitted status report till date)

Subject: - Weeding out of old time barred documents - *Personal Target for 2016-17.*

Reference: - This office Most Important Circular no. even dated 20.01.2017 & Important Circular no. even dated 27.02.2017.

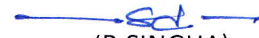
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It is intimated that the Quarterly Progress Achievement Report on Personal Target for QE 03/2017 is to be submitted to AN/I Section of M.O. latest by 15<sup>th</sup> March 2017 positively to submit the consolidated report to HQrs Office, Delhi Cantt. Within the stipulated time.

In view of above, it is requested to submit the status report by E-mail/Fax so as to reach in this office latest by 10<sup>th</sup> March, 2017 positively instead of 31<sup>st</sup> March, 2017.


GO (R) has seen.

Encl: As above.

  
(R.SINGHA)  
Sr. A.O. (R)

Copy to:

✓ The Officer-in Charge, ----- It is requested to upload in CDA Guwahati website please.  
EDP Section (Local)

  
(R.SINGHA)  
Sr. A.O. (R)