



रक्षालेखानियंत्रककार्यालय, गुवाहाटीउदयनविहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.
ई-मेल/e-mail:cda-guw@.nic.in फ़ैक्स/FAX:0361-2640204 फ़ोन/Ph:
0361-2640394, 2641142.



(CIRCULAR NO: 57 of 23.07.2019)

Subject : STANDARD FORMAT ON CORRESPONDENCE WITH HQRS.
OFFICE.

It is brought to the notice of all concerned that it has been decided by the competent Authority at Hqrs Office, New Delhi that henceforth all the correspondence with the Hqrs Office, New Delhi are to be made in a standard format as specified vide their letter No. Coord/13002/Misc/Conference/2018-19 dated 17.07.2019 (Copy Enclosed).

It is, therefore, impressed upon all concerned/Sections to adhere to the above instructions of the Hqrs Office strictly while making any correspondence with the Hqrs. Office, New Delhi. SAO/AO in-charge of the Main Office Sections are also requested to ensure that the same is being followed meticulously not only in the cases of correspondence with Hqrs. Office but also to be followed internally.

The In-charge of the sub-offices are also requested to follow the ibid guidelines in their all correspondences including with Main.Office and Units/Formations etc.

The matter may be got noted to AAO/SA/Adr etc. serving under you with their dated signature for strict compliance.

Sd/-
(K Lalbiakchhunga)IDAS
Dy. Controller

(File No: O&M/705/GER/CORR/Vol-I)

Distribution:

1. All GOs
2. SAO/AO/Asstt. Dir (OL) of Main Office
3. All the Sections Main Office
4. Officer-in-Charge Sub Offices(As per Std list)
5. PS to CDA
6. ✓ EDP Sec

: With a request to upload the same on the web-site of CDA Guwahati.

(S.Paul)
AO (O&M)