



TTB/FAX/Speed Post/E-Mail

रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI

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NO. O&M/Trg/201/Trg-Dev/III

Date: 01/08/2014.

**Important Circular No: 26**

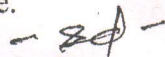
Subject: Publication of the DAD news Magazine-October Issue 2014

HQrs Office vide their letter No. CGDA/DAD Newsletter/2014 Dt.22.07.2014 has intimated that they are going to publish the DAD News Magazine – October Issue 2014. With a view to achieve the process of publication in a befitting manner articles/material are invited covering the following aspects to reach this office latest by 31st August, 2014 for onward transmission to HQrs office.

- (1) Pictures of DAD DAY 2014 Celebrations in the offices, along with text if any may be sent to this section by the fastest means of service.
- (2) News items along with photographs may kindly be forwarded within a week of the happening of the event.
- (3) Important events/Audit conclaves/Conference/ Interaction with executives as also the articles on topics/ issues of relevance to the Department may be forwarded in advance. The interested Staff/Officers may also be encouraged to send their contributions through their administrative controlling authorities. These articles should invariably be accompanied with the recent passport size photograph of the author/writer along with designation.
- (4) "Fiction" and "Non-fiction" write ups are also encouraged for inclusion in the DAD News Magazine.

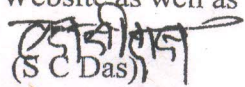
Photographs sent should be of very good quality and of optimum pixels to enable cropping and printing.

In case the document is bulky, the same may be forwarded in a zip file.

  
(Sarika Aggarwal Synrem)  
Addl CDA

**Distribution:**

- 1) All GOs of MO
- 2) All SAOs/AOs of MO
- 3) All the Sections of MO
- 4) The Officer In Charge, Area Accounts-Office, Shillong
- 5) The Officer In Charge, PAO (ORs) 58 GTC & ARC Shillong
- 6) The O I/C of all the Sub-Offices under CDA Guwahati
- 7) The PS to CDA
- 8) The PA to Addl. CDA
- 9) The Secretary, DARC, MO CDA Guwahati
- 10) The O I/C EDP Section: With a request to upload in the CDA Guwahati Website as well as in LAN.

  
(S C Das)  
Sr AO(O&M Cell)