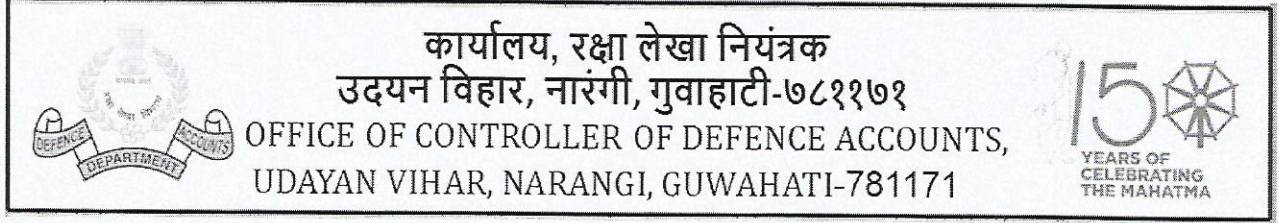


SPEED POST/ REGISTER



No. No M/1/ECHS/19-20/P.At/Regional Centre

Dated: 18/12/2019

To
All the ECHS Polyclinics under
the audit jurisdiction of this office

.....
(By name of the unit)

Subject:- Timely submission of Cash Book for the month from November, 2019 to
March, 2020 for post audit.

Cash Book alongwith the related paid vouchers should be submitted on monthly basis for post audit and the Cash Book for the month of March, 2020 should invariably be submitted by 2nd day of April, 2020 by the fastest mode of communication for booking of expenditure in time.

In this connection, it is stated that the Cash Book for the months of Sept, 2019 to Nov, 2019 (except RC (ECHS) Guwahati, ECHS PC Tezpur, 51 sub area Guwahati, Goalpara, Mukokchung, Mashimpur) have not been submitted to this office till date which is not a positive situation to book the expenditure as the few months left to close the current financial year 2019-20. It is, therefore, requested to submit the Cash Books alongwith the related vouchers for the above mentioned months at the earliest. Reply to observations for the previous financial year as well as the current financial year may also please be furnished at the earliest.

(Contd. on P/2)

ई-मेल/email : cda-guw@nic.in, फ़ैक्स/Fax: 0361-2640204 फ़ोन/Phone: 0361-2640394, 2641142

It is also stated that no cash book will be entertained for audit after 2nd April,2020 and the concerned PC of the ECHS will be held responsible for non-booking of the expenditure.

GO (M) has seen

-sd—

Senior Accounts Officer(M/I)

Copy to

(1.) The Regional Centre ECHS
Guwahati
PIN-900328
C/O HQ 51 Sub Area
C/O 99 APO

It is requested to direct all the polyclinic (ECHS) to submit their Cash Book alongwith the related Vouchers to this office in time, especially for March,2020 by 2nd April,2020 positively.

(2.) The officer - in- charge,
I T & SW (local)

It is requested to upload the letter on CDA Guwahati official website.

Senior Accounts Officer (M/I)