



सत्यमेव जयते

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

Controller of Defence Accounts, Udyan Vihar,
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No.IA/I/Re-Orientalion/Vol-III

Dated: 01/07/2017

To,

All LAOs (By Name)

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Subject:- 6th LAOs Conference : 2017

In a bid to improve the efficiency in functioning of the organization under the administrative control of CDA Guwahati, it has been decided by the Competeant Authority to hold a conference of all LAOs on 17-07/2017 (FN) at Conference Hall, CDA Guwahati to review vital issues concern with the functioning of LAOs and work out viable solutions. All the LAOs should make a presentation (Hard and Soft copy) on their action plan including the following points and sent the soft copy to cda-guw@nic.in with on or before 12th July positively.

- 01 Internal Audit Report.
- 02 MFAI Report
- 03 Position of Loss statement
- 04 Position of Railway claim
- 05 Performance over all status of LAOs
- 06 Target assigned in last conference held on 27-02-2017 and achievements against them and reason for shortfall in achievements (if any)
- 07 Current position of outstanding PI vouchers.
- 08 Outstanding items of LTAR with year wise break up and action taken thereof for clearance.
- 09 Outstanding internal audit objection with year wise break up and objections in brief. The reasons for non clearance of old outstanding objections may also be enumerated in brief.
(The data of the presentation for Sl. No. 7,8 & 9 should be taken into account in AAC format and the opening balance should be the outstanding shown in AAC(Main)for 2016-17.)
- 10 Position of Scheduling In and out Vouchers.
- 11 Any other important points that are worth mentioning and relevant for the purpose of the proposed conference.

Contd.—P/2

You are therefore, directed to attend the conference without fail under no circumstances, requests for withdrawal of name from the conference will be entertained.

TA/DA is authorized as per extant rules.
Please acknowledge receipt.

A handwritten signature in black ink, appearing to be 'J.K. Das', written in a cursive style. The signature is positioned above a horizontal line that extends to the right.

(J.K. DAS) IDAS
JCDA