

रक्षा लेखा नियंत्रक, कार्यालय, गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOOUNTS,
UDAYAN VIHAR, NARANGI, GUWAHATI-781171

दूर/Tel. 0361-2640394/2641142

फैक्स/Fax-0361-2640204/2640810

No.E/1/404/Target Report/VOL-II

Date:- 05/01/2017

To

The AO GE 869 EWS	AO GE(P) SHILLONG
The AO AGE(I) RANGIYA	The AO GE 872 EWS
THE AO AGE(I), LEKHAPANI	The AO GE (I) AF, SHILLONG

Subject:- **Outstanding Rent and Allied charges.**

It has been observed that Monthly Report for the Month 12/2016 on account of Outstanding Rent and Allied Charges has not yet been received from your office till date despite repeated telephonic conversation by the AAO of E-1 Section which has been viewed very seriously by the Competent Authority.

You are directed to submit the report by FAX/E-mail immediately showing clearance w.r.t oldest date. The issue may please be taken up with appropriate executive authority personally.

Non-compliance of the direction will be the personal responsibility of the Officer -in-charge, which will be reflected in their APAR.
CDA has seen it.

Sd-

(K Lalbiakchhunga) IDAS
Asstt.. Controller

Copy to:-

The O I/C EDP Section (LOCAL)	With a request to upload the memo in our official web-site
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[Signature]
Sr. Accounts Officer (E-1)