

REGISTERED



रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171  
Controller of Defence Accounts, Udyan Vihar, Narangi,  
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CIRCULAR

No. IA/I/020/Circular/Vol-VI

Dated 16.03.2017

To

1. All Sections, M.O. CDA Guwahati
2. All Sub-Offices of CDA Guwahati

Subject : Timely submission of reply to HQrs letters/references.  
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Please find enclosed herewith the HQr. Office CGDA Circular No. IAW-8/12015/ATR/Circular dated 08.03.2017 on the above subject for information, guidance and strict compliance in future.

It may please be ensured that the instructions contained in the above Circular may be got noted by all.

Please acknowledge receipt.

(J.K. DAS) IDAS  
Dy. Controller (IA)

रक्षा लेखा महानियंत्रक, उलान बटार मार्ग, पालम, दिल्ली छावनी-10

Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt. - 10

Circular

No. IAW-8/12015/ATR/Circular

Dated : 08.03.2017

The CDA  
Guwahati

WOTA  
Pl take  
signature

Sub: **Pimely submission of reply to HQrs letters/references.**

It has been observed that reports/replies called for by HQrs office on a specific date are generally not being received on time. It is observed that some of these correspondences have been forwarded to sub-offices for seeking comments after considerable period from the date of receipt of HQrs office letter. This is viewed seriously by the competent authority.

2. It is therefore requested that letters/references from HQ office should be accorded due priority. When a reply to a letter received is likely to be delayed for want of answer, references or for any other reason, an interim reply should invariably be sent within a week of the receipt of HQrs office letter.

3. The contents of this circular may kindly be brought to the notice of all concerned for strict compliance.

4. This issues with the approval of Addl. CGDA (IA&S).

5. Please acknowledge receipt.

*Myayari*

Jt. CGDA (IA)

Pl circulate  
his letter  
to all sections  
& sub-offices  
15/3

SAO (IA&S) (IA)