



Fax/Mail

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/I/404/Targ Report/Vol-II

Dated: 04/01/2017

To

The AO GE(Army & Air Force) & AAO BSOs

C/O 99 APO

Subject :

Monthly and Weekly Submission of Status: Rent and Allied Charges

It has been observed by the Competent Authority that appropriate action are not being taken by the AOs GE and AAO BSO towards recovery of Rent and Allied Charges, which results in substantial increase of Outstanding balance of Rent and Allied charges.

For constant monitoring on the issue , Hon'ble CDA desires that monthly and weekly progress Report from all concerned AOs /AAOs GEs/BSOs should be submitted to the Main Office on last working day of the Month/Week. Competent Authority also desires to know the action taken for clearance of oldest date and liquidation of balances.

In view of the above, it is directed that all concerned AOs/AAOs GE/BSO should submit **Monthly** as well as **Weekly** status Report on Rent and Allied Charges with Oldest date through FAX/E-mail by last working day of every month/Week , so that the same can be consolidated and submitted to the Hon'ble CDA.

Poor performance in so far as recovery of Rent and Allied Charges ,CDA has viewed it seriously and directed to pass the message to all concerned Officers(SAO/AO/AAO) to submit Report timely and to take proper action towards clearance of Outstanding Rent and Allied Charges. Non-compliance of the direction by Officers will be viewed seriously and also reflected in their APAR.

CDA has seen it

— Sd—
(J.K.DAS)
Dy. CONTROLLER

Copy to:

The O I/C EDP Section
(Local)

With a request to upload the memo in our official web-site

Sr Accounts Officer(E-I)