

**C ZOTHANKHUMA
CONTROLLER**

DO No.GAU/EDP/WAN/11/Vol-III
Dated :- 25th November 2011

I am writing this DO letter in connection with launching of Dynamic Website of my office.

2. CDA Guwahati has taken various initiatives to bring in transparency and to provide value based services to various units and formations as well as to vendors. First step in this direction was to establish a Kiosk Information System (KIS) at the Reception of CDA Guwahati on 17th March 2011. The KIS provides funds and bills information to various units and formations through an interactive media without needing any external help.

3. As a part of our endeavour to bring in greater transparency and provide value based services, we have launched our Dynamic Website, content of which can be accessed by units and formations and vendors by clicking the Tab (Clint Area) within the URL: cdaguwahati.gov.in. Funds information, bills information (Passed, Pending and Returned), Monthly Expenditure Return (MER) pertaining to Miscellaneous Section and Store Section have been made available through this Dynamic Website. Users can extract the required information from his own terminal having Internet connection by selecting the particular options. Provisions of providing (Feedback / Suggestions / Complaints / Grievances) are also been made in the Website. Vendors can also get information regarding status of their bills through this Dynamic Website.

4. As a pre-requisite for accessing the Dynamic Website, units and formations coming under audit jurisdiction of CDA Guwahati as well as vendors will have to register their details with CDA Guwahati. Upon registration units/vendors will be provided with a unique Login and Password through which they can operate their accounts. For registration, units will submit Registration Forms as per **Annexure-A** enclosed. Login and Password can be collected by officers only from a unit with an authority letter duly signed by Commanding Officer of the unit. The same will be also

despatched separately through registered post. Registration Form for vendors is given in **Annexure-B**.

5. I will be grateful if content of this DO letter and the Annexures are circulated to units and formations as well as to vendors for registration and for accessing all the services that have been provided for them through the Dynamic Website of CDA Guwahati.

With

Yours

Lt Gen Dalbir Singh, AVSM,VSM
GOC
HQ 3 Corps
Pin-908503
C/O 99 APO

Lt Gen Shakti Gurung, AVSM,VSM
GOC
HQ 4 Corps
PIN - 908504
C/O 99 APO

Lt Gen V.K.Narula, SM
GOC
HQ 101 Area
PIN-908101
C/O 99 APO

Annexure - A

रक्षा लेखा नियंत्रक गुवाहाटी के वेबसाइट में पंजीकरण के लिए आवेदन प्रपत्र

Form of application for Registering with Website of CDA Guwahati

(केवल यूनिट /फ़ॉर्मेशन के लिए / For Units/ Formations only)

1. यूनिट/फ़ॉर्मेशन का नाम / Name of the Unit/Formation :-

2. सैन्य डाकघर द्वारा जारी 'पिन' सहित पता /

Address with PIN issued by APO :-

3. यूनिट कूट / Unit Code :-

(इस कार्यालय द्वारा आबंटित 4 अंक का कूट संख्या जो निधि विवरणी तथा मासिक व्यय

रिटर्न में दृश्य होता है)

(4 digit code No. allotted by this office which appears in the Funds statement and in Monthly

Expenditure Return)

4. ई-मेल पता / E-mail address :-

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प्राधिकृत हस्ताक्षरी

Authorized Signatory

Annexure - B

रक्षा लेखा नियंत्रक गुवाहाटी के वेबसाइट में पंजीकरण के लिए आवेदन प्रपत्र

Form of application for Registering with Website of CDA Guwahati

(केवल ठेकेदारों/आपूर्तिकर्ताओं/विक्रेताओं/फ़र्म के लिए)

(For Contractors/Suppliers/Vendors/Firms only)

1. ठेकेदार/आपूर्तिकर्ता/विक्रेता/फ़र्म का नाम
Name of the Contractor/Supplier/Vendor/Firm :-
2. पता, 'पिन' संख्या सहित / Address with PIN Code :-
(पते के समर्थन में प्रमाण संलग्न किया जाए)
(Proof of address in support to be attached)
3. स्थायी लेखा संख्या / PAN No. :-
4. ई-मेल पता / E-mail address :-
5. बैंक का ब्यौरा / Bank Details :-
 - (a) बैंक का नाम / Name of the Bank
 - (b) शाखा का नाम / Name of the Branch
 - (c) बैंक खाता संख्या / Bank A/C No.

(समर्थन में एक रद्द फोलियो संलग्न किया जाए)
(One cancelled folio to be attached in support)
 - (d) आई.एफ.ए. कूट / IFA Code :-
(चेक में आकृत 11 अंक संख्या)
(11 digit number that appears in Cheque)

(e) एम.आई.सी.आर. कूट / MICR Code :-

(चेक संख्या के बाद आकृत 9 अंक संख्या)

(9 digit number that appears after Cheque Number)

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प्राधिकृत हस्ताक्षरी

Authorized Signatory