

FAX/E-mail/Speed Post

E/I/82/Handing/Taking

Office of the CDA,

Udayan Vihar, Narangi,

Guwahati- 781171.

Dt: 19/05/2014.

To

All AO GE's/ AGE's (I)

All AO GE's (AF)/ AGE's (I) (AF)

Subject: Handing/Taking over report AO GE's/AO AGE's (I)

It has been observed by HQrs office inspection team that Handing/ Taking over Reports of AO GE's/AO AGE's (I) in the form IAF (CDA) 269 is not being rendered to E- section of Main Office. It is, therefore, enjoined upon all AO GE's/AO GE's (AF)/AO AGE (I)/ AO AGE (I) (AF) ~~to~~ henceforth ^{to} submit a copy of handing taking over report indicating any major defect in the working or any arrears of work or any unsatisfactory features to E-I section of this office as and when occasion arises.

The said report may please be noted in your report return chart for strict compliance in future.

Please acknowledge receipt.


(P. Doléy)

Accounts Officer (E-I)