
	<p>रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी 78117-1  Office of the Controller of Defence Accounts, Udayan Vihar, Narangi,  Guwahati-781171  Fax: 0361-2640204, Phone: 0361-2640394, 2641142  e-mail: cdaguwadmin1a.dad@hub.nic.in</p>	
---	--	---

**IMPORTANT CIRCULAR- 06**

To

All GOs and SAOs/AOs  
Main Office, CDA Guwahati

(Through official website)

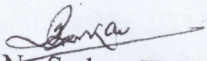
**Subject: Presentation on working setup of Bills and Non-bills sections of Main Office, CDA Guwahati**

As per direction of Competent Authority it is intimated that, Shri R. N. Biswas, IDAS, Controller will review the working set up of all Bills and Non-bills sections of Main Office, CDA Guwahati on 19/01/2023. It is therefore, directed to all SAOs/AOs of concerned sections of Main Office, CDA Guwahati to bring presentation on working setup, viz nature of work dealt with; no. of bills/letters/documents received upto 18/01/2023 and their disposal and other constraints if any of their respective sections on 19/01/2023 at **Conference Hall** as per schedule given below:

Sl. No.	Name of Section	Time of presentation
1	Store Contract, GeM Cell, M-Sec, E-Sec, AN/II-Sec, AN/III Sec, Store Audit Sec. & ORs Cell	11:00 AM
2	All other sections	03: 30 PM

Contents of the ibid circular may strictly be adhered to, to avoid any adverse remarks from the higher authority.

**File No.** AN/1A/01/CIRCULAR/Vol-XI  
**Date:** 13/01/2023

  
R.N. Sarkar, IDAS  
Dy. Controller (AN)