



रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI UDAYAN VIHAR, NARANGI, GUWAHATI-781 171 Tel. 0361-2640394/2641142 FAX 0361-2640204/2640810/2641143.

E/I/CIRCULAR/VOL-II

Dated 18/07/2019

CIRCULAR

To,

All the AOs/AAOs GEs/AGEs/CCEs,

All the AAOs BSOs
All the GES/AGES/CCEs.

Subject:

Timely Rendition of Reports.

It has been observed time and again that various reports pertaining to this office is not submitted to this office timely despite repeated reminders from this end. In this regard, a list of the various reports alongwith the prescribed proforma is enclosed herewith for your punctual adherence:

SL	Nature of the	Description/ Name of the Report	Deadline for	Proforma
NO.	Report		Submission	
1		ARMES/ Review of Works	15 th April	
		Expenditure (All Statements		
		except Statement F Para 18)		
2		Statement F Para 18 of ARMES	1 st July	Annexure "A"
	Annual	Report		
3		Measures to Regulate Works	10 th July, 10 th	Annexure "B"
		Expenditure (Q/E TE Report)	October, 10^{th}	
			January & 10 th	
	Quarterly		April	
4		Quarterly Progress Achievement	1 st July, 1 st	Annexure "C"
		Report on Personal Target	October, 1 st	
			January & 1st	
			April	
-			DESCRIPTION OF THE PROPERTY OF	

5		Quarterly update on ARMES/	15 th July, 15 th	*The same as
		Review of Works Expenditure	October, 15 th	ARMES report,
		Report	January & 15 th	but incorporating
			April	the reasons for
				non-clearance and
				action taken on
				outstandings
				against each
				statement.
6		Monthly Report on Rent & Allied	10 th of every	Annexure "D"
		Charges	Month	
7	Monthly	Monthly Report on TBOs	10 th of every	Annexure "E"
			Month.	
8		Monthly Expenditure Report	10 th of every	
		(MER)	Month.	

The above mentioned reports can be mailed to the official e-mail of CDA E-I Section (cdaguweng1.dad@hub.nic.in), but the same has to followed by the Hard Copy through post. The deadlines are to be maintained at all cost, failing which the responsibility will solely lie on the concerned officer in charge.

Non-compliance of the time schedule will be viewed seriously.

*Any amendments w.r.t any of the reports will be intimated on time.

This is to be accorded the Top-most Priority.

(Dr.K. Lalbiakchhunga)IDAS

Dy. Controller

The Oi/c,
EDP Section,
Local

- With a request to upload the same on the
Official website of CDA Guwahati.

(Moloy Ghosh)

Sr. Accounts Officer

ANNEXURE "A"

	Ors									
	etc/JCOs/									
	y	rs				•				
	uninipalit	Contracto				Dept.				
	Boards/M	and MES	Club	Officers services Club and MES	Officers	Govt.				
TOTAL	ent		Mess	Retired Oficers in Mess Parties	Retired	Central	Govt.	Person	Unit	SI No.
Total	Cantonm	Private	Deptt.	Dept.	Other Released/ Dept. Deptt. Private	Other	State	Displaced State		
		2.1	1	n 30.06.20	postion as	issued upto 28/02/20 and postion as on 30.06.20	upto 28/0	issued		
	nt -F PARA	Statement	oills	ect of rent l	se break up ges in respe	Statement showing the year wise break up of Outstanding Licence Fees and Allied Charges in respect of rent bills	t showing Fees and .	Statemen Licence		
			1:	00						

*The Statement should also include the year-wise breakup of the Rent Bills.

ANNEXURE "B"

			on				operated		
			rectificati	4017		Booking		GE,	
Remarks	TE No.	2	after	Mork	Amount	Wonth of	Head	SI.No. AO/ AAO	SI.No.
		Amou	Head	Data il of				Name of	
•			Code						

Annexure "C"

						03/20	06/2019 09/20 12/20 03/20	09/20	06/2019			
	02/20	- 12/20 - 03/20 -	09/20	06/20		Quarter	Quarter Quarter Quarter	Quarter	Quarter			
	חשלאח	יין לר	25 25	Ç.		during the	during the during the during the	during the	during the	1		
		OE CITE	received received Total during the during th	during the	Total	received	received	received	01/04/20 received received	01/04/20	Unit	NS
Balance	NIISCH	made illade illade	made	made		amount	amount	amount	amount	OB as on		
	made	Recovery	Recovery Recovery Recovery	Recovery		rent bill	rent bill	rent bill	rent bill			
	Document.		,			New O/S	New O/S New O/S New O/S	New O/S	New 0/S			
							Alliexuit C	1				

ANNEXURE "D"

1	SI No. Unit
	Unit
	Displaced State Person Govt.
	State Govt.
A	Other Central Govt. Dept.
ANNEXURE "E"	Other Released/ Dept. Dept. Trivate Central Retired Officers in Mess Parties Govt. Officers services Club and MES Dept. Trivate Contract rs
Ti	Released/ Dept. Dept. Pept. Pe
	Mess Club
	Parties and MES Contracto
	s ent S Boards/M to uninipalit Total y etc/JCOs/ Ors
	Total

SI No. (in Rs)			
(in Rs)	Amount	ТВО	
office	Originating by your TBOs raised against	TE No and month of	
(Responding Party) Responded IE Odistalian	TBOs raised against		
Responded IE			
Outstallallig till date	Outstanding till date Re		
	Remarks		

Sr. Accounts Officer (E/I)