



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

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

[illegible]

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

ANNEXURE "B"

[illegible]

Annexure "C"

[illegible]

ANNEXURE "D"

Sl No.	Unit	Displaced Person	State Govt.	Other Central Govt. Dept.	Released/ Retired Officers	Dept. Officers in services	Deptt. Mess Club	Private Parties and MESS Contracto rs	Cantonment Boards/Municipalities etc./JCOs/Ors	Total

ANNEXURE "E"

Sl No.	TBO Amount (in Rs)	TE No and month of Originating by your office	TBOs raised against (Responding Party)	Responded TE	Outstanding till date	Remarks

Sr. Accounts Officer (E/I)

