To

The Officer In charge,
All Sections in Main Office
All Sub Offices

Sub: Submission of Quarterly General Target Report.

It is observed by the competent authority that the quarterly General Target Reports are being submitting late by the sections in Main Office and sub offices. This has been viewed seriously by higher authorities. It is, therefore, requested to ensure submission of ibid reports well in time for deliberations on the same. It has also been directed by the competent authority to make up where there are short falls or no progress, in order to complete the targets on due dates.

The report should reach this office by 10th of the following month positively.

Copy to:-

The Officer in Charge, IT & S (Local) : For uploading on the website of Main Office.

ACDA (O&M)