



कार्यालय, रक्षा लेखा नियंत्रक

उदयान विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI-781171

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No. O&M/Inspn/35/CGDA/2019/Vol-II

Dated: 08.08.2019

(Most Important Circular No. 65 dated:- 08/08/2019)

Sub :- Inspection by HQrs office :August-2019.

In continuation of this office Most Important Circular No.62 dated 02.08.2019 regarding HQrs office Inspection, it is further requested to ensure the following and necessary remedial action, where required, shall be carried out immediately.

- a. That the register and files are maintained as per the instructions contained in OM Part I and other Departmental instructions issued from time to time.
- b. Fly Leaf instructions are affixed in the front page of various registers.
- c. That the registers are signed by the G.O/ officer- in- charge/ AAO as per the instructions and guidelines and monthly certificates affixed thereof.
- d. The various forms used and headings of files and Registers are in Bilingual form as per the guidelines.
- e. That the Order files are maintained where required.
- f. That the Control chart, Establishment Register, Section order register, MNB, Monthly conference Register etc. and all other documents of the sections are maintained and properly authenticated thereof.
- g. That the Specimen signature of the bill signing authority/ countersigning authority as being maintained by all the Audit Sections as per the guidelines in Specimen Signature Register are authenticated periodically and check being exercised by the officer-in-charge/ GO where required.

P.T.O

- h. That the Fire Precaution measures are being observed as enunciated in OM Part-I and Fire-extinguisher and all other security measures are periodically checked/ maintained and documents are kept properly.
- i. That the records which have ceased to be in active use are preserved with utmost care and time barred records are categorized for disposal as per the extant provisions.

This may be noted to all concerned and signature taken thereof.

A completion report in this regard may be furnished to O&M Cell by 16.08.2019 please.

Sd/-
(K. Lalbiakchhunga), IDAS
Dy.CDA (O&M)

Distribution :

1. All GO in M.O. Guwahati 2. All SAOs/AOs in M.O. Guwahati	For kind information and necessary action.
3. All Sections in M.O. Guwahati	For information and necessary please.
4. The Officer-in Charge Area Accounts office Bivar Road, Shillong. 5. The Officer-in-charge PAO(ORs) 58 GTC Happy Valley Shillong 6. The Officer-in-charge PAO (ORs) ARC Shillong Happy Valley Shillong	For kind information and similar action in view of the Hqrs Office, New Delhi Inspection to be conducted from 26.08.2019 to 30.08.2019. You are also requested to resort to an all-out preparedness in view of the Hqrs Office, New Delhi ibid Inspection.
7. The EDP Section (Local)	With a request to upload the same in the web-site of CDA Guwahati.

S.Paul
(S.Paul)
Accounts Officer (O&M)