

Important Circular

Registered/website  
No: IA/II/24/AAC/Vol-II  
Office of the CDA Guwahati  
Udayan Vihar, Narangi  
Guwahati-781171  
Date: 17/05/2016

To

LAOs, ALAOs, AOs GE & AGE(I)

Sub: **Annual Audit Certificate (AAC) for the year 2015-16.**

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In this context the following points may be carefully followed in the preparation of the Annual Audit Certificate for the year 2015-16.

1. The AAC for the year 2015-16 from all the concerned offices should reach this office, complete in all respects, **on or before 15/06/2016 without fail.**
2. Further, it has been observed that in the AAC (& also follow-Ups) rendered by the LAO (A) offices are not properly consolidated & matched with AAC rendered by ALAO offices. Therefore, kind attention is invited to thoroughly check/recheck the facts & figures during compilation to ensure the AAC error free.
3. Again, the outstanding figures for previous years in respect of Statement 5(A), Statement 6(A), Statement 8(A) are sometimes shown greater/larger than the figures which are incorporated in the last AAC report (or follow-up report). This is not logically true. So, please keep a close watch on the point.
4. As per the HQrs observation (on the 2<sup>nd</sup> & 3<sup>rd</sup> Follow-Up of AAC 2014-15), the progress of clearance is marginal in r/o statements no. 5A, 6A, 7, 8-A (internal audit objection) and nil progress in r/o 7-a and 8-A (Test audit objections). In this connection, it is requested to initiate concerted efforts to clear the old cases in r/o various statements.

**The time schedule for submission of AAC for the year 2015-16 may be strictly adhered to.**

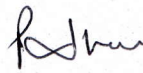
- Sd -

(P D Sharma)  
Sr. Accounts Officer (IA)

Copy to:

Officer -in- Charge  
EDP Section (Local)

: To upload the circular in CDA Guwahati website.

  
(P D Sharma)  
Sr. Accounts Officer (IA)