



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: 02 .08.2019

(Most Important Circular No. 62 dated:- 02/08/2019

Sub :- Inspection by HQrs office :August-2019

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HQrs office vide their letter No. 13125/CGDA/Insp. Cell. Prog/2018-19 dated 30.07.2019 intimated that Inspection of CDA Guwahati will be carried out by the Hqrs Office Inspection Team w.e.f. 26.08.2019 to 30.08.2019. The 9 members team will be headed by Shri Atul Prakash Mishra, IDAS, DCDA. Shri J. Lhungdim, IDAS, Addl. CGDA will be the reviewing officer and review of inspection will be carried out on 30th August 2019.

A latest copy of revised Inspection drill in questionnaire format dated 23.01.2019 will be available at CDA Guwahati Local Area Network accessible through IP Address 10.177.181.136/ccms or from the EDP Section. This may be downloaded/obtained by the section concerned and forwarded to this section positively by **13.08.2019** in both hard and soft copies duly filled in the column "Response by PCsDA/ CsDA office" showing the latest status for our consolidation and further necessary action.

It is further intimated that a presentation on issues/constraints faced by this office as well as on improvements/achievements may be made by the Administration section to the Reviewing officer.

Action taken report with suitable reply on long outstanding of 09 observations against this office with oldest date May-2012 to be kept ready by the section concerned and to furnish to the O&M cell by 09.08.2019 for perusal and for spot verification of the Inspection team and for presentation to reviewing officer.

Accordingly all Officers, Section-in-Charge and Staff are requested to update all their records, particularly, wherein compliance has been given or agreed upon in the internal inspection carried out by O&M Cell. All registers, Master Note Books, Control Chart, Conference Register and Complaint Register etc. are to be made up to date and kept ready for perusal by the Inspection Team. Further, all Section-In-Charges are requested not to sanction leave of any kind to officers and staff belonging to the section during the period of inspection.

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

An acknowledgement to this letter may be made by name to Shri S. Paul, AO (O&M) please.

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

Distribution :

1. All GO in M.O. Guwahati	Along with a copy of HQrs office letter No. 13125/CGDA/Inspn Cell Prog/ 2018-19 dated 30.07.2019 for information and necessary action please.
2. All SAOs/AOs in M.O. Guwahati	
3. All Sections in M.O. Guwahati	For information please.

4. EDP Section

Please upload on
CDA Guwahati website.

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