

CDA GUWAHATI WEBSITE



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No. IA/II/SIL/LAO/LACR/15
Dated : 14/12/2017

To,

All AOGEs,
All LAO(A)
All ALAOs

Sub: LAP(PTP)/LACRS : TIMELY SUBMISSION.

01 It has been noted from our past experience that most of the AOGEs, LAOs/ALAOs are not submitting LAP(PTP)/LACR regularly with in stipulated period .In accordance with Para 10 of ALAM. Vol-1, the LAP should be submitted to the CDA for approval by the 20th of second month of the proceeding half year. Hence, LAP for HYE should have been reached in this office by 20th of MAY & 20TH NOV each year. It is also seen that Local audit is being conducted without approval from CDA or the time frame for audit is being compromised due to late approval from CDA.

02 Similarly, LACR should have been submitted by 10th of the month following to which the audit has been performed. It is a monthly report. Hence, LACR should have been reached this office by 10th of each month. This time-frame is not adhered to by most of the sub-offices.

03 Non adherence of time limit for submission of LAP/LACR has viewed seriously by the higher authorities and it is has been directed by the higher authorities in this office not to approve such LAPs/LACRs which are not submitted with in the stipulated timeframe

04 It is, therefore, once again requested to strictly adhered to time schedule regarding submission of LAPs/LACRs as stipulated in Para 10 of ALAM Vol-I.

ACDA has seen.

Sr.AO(IA)

Copy to:

✓ Officer-in-Charge,
EDP, M.O. Local

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CDA Guwahati website.

SAO(IA)