

IMPORTANT CIRCULAR NO.- 44



रक्षा लेखा नियंत्रक कार्यालय , गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी -781171
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No. O&M/704/Manuals Updation/Vol-I

Dated:19 /06/2019

Subject :- Rewriting of Departmental Codes and Manuals.

Consequent to the issue of GFR 2017 by the Ministry of Finance and implementation of 7th CPC, several changes have taken place in the working procedures of the Defence Accounts Department. With the introduction of GeM, e- procurements, GST, IT enable solutions etc., an urgent need has been felt by the competent authority to update the Codes and Manuals to keep pace with changes as per the present scenario.

It has been therefore decided by our HQrs office, New Delhi to rewrite the Codes and Manuals to facilitate and improve the departmental working procedures. And in this regard the office of the CDA (Army) Meerut has been entrusted with to rewrite the following manuals being the designated nodal officer.

In this regard valuable suggestions/ amendments are requested by the CDA (Army) Meerut for the following books which will help to facilitate necessary requirements in rewriting the manuals for the working procedure of the department.


1. Office Manual Part II
2. Office Manual Part VIII
3. MES Local Audit Manual
4. MES Account Manual

All the Officers in charge of the Main office are therefore requested to revisit the OM Part II Vol-I and contribute necessary suggestions/ amendments particularly for the section/ cell they are presently looking after.

The SAO of E section and all the AOs GE are also requested to offer their suggestions in regards to manuals shown in SI No. 2,3 & 4 above.


As the last date of submission has already lapsed, therefore it is requested to forward your valuable suggestions to his office latest by 01.07.2019 positively through Email/FAX for consolidation and onward submission to CDA (Army) Meerut. The last date of submission may be strictly adhered to.

A nil report is also required.


(J N Doley, IDAS)
Dy. Controller

Distribution:

- 1) All GOs, MO CDA Guwahati.
- 2) All officers in charge, MO CDA Guwahati.
- 3) All AOs GE under CDA Guwahati.
- 4) PS to CDA.
- ✓5) EDP Cell : With a request to upload the same on the website of CDA Guwahati.


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