

IMPORTANT CIRCULAR NO.32

रक्षालेखानियंत्रक, कार्यालय, गुवाहाटी, उदयनविहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,  
UDAYAN VIHAR, NARANGI, GUWAHATI-78117

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No.A/IV/18/Imp.Cir/Vol-VII

Dated: 03 /05/2019

To

- (1) All compiling groups/sections of MO &
- (2) Sub-offices under the administrative jurisdiction of CDA Guwahati

Subject :- Furnishing of Monthly Certificate on review of Sectional Compilation.

Of late it has been observed that some groups/sections of main office and some sub-offices are not furnishing the monthly certificate on review of sectional compilation in time despite the sectional compilation is being sent by hand to every group/section of main office and by email/Speed post to sub-offices in time. For this reason the requisite report is delayed in every month for submission to HQrs.Office,DelhiCantt.

In view of the above, it is requested to all the concerned to furnish the subject report by 15<sup>th</sup> of every month(if 15<sup>th</sup> being holiday/Saturday/Sunday, report is to be submitted on the preceding working day) positively by email/fax/speed post. In this connection, it is stated that furnishing of the report will be watched through a register wherein the groupwise/sectionwise/sub-office wise entry will be made in every month and on 16<sup>th</sup> day of the month or next working day of the month(if 16<sup>th</sup> day being holiday/Saturday/Sunday), the register will be submitted to the Group Officer for perusal. Those who furnish the report after the stipulated date will require to explain the reasons for late furnishing of the report and those who repeatedly fail to furnish the report on or before the stipulated date, disciplinary action will be initiated against them.

It is also requested to all the concerned that before furnishing the subject report, cent percent verification of the vouchers(DVs) may be done with the monthly compilation and any discrepancy/misclassification detected may please be stated in the certificate and confirmation may also be given therein the action taken for rectification of the discrepancy/misclassification within the month of accounting. Those who fail to comply with

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the above requirement, matter will be brought to the notice of higher authorities for taking punitive action against them. The matter has already been brought to the notice of all the concerned earlier vide this office Important Circular No.04 dated 04/02/2019 (available in CDA Guwahati website).


CDA has seen.

Sdf=  
Group Officer(Accounts)

Copy to :-

✓  
The officer-in-charge  
EDP Section(Local)

| It is requested to upload in CDA Guwahati  
| website.

  
Sr.AO(Accounts)