



IMPORTANT CIRCULAR

TO

1. All Officer Incharge MO CDA Guwahati.
2. All section in MO CDA Guwahati.
3. All Sub offices.

Sub:- Non Maintenance of Policy/order files and work book by Auditors/sr Auditors.

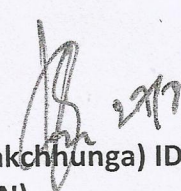
As per the provisions contained in the Manual, all important decisions or order affecting the working on a particular subject dealt with in the sections eg Army Instructions, CGDA's audit decisions, policy/order of the govt issued from time to time are required to be recorded in a file maintained for the purpose. This file, which in other words are known as the 'Subject or order file' are required to be maintained and updated by all sections.

Secondly para 497 OM Pt-1, provides for maintenance of work book by all Clerk/Adr/S.Adr, in which all letters, bills Accounts etc received by him is required to be entered and mark the disposal accordingly. This work book is required to be checked by the AAO daily and submitted to SAO/GOs on weekly basis. The work book forms the basis of Control chart to reflect the status of work in a particular section.

But off late it has been observed that subject files are not being maintained in the section or if maintained the same is not updated with due care. Similarly, the work books are also not being maintained by the task holder. This has given a hazy picture of the status of work of the task holder concerned.

With a view to have a clear understanding of the govt policy/orders and for efficient discharge of the duty and for effective control on the working of the task holder concern, it is requested to ensure maintenance & updating of order file in the section/office and work book by each Clk/Adr/S.Adr under you.

NO:- AN/1A/01/Circular/Vol-X
Dated 21/08/2018


(K Lalbiakchhunga) IDAS.
ACDA(AN).

Copy to:-
The Officer-in -Charge.
EDP Centre

He is requested to Upload the circular in the CDA Ghy Web-site.

Sd-
(SC Adhikari) SAO(AN)