

रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171  
Controller of Defence Accounts, Udyan Vihar, Narangi,  
Guwahati-781171  
Fax: 0361-2640204, Phone: 0361-2640394, 2641142  
e-mail: cda-guw@nic.in



No. IA/I/20/Circular/Vol-VIII

Dated :30/11/2022

**CIRCULAR NO. 116**

To

The Officer-in-Charge  
SC-I, II, III, M-I, II/III, IV  
E-II, III, AN-IV  
IT & SW & GeM Cell

Subject:- Furnishing of data.

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Please find enclosed a copy of letter bearing No. 1854/CTA/D-67/Misc/2022-23 dated 28.11.2022 received from O/o the Director of Audit, Defence Services, Eastern Command, Patna, which is self explanatory for further necessary action and compliance please.

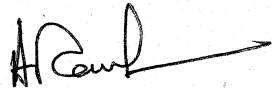
Requisite data may be furnished by 02/12/2022 for onward submission to the DADS (EC) Patna.

Encls. As above.

\*\* Sd \*\*  
(N.K. Biswas)  
Dy. Controller (IA)

Copy to :

The O I/C ..... With a request to upload in the CDA Guwahati website.  
IT & SW  
(Local)

  
(A.K. Paul)  
Accounts Officer (IA)

कार्यालय निदेशक लेखापरीक्षा रक्षा सेवाएँ, पूर्वी कमान तीसरा तल्ला, सी० डी० ए० काम्प्लेक्स राजेन्द्र पथ, पटना - 800019, बिहार दूरभाष/फैक्स सं०- 0612-2323180	 सत्यमेव जयते	Office of the Director of Audit Defence Services Eastern Command 3 <sup>rd</sup> Floor CDA Complex, Rajendra Path, Patna – 800019, Bihar Ph/Fax – 0612-2312180
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संख्या: 1854 /सी.टी.ए./डी-67/विविध/2022-23

दिनांक: 28 /11/2022

सेवा में,  
CDA  
Guwahati.

विषय:- Furnishing of data

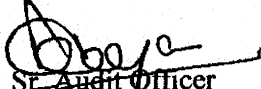
DADS, Manual 2003 (Para 48) mandates the central test audit to be conducted on the basis of risk analysis and Statistical Sampling of vouchers/transaction under various areas of accounts (Class of transaction or Section e.g., “M” Section, “E” Section etc.). A suitable Sample of vouchers to be audited under each Area/Head of accounts will be determined based on risk involved and volume of transactions (extract of Para 48 & 49 Manual 2003 enclosed). The sampling will be done using IDEA package.

In this connection it is requested that following data may be furnished for the year 2021-22: -

- (i) Allotment Data.
- (ii) Bill Data.
- (iii) Expenditure Data.
- (iv) Vendor Payment (in PDF).
- (v) Code Head Data & MER in CSV format (Soft copy) of the Units under jurisdiction of CDA, Patna/Guwahati in mail ([brdspatna@cag.gov.in](mailto:brdspatna@cag.gov.in)).

As half yearly Audit on Accounts of CDA, Patna/Guwahati is planned to be conducted in Jan' 2023. Thus, it is requested that data may be sent by 5<sup>th</sup> Dec' 2022. So that sampling may be done for efficient and effective Audit.

This issue with the approval of DA.

  
Sr. Audit Officer  
Defence Services,  
EC, Patna