



कार्यालय, रक्षा लेखा नियंत्रक

उदयान विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI-781171

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No. O&M/Inspn/35/CGDA/2022/Vol-I

Dated: 15/09/2022

(Most Important Circular No. 91)

Subject: Inspection of office of CDA Guwahati by HQrs Office: 31/10/2022 – 11/11/2022.

In continuation of this office Most Important Circular No. 88 dated 09/09/2022 regarding HQrs Office Inspection, it is further requested to ensure the following and necessary remedial action, where required, shall be carried out immediately.

- i) That the register and files are maintained as per the instructions contained in OM Part I and other Departmental instructions issued from time to time.
- ii) Fly Leaf instructions are affixed in the front page of various registers.
- iii) That the registers are signed by the G.O/ Officer-in-Charge/ AAO as per the instructions and guidelines and monthly certificates affixed thereof.
- iv) The various forms used and headings of files and registers are in Bilingual form as per the guidelines.
- v) That the Order files are maintained where required.
- vi) That the Control chart, Establishment Register, Section order register, MNB, Monthly conference Register etc. and all other documents of the sections are maintained and properly authenticated thereof.
- vii) That the Specimen signature of the bill signing authority/countersigning as being maintained by all the Audit Sections as per the guidelines in Specimen Signature Register are authenticated periodically and check being exercised by the officer-in-charge/ GO where required.
- viii) That the Fire Precaution measures are being observed as enunciated in OM Part-I and Fire-extinguisher and all other security measures are periodically checked/maintained and documents are kept properly.
- ix) That the records which have ceased to be in active use are preserved with utmost care and time barred records are categorized for disposal as per the extant provisions.

A completion report in this regard may be furnished to O&M Cell by 30/09/2022 please.

(Gautam Doley)

Asstt. Controller (O&M)

Distribution:

1. All GOs of M.O. CDA Guwahati.	For kind information and necessary action please.
2. All SAOs/AOs of M.O. CDA Guwahati.	For information and necessary action please.
3. All Sections of M.O. CDA Guwahati.	For information and necessary action please.
4. ✓ The Officer-in-Charge IT&SW, M.O. CDA Guwahati.	With a request to upload the same on the website of CDA Guwahati.

– Sd –

(Ranadhir Seal)
Sr. Accounts Officer (O&M)