

Registered

No: IA/II/24/AAC/2014-15

Office of the CDA Guwahati

Udayan Vihar, Narangi

Guwahati-781171

Date: 18/08/2015

To

LAOs, ALAOs, AOs GE & AGE(I)

Sub: Annual Audit Certificate (AAC) for the year 2014-15.

In this context the following points may be carefully observed in the preparation of the Follow-Up reports of AAC.

1. All the Follow-Up reports (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Follow-Up) of the AAC are furnished to HQr office quarterly on the due date as indicated below. But for consolidation, reconciliation and correction of the reports rendered by sub-offices MO CDA Ghy needs few days. So all the sub-offices are hereby requested to furnish the reports on or before the due date as indicated below.

(For reference: Para 682 of OM Part II, Vol-I; Para 550 of Defence Audit Code)

Name of the report	Date on which due to reach CGDA's Office	Expected date on which sub-offices should render to MO, CDA Guwahati.
(a) 1 <sup>st</sup> Follow up Position of cases included in AAC as on 30 <sup>th</sup> September.	7 <sup>th</sup> November	20 <sup>th</sup> October
(b) 2 <sup>nd</sup> Follow-Up Position of cases included in AAC as on 31 <sup>st</sup> December.	20 <sup>th</sup> January	5 <sup>th</sup> January
(c) 3 <sup>rd</sup> Follow-Up Position of cases included in AAC as on 31 <sup>st</sup> March.	15 <sup>th</sup> May	1 <sup>st</sup> May

2. Follow-Up reports are the periodical progress **of the items which are included in the main Annual Audit Certificate. Thus the outstanding items, amounts etc may reduce or may remain unchanged.**
3. In case of "nil" reports the same should be mentioned in clear terms as "**nil**" instead of leaving the columns blank.

  
Sr. Accounts Officer (IA)