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No. IA/I/Re-Orientation/Vol-IV

Dated: 30/06/2023

CIRCULAR No. - 92

To,

All the LAOs/ALAOs

Subject: 12th LAOs/ALAOs Conference: 2023-reg.

In a bid to improve the efficiency in functioning of the LAOs/ALAOs under the administrative control of CDA Guwahati, it has been decided by the Competent Authority to hold a conference of LAOs/ALAOs on 21/07/2023 (Friday) at 11.00 AM at Community Hall, CDA Guwahati. Vital issues regarding functioning of LAOs/ALAOs will be reviewed and viable solutions will be worked out.

2. All the LAOs/ALAOs should make a presentation (Hard and Soft Copy) on their action plan including the following points and sent the soft copy to cda-guw@nic.in/cdaguwiacell.dad@gov.in on or before **10/07/2023** positively. The presentation should include the following points:

- Scheduling and linking of CRACs generated in GeM portal.
- Revision of Man Days required for Audit of MES Formation after abolishing of Schedule-B and Schedule-C Stores.
- Utilization of 3% Project Contingencies by MES after transformation from physical tendering to e-tendering.
- Risk areas associated with digital tendering and accounting.
- Linking of ordnance vouchers to the entries made into their systems.
- Audit of activities carried out in Defence Travel System (DTS).
- Action taken by LAOs/ALAOs to minimize outstanding PI Vouchers.
- Action taken by LAOs/ALAOs to settle old outstanding Internal Audit Objection.
- Action taken by LAOs/ALAOs to regularize old outstanding loss statements especially those cases in which other than GoI sanction required.
- Action taken for exercising meaningful and effective audit by LAOs/ALAOs
- Completion of local audit programme & review.
- Action taken by LAOs/ALAOs to regularize outstanding MFAI cases which are pending for suitable reply from Unit Authorities.
- Action taken by LAOs/ALAOs regarding outstanding LTARs with year wise break-up.


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- Audit of Accounts MES formations.
- Audit of Service Documents in r/o Pensioners (Defence Civilian) before three months of retirement.
- Present Status of Railway claims and Action taken by LAOs.

3. It is, therefore, directed to attend the conference without fail. Under no circumstances requests for withdrawal of name from the conference will be entertained.

4. TA/DA is authorized as per extant rules.

CDA has seen.


(Rantu Saikia)
Asst. CDA

Copy to:

1. The O i/c AN-IV (local) : It is requested to arrange sitting arrangements in the community hall and provide tea & snacks.
- ✓ 2. The O i/c IT & SW : For uploading a copy in website please.
3. The O i/c AN-II/Gp-II : For information and necessary action please.


(K Bhagabati)
Sr. Accounts officer (IA)