

**FAX/E-mail/Speed Post**

No: E/I/118/MER/

Office of the CDA,  
Udayan Vihar, Narangi,  
Guwahati- 781 171,

Dt: 16/05/2014

To,

All AO GE;s/ AGE's (I)/ AO EWS, AAO EP

Sub:- HQrs. Office Inspection: observation thereof.

The following points has been observed by HQrs office Inspection Team from the Monthly expenditure return in most of the GE's:

- 1) Negligible expenditure against the AA amount even after 2 years: In some cases expenditure as compared to the amount of AA is negligible and there is no expenditure throughout the year up to Feb'2014. As the jobs are quite old, possibility of their foreclosure may please be ascertained and expenditure booked against the job may please be got regularised as in fructuous expenditure.
- 2) Revenue works costing over 2 lakhs: Expenditure has been shown as incurred beyond 2 lakhs whereas upper limit cost of Revenue Works is Rs. 2 Lakh only. These may please be got regularized under the orders of the competent authority.
- 3) Expenditure beyond tolerance limit of 10% of AA amount: Expenditure against some jobs has exceeded the 10% tolerance limit of Administrative Approval which is not in order. As such, it is requested to obtain revised Administrative Approval from the competent authority.
- 4) Expenditure over allotment of funds. Expenditure over allotment of funds have been incurred against some jobs/code heads which is not in order and objectionable.
- 5) **Completion Reports Part A & B:-** In a large number of jobs it has been observed from the MERs of the various AO GEs that there is no expenditure during the current financial year and the amount booked so far is almost near to the amount of Admin Approval. Action towards initiation CR Pt 'A' and Pt 'B' and consequential removal of the jobs from the respective MERs is warranted. Needless to say that Revenue works where cost involves upto 2.00 lakhs and do not involve much other work could have been removed from MER by initiating completion report. Such cases may please be reviewed and necessary action on the above lines may please be initiated.

- 6) Some AO GE's are not forwarding the job wise status in support of monthly expenditure return. It may please be ensured that from the month of Mach 2014 the said job wise MER is forwarded to this office positively.

Individual cases are being reviewed at this end and will be communicated in due course. In the meanwhile necessary action may please be initiated at your end in the above lines urgently. An action taken report may please be forwarded so as to reach this office positively by 21<sup>st</sup> May 2014.

The said action taken report may also be e-mailed to CDA Guwahati e-mail id [cda-guw@nic.in](mailto:cda-guw@nic.in)



(N Das)  
Dy. Controller