



रक्षा लेखा नियंत्रक कार्यालय, उदयन विहार, नारंगी, गुवाहाटी -781171
OFFICE OF THE CONTROLLER OF DEFENCE
ACCOUNTS, GUWAHATI
UDAYAN VIHAR, NARANGI, GUWAHATI-781 171



E/I/CIRCULAR/VOL-II

Dated 17/10/2019

To

All AOs/AAOs ⁷GES/AGEs & AAOs BSOs (By Name)

Subject : Timely Rendition of Reports.

Reference : In continuation to this office circular of even no. dated 18/07/2019.

This office has been issuing repeated reminders alongwith the circular under ref regarding various reports to be rendered to this end by your office. Despite these measures, time and again, the requisite reports are either not being received (or) are being received beyond the deadline date (or) are being received in the wrong format/ proforma (or) the contents of the report totally differ from the requisite contents.

In this regard, it is being reiterated that the deadlines as well the proforma of the various reports should be followed as outlined in the letter under ref. With regards to the contents of the reports, the following is being outlined:

Annual Review of Works Expenditure (ARWE/ARMES)/ STATEMENT F PARA 18 of ARMES / Quarterly Update on ARMES:

The entries are to be made according to the requirements under various statements of the ARMES report. These entries are to be made giving due consideration to the entries of the last year (in case of annual reports) or that of the last quarter (in case of quarterly reports). Any deviation in terms of excesses or losses should be supported with reasons duly enclosed in the report.

In the case of Statement F Para 18, only those rent & licence fee bills are to be entered which have been raised upto 28th February of the Financial year under consideration and which are outstanding as on 30th June of the next Financial Year. The year wise break up is to be enclosed.

In case of quarterly updates, reasons for the non-achievements/ non-clearance of targets should be duly enclosed with the report.

Measures to Regulate Works Expenditure (Q/É TE Report) :

The purpose of this report is to monitor and regulate the various works expenditure of MES formations. Hence, the TEs should incorporate code heads related only to works expenditure and not other heads like pay & allowances, tariffs etc. In this regard, please refer to Paras 527 & 528 of the MESR, wherein the same has been outlined in detail. The report should enclose the reasons for each of the transfer entries made. The timely rendition of this report is of the utmost importance as the same is forwarded to the CGDA quarterly.

Quarterly Progress Achievement Report on Personal Target :

This report reflects the personal target of the CDA, and hence its timely rendition is of the utmost importance. This report is of progressive nature and should include the outstanding/ new bills raised during the quarter under consideration. The report is under the personal scrutiny of the CDA, and the irregular and delayed rendition of the report has attracted adverse remarks from the higher authorities. Hence, it is obligatory on your part to ensure that the report reaches this office on time through the fastest means possible.

Monthly Expenditure Report/ Monthly TBOs Report/ Monthly Report on Rent & Allied Charges :

Despite repeated reminders, the monthly expenditure reports and monthly TBOs report is not being received in this office on time. This is a hindrance in the sound accounting by this office. Hence, it is advised to ensure that the reports reach this office on the stipulated date as per circular under ref. It is to be noted that the MERs are to be sent in Hard copy format.

Here on, the timely rendition of the reports will be monitored personally by the competent authority, and the non-submission/ delay in submission of the report will be considered as defiance of the orders of the competent authority and will be reflected in the APAR of the Officer-in-Charge of the concerned Sub Offices.

This issues with the approval of GO(E).



(Moloy Ghosh)
Sr. Accounts Officer (E/I)

Copy to:

✓ The O i/c,
EDP Section,
Local

- With a request to upload the same on the official website of
CDA Guwahati.



(Moloy Ghosh)
Sr. Accounts Officer (E/I)