



रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171  
Controller of Defence Accounts, Udyan Vihar, Narangi,  
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No. IA/II/24/AAC/Vol-VI

Dated: 15/01/2021

**Important Circular No. 03**

To

All the LAO's/ALAO's, All the AO's GE & All the AAO BSO

**Subject: Annual Audit Certificate for the year 2019-20 :2<sup>nd</sup> Follow up (Position as on 31/12/2020)**

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2<sup>nd</sup> Follow-up report of AAC for the year 2019-20 (i.e position as on 31/12/2020) for the item which were outstanding in AAC-Main is required to be rendered to HQrs office by the end of Jan. 2021. Therefore the 2<sup>nd</sup> Follow-up report of AAC duly completed in all respect should reach this office on or before 22/01/2021 without fail. Any incomplete item/information/data included in AAC would result in back a reference which is not desirable. During preparation of the report, the following may please be noted:

- (i). The details of each settled and outstanding item shown in 1<sup>st</sup> Follow-up report for QE 12/2020 must be correct & duly verified by with reference to supporting documents held in your office.
- (ii). The 2<sup>nd</sup> Follow-up report must be in parity with main AAC Report, i.e. amount/Number of any outstanding must not be increased.
- (iii). Any data that has not been reflected in AAC 2019-20(Main), must not be included in Follow-up report.

In view of the above, all concerned are requested to kindly ensure timely rendition of the AAC and sent through nic mail/FAX ([cda-guw@nic.in](mailto:cda-guw@nic.in)) followed by speed post.

Please accord top priority.

  
(Moloy Ghosh)  
Sr. Accounts Officer (IA)

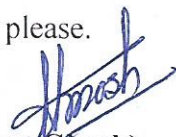
Copy to:-

The Officer I/C

IT & SW (Local)

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It is requested to upload in CDA Guwahati website please.

  
(Moloy Ghosh)  
Sr. Accounts Officer (IA)