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### Important Circular

No. IA/II/24/AAC/Vol- III

Date: 20/04/2017

To,

All LAOs  
All ALAOs  
All AO GEs/AO GEs (AF)  
All AGE (I)/AGE (AF) and  
All AAO BSOs

Subject:- Annual Audit Certificate (AAC) for the year 2016-2017

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In this context the following points may be carefully followed in the preparation of the Annual Audit Certificate for the year 2016-17

1. The AAC for the year 2016-17 from all the concerned offices should reach this office, complete in all respects on **or before 15/05/2017 without fail**
2. Further, it has been observed that in the AAC (& also follow- Ups) rendered by the LAO(A) offices are not properly consolidated & matched with AAC rendered by ALAO offices. Therefore, kind attention is invited to check the facts and figures thoroughly during compilation to ensure the AAC error free.
3. Again, the outstanding figures for previous years in respect of Statement 5 (A), statement 6 (A), statement 8 (A) are sometimes shown greater/larger than the figures, which are incorporated in the last AAC report (or follow-up report). This is not logically true. So, please keep a close watch on the point.

**The time schedule for submission of AAC for the year 2016-17 may be strictly adhered to.**

*Sdf-*  
Sr. Accounts Officer (IA)

Copy to:

The Officer-in-Charge  
EDP Section (Local)

To upload the circular in CDA Guwahati website.

*Prash*  
Sr. Accounts Officer (IA)