

No.AN/V/2104/MPR/VIII  
Office of the CDA  
Udayan Vihar, Narangi  
Guwahati-781 171  
Dated:5<sup>th</sup> January 2017

To,  
The officer-in-charge  
(All the sub-offices and Sections in Main Office)

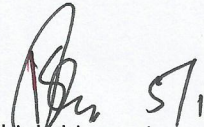
Subject :- Monthly Progress report

Reference :- (i) This office letter No. even dated:18/11/2016 on e-mpr submission date addressed to all sub-offices and sections in Main Office

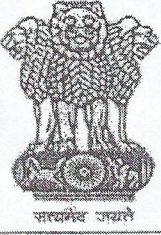
(ii) This office letter No. even dated:03/08/2016 addressed to all sections in Main Office CDA Guwahati.

In continuation of the above cited letters directing all the sub-offices and sections in Main Office to submit the MPR by 28<sup>th</sup> of the every month and clearance of 24 numbers of bill per day in Store Section in Main office CDA Guwahati, following directives are further issued for strict compliance:

- (i) Letters must be disposed within 30 days.
  - (ii) Bills shall not remain outstanding in any circumstances beyond 30 days.
  - (iii) Zero tolerance policy for any delay in disposal of bills and letters.
  - (iv) Details performance of each task holder shall be monitored per auditor per hour basis.
  - (v) For Bill Sections in Main Office : At least 20 Bills per day and 100 bills per week norms to be maintained. It is mentioned that in this regard a weekly report is sent to the HQr Office.
  - (v) Quality parameter of disposal of bills/letters shall be maintained.
2. Copies of following HQrs office letters relevant to subject matter are enclosed for ready reference please:
- (i) IAW-9/9504/Policy Matters dated:16/08/2016 on prompt payment of third party bills.
  - (ii) AT/IX/9504/Corr/PCDA New Delhi dated:17/10/2016 on separate diarizing of bill-Inherent Power
  - (iii) IAW/9/9504/Misc dated:28/10/2016 dated:28/10/2016, dated:16/11/2016 and 30/11/2016 on fixation of norms for Pre-audit and payment of bills of Store Section.
3. It is reiterated to all concerned to maintain the status of work most up-to-date so that objectives of the organization can be achieved without fail.
4. It is emphasized that any laxity in this regard at any part will be reflected in Performance Report of the concerned staff/officer.
5. The contents of this letter may please be got noted by all concerned staff/officers for strict compliance.
6. CDA has seen.  
Enclosures: as stated above

  
(K Lalbiachhunga)  
ACDA





**Controller General of Defence Accounts**  
Ulan Batar Road, Palam, Delhi Cantt - 110010  
Ph No. 011 - 25665577 FAX No. 011- 25674806.  
(AUDIT-IX)  
E-Mail : [cgdanewdelhi@nic.in](mailto:cgdanewdelhi@nic.in)



No. IAW/9/9504/Misc

Dated: 30/11/2016

To

All PCsDA/CsDA

Sub: Fixation of norms for pre-audit and payment of bills of Store Section.

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In partial modification to this office letter of even No. dated 16.11.2016, Controllers shall send the confirmatory report on the above subject on WAN/NIC mail on weekly basis that each Sr. Auditor/Auditor is processing 100 bills on weekly basis.

The total number of bills processed may please be sent on weekly basis in the following format:-

Sl. No.	Number of Auditors & AAOs posted in Audit section where bills are received		Total number of Bills Processed during the week (Mon - Fri)	No. of Auditor who fail to fulfill the norms	Remarks, if any
	AAO	Auditors			
1	2	3	4	5	

Weekly report may be sent on following WAN & NIC mail by 12.00 noon of every Monday without fail:

WAN ([hqaudit9@cgdamail.org](mailto:hqaudit9@cgdamail.org))/NIC mail ([hqaudit.cgda@nic.in](mailto:hqaudit.cgda@nic.in)).

Addl. CGDA (IAW) has seen.

*Approved by*  
ACGDA (IAW)



**Office of the Controller General of Defence Accounts  
Ulan Batar Road, Palam, Delhi Cantt – 110 010**

No. IAW/9/9504/Misc

Dated 16.11.2016

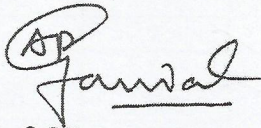
To

All PCsDA/CsDA

**Sub: Fixation of norms for pre-audit and payment of bills of Store Section.**

**Ref: HQr letter No. 73/1/O&M-II dated 12.04.1979.**

1. In continuation of letter No. even dated 28.10.2016, every controllers shall send the confirmatory report on WAN/NIC mail on daily basis that each Sr. Auditor/Auditor is processing 20 bills per day.
2. The total number of bills processed under different section be sent on daily basis.
3. Name of those Sr. Auditor/Auditor who fails to fulfill the norms shall also be sent.
4. Daily report be sent on following WAN & NIC mail by 12.00 noon for the preceding day :  
WAN ([hqaudit9@cgdamail.org](mailto:hqaudit9@cgdamail.org))/NIC mail ([hqaudit.cgda@nic.in](mailto:hqaudit.cgda@nic.in)).

  
Jt. CGDA (IAW)



**OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
ULAN BATAR ROAD, PALAM, DELHI CANTT-110010  
TELEFAX NO.011-25674806**

No: IAW/9/9504/Misc

Dated: 28/10/2016

To,

All PCsDA/CsDA

SUB: - Fixation of norms for Pre-audit and payment of bills of Store  
Section

REF: - HQ letter no.73/!/O&M -II dated 12/04/1979

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In accordance with the ibid letter dated 12/04/1979, norms were issued for number of pre-audit & payment of bills to be passed by the task holder daily.

2. It is re-iterated that strict compliance shall be ensured to the following norms: -

- i. Each task holder shall audit at least on **an average 20 bills per day**.
- ii. Controllers shall send report of those Sr. Auditors/ Auditors **who fails to fulfill the above norms to HQ office on WAN on daily basis**.

3. This issues with the approval of Shri. Savitur Prasad, Addl.CGDA, IAW.

*Savinder*  
ACGDA (IAW)

Copy to: -

The Officer I/c

EDP Sn (Local) : For uploading on website

*Savinder*  
ACGDA (IAW)



**Controller General of Defence Accounts**  
Ulan Batar Road, Palam, Delhi Cantt – 110010  
(IAW-9)

No. AT/IX/9504/Corr/PCDA New Delhi

Dt. 17<sup>th</sup> Oct. 2016

To

All PCsDA/CsDA

**Sub: Separate diarizing of bills- 'Inherent Power'**

With the promulgation of DFPDS-2016, '**Inherent Powers**' have been provided to the Service HQ, Command HQ, Corp HQ and to lower formations & units.

2. Authenticated data generated in PCDA New Delhi has brought out serious financial discrepancies and arbitrary use of discretionary powers and sometime by-passing of IFA's etc. Hence, it has been decided that all PCsDA/CsDA **shall separately diarize the bills** which have been generated by the Services under '**inherent power**' and the bills generated after the proposals have been concurred by PIFAs/IFAs'.

3. As such it is advised that all the formations & units be accordingly informed that they shall prominently display the following on the envelop/covering letter while submitting bills to PCsDA/CsDA.

(i) **Bills prepared after proposal concurred by Pr. IFA/IFA.**

(ii) **Bills passed under inherent power.**

4. A confirmation that separate diarizing has been started may be sent by return fax on **011-25674817**.

This issue with the approval of Addl. CGDA(IA&S).

*Prasad*  
ACGDA (IAW)





Controller General of Defence Accounts  
Ulan Batar Road, Palam,  
Delhi Cantt – 110010  
[IAW-9]

Ph No. 011 – 25665577, 25665729  
FAX No. 011- 25674831.



No: IAW-9/9504/Policy Matters

Dated: 16 /08/2016

To

**All PCsDA/PCA (Fys)/CsDA/CsFA (Fys)**

Sub: Prompt payment of Third party bills.

1. Time and again concerns are being raised and complaints are being received in HQrs office regarding –

- a) Delay in payment of third party bill
- b) Bills being returned with observations not pertinent to the contract /supply order under which deliveries have already been effected and /or services rendered.

2. Contracts/ Supply Orders are the basis on which procurements are effected, goods/services are supplied/ rendered and payments are made to the concerned contractors/suppliers. It is imperative for the Controller Offices to understand the contractual/legal obligation towards payment of contractors and suppliers bills once goods/services have been satisfactorily received /rendered under the given contract/ supply order.

3. Payments are made by the various PCDA/CDA offices against the bills raised with respect to the accomplished milestones/ delivery terms laid down in various provisions/ clauses of the contract/supply order to pass these bills for payment, PCDA/CDA offices are to ensure that:



- a. All the documents specified in the contract/supply order are received along with the bill.
  - b. Budget is available against the specified code head
  - c. There is no violation of the terms and conditions laid down in the contract/supply order
  - d. There is no violation of the terms and conditions laid down in the rules and regulations enshrined in Codes/manuals/ instructions issued from time to time by various authorities, Ministry of Finance, CVC etc.
4. The bills received for payment fulfilling the above requirements, **should be passed within the prescribed time limit (7 working days) and should not be returned with piecemeal observations.**
5. In case the bills are returned despite meeting the requirements brought out at para 3 above or as per laid down instructions in various orders, the same should be done with the **explicit approval of PCDA/CDA.**
6. Any official **recommending withholding or non-payment of the bill for second time shall take ownership and responsibility in clear** defined terms for which he/she shall be **exclusively responsible.**
7. These directives intends to do away with casual observations leading to delay in passing of bills or returning the bills repeatedly.
8. This issues with the approval of CGDA



(Savitur Prasad)  
Addl. CGDA (IAW)