



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

ई-मेल/e-mail: cda-guw@.nic.in फेक्स/FAX:0361-2640204 फोन/Ph: 0361-2640394, 2641142.



NO:- AN/1A/MPR/Vol-XI.

Dated 24 /07/2018

**IMPORTANT CIRCULAR = 40**

TO

1. All, LAOs/AOGEs
2. All Officer Incharge MO CDA Guwahati.
3. All officer in charge Sub offices .
4. All section in MO CDA Guwahati  
(Through CDA Guwahati web-site).

Sub:- Non-Submission of monthly/Quarterly/Halfyearly/Annual Report and follow up report thereof.

Off late it has been observed that the reports and returns, which are supposed to be submitted to this office for consolidation and onward transmission to the respective branches of HQr offices as well as other agencies are not being submitted in time by some of the section in Main office and some sub offices, which delays the submission of the subject report duly consolidated/compiled by this office. In addition some information/date called for by this office from time to time is also not being furnished by some section/sub offices in time. This has resulted in adverse comments from HQr offices.

In this connection Pl. find enclosed a list of reports and returns indicating the due date of submission of the report. The list is indicative & not exhaustive.

In view of the above, it is directed that due date for submission of the report may strictly be adhered to. Officer in charge will be personally held responsible for failure to adhere to the due date. Shortage of staff, non availability of internet facility/ poor net connectivity etc will not be accepted as valid reason for delay in report.

CDA has seen.

Encl- As above.

(K Lalbiakchhunga) IDAS.  
Group officer (AN).

Copy to:-

Officer in Charge.  
IA cell (Local)

For information wrt his letter no IA/116/MPR/Vol-XIX dt 18/7/2018. The name of defaulting offices/section if any may be communicated to this office for further necessary action.

(SC Adhikari) . Sr AO(AN)

REPORT TO BE RENDERED BY SECTIONS OF MAIN OFFICE/ SUB OFFICES

Sl No	Particulars of the report	Rendered to	Periodicity	Next report due	Report due on
1	GST (In descriptive format)	IA Cell	Weekly		Every Friday
2	Monthly progress report	AN-V	Monthly		27th of the month
3	Monthly certificate on review of sectional compilation	Accounts Section	Monthly		1st week of following month
4	GeM	IA Cell	Monthly		1st week of next month
5	GST (Tax, numerical figure)	IA Cell	Monthly		1st week of next month
6	Post Audit of Bills & Vouchers	IA Cell	Quarterly		2nd week of January, April July and October
7	Hindi quarterly report	Hindi cell	Quarterly		1st week of the month following the QE
8	Quarterly report on clearance of suspense under major heads 8551, 8659, 8670 & 8677	Accounts Section	Quarterly		1st week of April, July, October & January
9	Strengthening of Audit of Defence Land	IA Cell	Half Yearly		1st week of July and January
10	Write off from balance head to Govt Provident Fund suspense (020/55)	Accounts Section	Half Yearly		1st week of April & October
11	Target report		Annually		
12	Satatement-4	Accounts Section	Annually		Last week of April or 1st week of May
13	Statement 3 & 11	Accounts Section	Annually		
14	Statement 5 & 13	Accounts Section	Annually		Along with AROB
15	AROB (Draft)	Accounts Section	Annually		Last week of June
16	Contribution paid to international organisation from DSE 2015-16	Accounts Section	Annually		1st week of May
17	Subsidies paid by the Govt to various companies corporations and autonomuus bodies etc from DSE/ Civil Estimate	Accounts Section	Annually		1st week of May

18	RE 2015-16 & BE 2016-17 Grant No 21 & 39 Major Head 2071 Pension and other retirement benefits	Accounts Section	Annually		July and January
19	AROB (Final)	Accounts Section	Annually		Last week of June
20	Allocation of Expenditure on JBC between Defence and Civil Estimate for 2015- 16	Accounts Section	Annually		Last week of June
21	Compilation of Central (Civil) Appropriation Accounts Certificate of certain revenue and Debt Heads	Accounts Section	Annually		Last week of August
22	Charged Expenditure report	Accounts Section	Annually		Last week of August
23	RE 18-19 BE 19-20	Accounts Section	Annually		October
24	Write off from suspense Head other than provident fund suspense (021/71)	Accounts Section	Annually		October
25	AAC (Main and 03 Quarterly follow up)	IA Cell	Annual with 03 quarterly follow up		Main (3rd July) Follow ups (2nd week of November, February and May)

  
AAO(CAN)