



कार्यालय, रक्षा लेखा नियंत्रक

उदयान विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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Dated:-21/11/2019

**Most Important Circular No.112 dated:- 21/11/2019**

**Sub:- Inspection by HQrs Office:- August-2019.**

It has been emphasized upon by HQrs office in their Inspection report 08/2019 that the Audit drills/SOPs/Instructions etc. regarding internal functioning of the office is to be routed through O & M to have a central repository of the guidelines for synchronized functioning of the office.

In view of the above it has been decided henceforth all the sections will endorse one copy of their instruction/ updation/ of Audit Drills/SOPs etc. to O & M to maintain the same section-wise.

Further, all the GOs/Officer-In-Charge of all the audit section are requested to update their SOP/Audit drills duly incorporating the extant orders to achieve the objective of strengthening pre-audit and maintaining transparency at all level. This may be completed by 20.12.2019 and circulated among the AAO/Staff of their respective sections while a copy forwarded to O & M to maintain the same section wise.

This may be noted to all concerned and signature taken thereof.

Please acknowledge receipt.

  
(K. Lalbiakchung), IDAS

GO (O & M)

PTO-P2



Distribution:

1.All GO in M.O. Guwahati 2.All SAOs/AOs in M.O. Guwahati	For kind information.
3.All sections in M.O. Guwahati	For information please.
4.PA to CDA	For information please.
5.IT & SW	With a request to upload on the CDA Guwahati Web-site.



(S.Paul)

Accounts Officer (O&M)