



रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171
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CIRCULAR

No. IA/I/87/Target/Qtly/Vol-II

Dated 27/09/2016

To

1. The O. I/C,
Engineering/Store Contract/Miscellaneous &
Transport Sections (Local)
2. All LAOs/ALAOs/AOs GE/AAOs BSO

Subject : Quarterly Progress Achievement Report on Personal Target for FY 2016-17.

HQrs. Office has assigned to CDA Guwahati Organization Personal Target for FY 2016-17 and to render quarterly achievement report thereon for QE 09/2016 on the following subjects :

- (a) Proposing of at least 2(Two) IAR items every quarter.
- (b) Raising of 5(Five) MFAI in each quarter.

It is therefore, all the concerned are requested to propose at least **One No. of MFAI** write-up in the Proforma, Part-I, Section (A) prescribed in Annexure 'B' to Para 667 of OM Part-II, Vol-I, duly supported with all the Key documents and **One No. of IAR** in each quarter/Half yearly in the format prescribed in CGDAs letter No. AT/IAR/13376-FA dated 21.07.2003 circulated under this office letter No. IA/I/465/IAR/CIR dated 27.08.2003 at the earliest, so as to examine them for inclusion in the quarterly MFAI report and proposing for inclusion in HQrs. Office Half Yearly IAR report and to achieve the target as assigned above.

Further it is stated that, the draft write-up of the irregularities/radical points of serious nature of objection which deviates from the prescribed procedure/Rule/Scale detached in internal audit may critically be examined/scrutinised at the originating level before including in the reports, so that missing links/gaps, non availability of supporting Key documents, inter-alia, the response/reaction of the executive authorities against the objection may not creep in at later stage.

As such, your personal involvement is essential/appreciable while preparing the reports and ensure inclusion of all major/serious nature of objections/irregularities noticed during the course of audit, for which the report pertains.

A nil report on the subject is also required.

Please acknowledge receipt.

(J.K. DAS)

Dy. Controller (IA)

Copy to :-

The O. I/C,
AN/IB (Local)

:- For information w.r.t. M.O. Guwahati letter No. AN/IB/2265/Activity Report/Vol-XI dated 15.09.2016 please. Performance Audit by IDAS Officers has been scheduled during Oct & Nov' 2016. Progress of the same will be intimated in due course.

The O. I/C, EDP
Please upload in website
of CDA Guwahati.

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(NAO/IA)

(P.D. SHARMA)
Sr. AO (IA)