



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

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

ई-मेल/e-mail: [cdaguwadmin1b.dad@hub.nic.in](mailto:cdaguwadmin1b.dad@hub.nic.in) FAX:0361-2640204 Ph: 0361-2640394.



No. AN/IB/033A/CVC/Order/Vol-VII

Date: 16.08.2022.

**IMPORTANT CIRCULAR NO. 74(A)**

**Subject: Observance of Vigilance Awareness Week - 2022- Preventive Vigilance Measures cum housekeeping activities : 3 months campaign ( 16<sup>th</sup> August ,2022 to 15<sup>th</sup> November 2022) as a precursor to VAW 2022**

1. As per guidelines of Central Vigilance Commission "Vigilance Awareness Week 2022" will be observed in the office premises of CDA Guwahati in the week starting from 31<sup>st</sup> October, 2022 , being the birth anniversary of Sardar Vallabhbhai Patel. Detailed guidelines in this regard will be issued in due course of time.
2. Further, all the sub-offices under CDA Guwahati Organization are also requested to observe "Vigilance Awareness Week 2022".
3. It is also stated that there is a need to focus on Preventive Vigilance measures on a continuous basis throughout the year. Hence, as a precursor to Vigilance Awareness Week 2022, the Commission has desired that the following Preventive Vigilance cum internal housekeeping activities be taken up as focus areas by all the Ministries/Departments/Organizations.

- Property Management:
- Management of Assets:
- Record Management:
- Technological Initiatives comprising two parameters:
  - Website Maintenance & Updation
  - Identification of new areas for service delivery for customers/staff to be brought on online portal and initiation of steps for creating online platform:
- Updation of guidelines /circulars/manuals wherever found necessary, and
- Disposal of complaints outstanding as of 15.08.2022

4. To ensure transparent and foolproof system for appropriate accountability at every level all concerned are requested to maintain absolute integrity in all level.

(N. K. Biswas, IDAS)

Vigilance Officer/ Deputy Controller (Admin)

Copy to:

1. All GOs/Sr. AOs/ AOs/Hindi Officer of M. O. CDA Guwahati.
2. All Sections of the Main Office
3. All Sub Offices under CDA Guwahati(Including Proforma Strength)
4. PS to CDA
5. CDA (BR) Guwahati.
6. The Officer in Charge, AN-IV - to provide all logistic support in organizing and smooth conducting of programme with photography.
7. The Secretary, DARC, CDA Guwahati
8. Display of Notice Board
9. The Officer in Charge, EDP - For uploading in CDA, Guwahati Website please.

(Shantonu Singha)

Account Officer (Admin 1B)