

	<p>कार्यालय, रक्षा लेखा नियंत्रक उदयान विहार, नारंगी, गुवाहाटी-781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS SUDAYAN VIHAR, NARANGI, GUWAHATI-781171 Tel No. 0361-2640394, 2641142 Fax No .0361- 2640204 Email – cdaguwomcell.dad@hub.nic.in</p>	
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No. O&M/270/Quality Inspection/M.O./2025-26

Dated: 19/01/2026

To

The Officer-in-Charges

Accounts Section	IT & S WING	O & M Cell
IFA Cell	Store Audit Section	Record Section

Subject: Periodical Inspection of the Sections of Main Office for FY 2025-2026

As per **Para 706 of OM Part II Vol I, HQrs Office, New Delhi important circular No. 13125/Insp. Cell/Imp. Circular/2019 dated 18.07.2019** and the **DAD inspection policy 2024**, periodical inspection of the following sections of Main Office will be carried out by a team of Officers, as approved by the Competent Authority.

Inspection Programme is attached herewith as **Annexure A** for information.

- It is requested that the **observations of the previous inspection along with their latest position** may be kept ready. Compliance with earlier points and settlement of pending observations will be one of the major focus areas of the Inspection Team.
- All records maintained in the Sections, as prescribed in the **Office Manuals** and subsequent instructions. Further all **Registers, Master Note Books, Control Charts, Complaint Registers, etc.**, shall be properly listed, updated and kept ready for verification during the inspection.
- It is further directed that all **Officers and Staff of the concerned Sections should remain present during the Inspection.** Leave shall not be granted during this period.

Enclosure: As above


(Abhijit Chakraborty)
Asstt. CDA

Copy to:

1	<p>Shri Sujit Dey Sarkar, Sr. AO A/C No.- 8331605</p> <p>Shri S.D.Purkayastha, Sr.AO A/C No.-8334128</p> <p>Shri Kamalendu Bhagabati, Sr.AO A/C No.- 8331642</p>	<p>For information and necessary action, it is requested to carry out the inspection as per the programme enclosed. The actual date of inspection may kindly be decided and intimated to all concerned, under intimation to this section. Further, it is requested that the Inspection Report in the prescribed format be submitted latest by 16.02.2026, positively, for further action at this end.</p>
2	<p>Shri Sanatan Ghanti, AAO A/C No.-8344004</p> <p>Shri Amarendra Kumar Jha, AAO A/C No.-8342470</p> <p>Shri Dinesh Chowdhury, AAO A/C No.-8348782</p>	
3	<p>Shri Animesh Dhar, Sr. Adr A/C No.-8337474</p> <p>Shri Suraj Kumar, Sr.Adr A/C No.-8348060</p> <p>Shri Supratik Ghoshal, Auditor A/C No.-8355884</p> <p>Shri Debarshi Parashar,Auditor A/C No.-8355951</p>	


Enclosure :- As above


(Ranadhir Seal)
Sr. Accounts Officer (O&M)

ANNEXURE "A"

Programme for Periodic inspection of Sections in the main office for FY 2025-2026

Name of the Section to be inspected	Name of Sr. Accounts Officer	Name of the Team Members	Period of Inspection	Date of Inspection	Inspection to be completed and furnish report to O&M Cell by
Accounts Section	<u>SAO</u> Shri Sujit Dey Sarkar A/C No.- 8331605	<u>AAO</u> Shri Sanatan Ghanti A/C No.- 8344004 <u>Sr. Adr</u> Shri Suraj Kumar A/C No.- 8348060 <u>Auditor</u> Shri Supratik Ghoshal A/C No.- 8355884	01.04.2024 to 31.03.2025	27.01.2026 to 02.02.2026	16.02.2026
IFA Cell					
IT & SWING	<u>SAO</u> Shri S.D. Purkayastha A/C No. -8334128	<u>AAO</u> Shri Amarendra Kumar Jha A/C No.- 8342470 <u>Sr. Adr</u> Shri Animesh Dhar A/C No.- 8337474	01.04.2024 to 31.03.2025	27.01.2026 to 30.01.2026	16.02.2026
Store Audit Section					
O & M Cell	<u>SAO</u> Shri Kamalendu BhagabatuA/C No.- 8331642	<u>AAO</u> Shri Dinesh Chowdhury A/C No.-8348782 <u>Auditor</u> Shri Debarshi Parashar A/C No.-8355951	01.04.2024 to 31.03.2025	27.01.2026 to 30.01.2026	16.02.2025
Record section					


(Ranadhir Seal)
Sr. Accounts Officer (O&M)