	<p style="text-align: center;">कार्यालय, रक्षा लेखा नियंत्रक उदयान विहार, नारंगी, गुवाहाटी-781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI-781171 Tel No. 0361-2640394, 2641142 Fax No. 0361-2640204 Email – cda-guw@nic.in</p>	<p style="text-align: center;"><b>विकसित भारत</b> <b>अभियान</b> 1947 - 2047</p>
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सं/No.AN/IB-Review/1415/Vigilance-Check/Vol-I

दिनांक/Dated: 08/01/2026

महत्त्वपूर्ण परिपत्र सं / Important Circular No.-02

सेवा में/ To,

प्रभारी अधिकारी  
लेखापरीक्षा अनुभाग  
(बिल, जि.ई.एम.स्थापना- II(भाग-II), स्थापना-III)  
अधीनस्थ कार्यालय  
(रक्षा लेखा नियंत्रक, गुवाहाटी)

The Officer(s) in-Charge,  
Audit Sections  
(Bill, GeM, AN-II(Gp-II), AN-III  
Sub Offices  
(Organization of CDA (A) Guwahati)

विषय/Sub: Preventive Vigilance Measures: Test Check of bills by the Vigilance Officers.  
सन्दर्भ/Ref: HQrs Office Letters No. (1) AN/Vig/13122/TCB/Vol-II dated 31.12.2025 &  
(2) AN/Vig/13122/TCB/Vol-II dated 31.07.2025

A copy of HQrs Office letter No. AN/Vig/13122/TCB/Vol.II dated 31/12/2025 on the subject matter is enclosed herewith for information, necessary action and strict compliance please.

2. In this regard it is further mentioned that HQrs Office has always been critical towards reasons for delay which are superficial and devoid of any specificity. Important Circular No.-97 of 2025 Circulated vide this office letter of even no. dated 01/08/2025 may also be noted once again wherein HQrs office put forth adverse remarks over frequently attributing generic issues which can be resolved at local level.

3. Moreover, it may also be noted that, during perusal of recent reports, Competent Authority has expressed deep concerns about such remissness and called for utmost sincerity so as to avoid forwarding such flimsy reasons.

4. Due care and sincerity is deeply solicited from all the stakeholders.

संलग्नक : यथोपरि  
Encl: As above

(J.B. Bhaq, IDAS)  
Dy. Controller(AN)

रक्षा लेखा महानियंत्रक कार्यालय  
उलान बटार रोड, पालम, दिल्ली छावनी-110010  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
Ulan Batar Road, Palam, Delhi Cantt.- 110010  
Phone: 011-25665768, 564 Fax: 011-25674806 email: cgdavigilance.dad@gov.in

विकसित भारत  
अभियान  
1947 2024



No. AN/Vig/13122/TCB/Vol.II

To




Dated 31.12.2025

Shri J.B.Buq, IDAS  
DCDA/Vigilance Officer  
O/o the CDA  
Udyan Vihar, Narangi  
Guwahati-781171

**Sub: Preventive Vigilance Measures: Test Check of bills by the Vigilance Officers.**

1. The Subject Report for the November 2025 received from the Vigilance Officers of the department has been examined.
2. Upon scrutiny of the said report, it has been observed that delays in processing of bills continue to be attributed to reasons such as technical errors, elections, Chhath Puja, vendor registration under process, technical glitches in TULIP, frequent transfer of staff, etc. In this regard, attention is invited to HQrs Office letter dated 31.07.2025 (copy enclosed), wherein it was clearly advised that procedural, administrative, or technical issues should be resolved at the local level in coordination with the concerned stakeholders.
3. It is reiterated that the aforementioned reasons for delay in processing of bills are not acceptable. Accordingly, it is once again advised that the concerned stakeholders be appropriately sensitized and directed to take prompt and effective remedial measures to address these recurring issues. Further, internal control and monitoring mechanism may be strengthened to ensure that all bills are processed and cleared strictly within the prescribed timelines.

This issues with the approval of Jt.CGDA & CVO.

  
(Umesh Kumar)  
ACGDA(Vig)



हर कदम देश के नाम

रक्षा लेखा महानियंत्रक

उल्हास बटार रोड, पालम, दिल्ली कान्ठ-110010

**Controller General of Defence Accounts**  
Ulan Batar Road, Palam, Delhi Cantt-110010



Phone: 011-25665-564/713 Fax: 011-25674806/25674821 Email: cgdavigilance.dad@gov.in

**No. AN/Vig/13122/TCB/Vol.II**

**Dated 31.07.2025**

To,

The Vigilance Officer  
(All PCsDA/CsDA)

**Sub: Preventive Vigilance Measures : test Check of bills by the Vigilance Officers.**

Upon review of the reports submitted by Vigilance Officers regarding the test check of bills, it has been observed that delays in bill processing are frequently attributed to the following reasons:

1. Technical issues
2. High volume of bills submitted by units
3. Additional scrutiny/checks on bills
4. Transfer of the designated task holder
5. Non-updation of fund/budget allocation in the Office Automation (OA) system
6. Technical errors in TULIP software
7. WAN-related technical difficulties
8. Time taken in vendor addition processes

While these factors may occasionally impact work-flow, however they do not constitute sufficient justification for delays in processing of bills. These matters, primarily procedural/administrative or technical, are expected to be handled effectively at the local level.

Accordingly, it is directed that concerned stakeholders may be advised suitably for prompt remedial measures on such generic issues and ensure that bills are processed within the stipulated timelines.

This issues with the approval of Jt.CGDA & CVO.

**Umesh Kumar**  
**ACGDA (Vig)**