

Speed Post/Fax
No.IA/I/Reorientation/Vol-II
Office of the CDA, Guwahati
Uayan Vihar , Narangi
Guwahati-781171
Date: 27/10/2014

To

All LAOs (By name)

Subject:-3rd LAOs Conference for 2014.

In a bid to improve the efficiency in functioning of the organization under the CDA Guwahati Command, it has been decided by the Competent Authority to have a conference of all LAOs on **17th November 2014** from 10.00 hrs to 17.30 hrs at Conference Hall CDA Guwahati to review vital issues concerning the functioning of LAOs and work out viable solutions. All the LAOs will be allotted 30 minutes to make presentation (hard copy and soft copy) on their **action plan** and presentation (**through power point**) and it must cover the following areas:

1. Entry-Exit Conference report and Performance report of LAOs.
2. At least one IAR & MFAI item is to be submitted in every quarter.
3. At least one Financial Advice is to be rendered in each quarter.
4. Possible IAR or MFAI item from LTAR should be analyzed.
5. Training of LAOs' staffs by LAOs' regarding raising & drafting of MFAI & IAR items.
6. In case of Field Supply Depot/Supply Depot, cases regarding stores issued but CRV not received.
7. In case of Ordnance & Medical units, payment released but stores not received yet.
8. Cases regarding splitting up of inherent financial powers.
9. Cases regarding gross violation of delegation of powers.
10. Steps to be taken to reduce no. of Old Test audit and internal audit objections.

You are therefore, directed to attend the conference without fail duly accompanied with the latest updates (**progress achieved since last conference**) and Scheduling-in & out Register for presentation in the conference.

TA/DA is authorized as per extant rules.

Please acknowledge receipt.

-Sd/-
(S. A. Synrem)
Addl. CDA

Contd. to p/2

Copy to:-

1) O/ic
AN-IV Sec.(Local)

It is requested to make necessary arrangement of accommodation and stationary, along with **tea/working lunch** accordingly in connection with the above conference.

2) O/ic
AN-V Sec.(Local)

For information with a request to publish Pt-II OO in r/o of the above named officers for TA/DA.

3) O/ic
AN-I (Local)

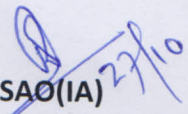
For information please.

4) O/ic
AN/II GP-II

For information and necessary action with reference to above please.

✓ 5) O/ic
EDP Section

For necessary action for placing the data in LAN/ website of CDA Ghy.


SAO(IA)

**Programme of LAO's 3rd conference to be held
on 17th November 2014 at CDA Guwahati**

1st Session

<u>Time</u>	<u>Events</u>
10.00	Welcome Address by CDA which will be attended by all officers
10.10 To 13.00	Power Point Presentation by SAO (IA Sec) & LAOs
13.00 To 14.00	Lunch Break

2nd Session

<u>Time</u>	<u>Events</u>
14.00 To 16.30	Power Point Presentation by LAOs
16.30 To 17.20	Open Session
17.20	Vote of Thanks by Additional CDA Madam.

1. Tea will be served during deliberation at 1st and 2nd session
2. Working lunch will be arranged.

AGENDA POINTS FOR DISCUSSION

1. Entry-Exit Conference report and Performance report of LAOs.
2. At least one IAR & MFAI item is to be submitted in every quarter.
3. At least one Financial Advice is to be rendered in each quarter.
4. Possible IAR or MFAI item from LTAR should be analyzed.
5. Training of LAOs' staffs by LAOs' regarding raising & drafting of MFAI & IAR items.
6. In case of Field Supply Depot/Supply Depot, cases regarding store issued but CRV not received.
7. In case of Ordnance & Medical units, payment released but store not received yet.
8. Cases regarding splitting up of inherent financial powers.
9. Cases regarding gross violation of delegation of powers.
10. Steps to taken to reduce no. of old Test Audit and internal audit objections