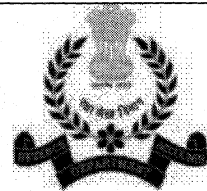




कार्यालय, रक्षा लेखा नियंत्रक  
उदयान विहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI-781171  
Tel No. 0361-2640394, 2641142 Fax No .0361-2640204  
Email-cdaguwomcell.dad@hub.nic.in



No. O&M/Inspn/35/CGDA/2022/Vol-I

Dated: 09/09/2022

**(Most Important Circular No. 88)**

**Subject: Inspection of office of CDA Guwahati by HQrs Office :  
31/10/2022 – 11/11/2022**

\*\*\*\*\*

HQrs office vide their letter No. 13125/CGDA/Insp.Cell.Prog/2022-23 dated 06/09/2022 intimated that Inspection of CDA Guwahati will be carried out by the HQrs Office Inspection Team w.e.f. 31/10/2022 to 11/11/2022. The 07 (seven) members team will be headed by Shri Pradeep Kumar Jena, IDAS, Jt.CDA, JCDA (AF) Nagpur. Shri S G Dastidar, IDAS, Addl. CGDA will be the reviewing officer and review of inspection will be carried out on 11<sup>th</sup> November 2022.

Latest copies of revised Inspection drill in questionnaire format are available at CDA Guwahati Wide Area Network (WAN) accessible through IP Address: 10.48.33.10/cdahome under the links tab. The same may be downloaded/obtained by the section concerned and forwarded to this section positively by 23/09/2022 in both hard and soft copies duly filled in the column "Response by PCsDA/ CsDA office" showing the latest status for our consolidation and further necessary action.

It is further intimated that a presentation on issues/constraints faced by this office as well as on improvements/achievements may be made by the Administration section to the Reviewing officer.

Action taken report with suitable reply on long outstanding of 23 observations against this office with oldest date May-2014 to be kept ready by the section concerned and to furnish to the O&M cell by 23/09/2022 for perusal and for spot verification of the Inspection team and for presentation to reviewing officer.

Latest copies of revised Inspection drill in questionnaire format are available at CDA Guwahati Wide Area Network (WAN) accessible through IP Address: 10.48.33.10/cdahome under the links tab. The same may be downloaded/obtained by the section concerned and forwarded to this section positively by 23/09/2022 in both hard and soft copies duly filled in the column "Response by PCsDA/ CsDA office" showing the latest status for our consolidation and further necessary action.

**Contd. page 2**

Accordingly all Officers, Section-in-Charges and Staffs are requested to update all their records, particularly, wherein compliance has been given or agreed upon in the internal inspection carried out by O&M Cell. All registers, Master Note Books, Control Chart, Conference Register and Complaint Register etc. are to be made up to date and kept ready for perusal by the Inspection Team. Further, all Section-in-Charges are requested not to sanction leave of any kind to officers and staffs belonging to the section during the period of inspection.

This may be noted to all concerned and signature taken thereof.

An acknowledgement to this letter may be made by name to Shri Ranadhir Seal, SAO (O&M) please.

Sd/-  
Dy. CDA (O&M)

Accordingly all Officers, Section-in-Charges and Staffs are requested to update all their records, particularly, wherein compliance has been given or agreed upon in the internal inspection carried out by O&M Cell. All registers, Master Note Books, Control Chart, Conference Register and Complaint Register etc. are to be made up to date and kept ready for perusal by the Inspection Team. Further, all Section-in-Charges are requested not to sanction leave of any kind to officers and staffs belonging to the section during the period of inspection.

1. All GO in M.O. Guwahati	Along with a copy of HQrs office letter No. 13125/CGDA/Insp.Cell.Prog/2022-23 dated 06/09/2022 for information and necessary action please.
2. All SAOs/AOs in M.O. Guwahati	
3. All Sections of M.O. Guwahati	For information please.
4. The Officer-in-Charge IT & SW (Local)	With a request to upload this circular on the CDA Guwahati website.

An acknowledgement to this letter may be made by name to Shri Ranadhir Seal, SAO (O&M) please.

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

Distribution:

1. All GO in M.O. Guwahati	Along with a copy of HQrs office letter No. 13125/CGDA/Insp.Cell.Prog/2022-23 dated 06/09/2022 for information and necessary action please.
2. All SAOs/AOs in M.O. Guwahati	
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4. The Officer-in-Charge IT & SW (Local)	With a request to upload this circular on the CDA Guwahati website.

Mail/Fax

“हर काम देश के नाम”



## रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110010

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt. - 110010

Phone: 011-25665738

Fax: 011-25674806

email:hqinspcell.dad@gov.in



No.13125/CGDA/Insp.Cell.Prog/2022-23

Dated:06/09/2022

To,

The CDA  
Udayan Vihar, Narangi  
Guwahati-781171

Subject: Inspection of office of CDA Guwahati: November 2022

\*\*\*\*\*

It is intimated that Competent Authority has nominated a team of 07(Seven) members headed by Shri Pradeep Kumar Jena, IDAS, Jt.CDA, JCDA(AF) Nagpur to carry out the inspection of your office from 31.10.2022 to 11.11.2022. The composition of the Inspection team is as follows:-

- i) Shri Pradeep Kumar Jena, IDAS, Jt.CDA, JCDA(AF) Nagpur (Team Leader).
- ii) Shri Ajay Kumar Srivastava, SAO, PCDA(CC) Lucknow
- iii) Shri Vijay Kumar, AO, PCDA(CC) Lucknow
- iv) Shri Ravi Roshan, AO, PCDA(AF) New Delhi
- v) Shri Nihar Ranjan Biswas, AAO, PIFA(O) New Delhi.
- vi) Shri Praveen Kumar Sharma, AAO, PCDA New Delhi
- vii) Shri Kamruddin, AAO, HQrs office

2. Shri S.G Dastidar, IDAS, Addl.CGDA will be the Reviewing officer and Review of Inspection will be carried out on 11<sup>th</sup> November 2022.

3. A copy of the HQrs office prescribed inspection drill in questionnaire format has already been forwarded to your office through CGDA's mail server. The same may be filled-up and kept ready for perusal of the inspection team.

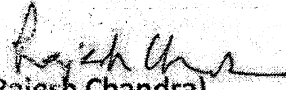
4. It is requested to issue necessary instructions to all the sections concerned to keep all the documents up to date and ready for inspection. Necessary administrative and EDP support including accommodation and transportation may please be provided to the above inspection team.

5. Besides the above, it is verified from the records held in this office that there are 23 observations outstanding against your office with oldest date May-2014 (details at Annexure 'A' enclosed). Action taken report with suitable reply to this outstanding observation may be kept ready for perusal and on spot verification of the Inspection team before transmission of the same to HQrs office (Inspection Cell).

6. It is also advised that a presentation on any other inspection related issues/ constraints faced by your office as well as on improvements/achievements may be made to the Reviewing officer.
7. During Inspection Covid-19 guidelines issued by Govt. may please be followed.

This issues with the approval of CGDA.

Please acknowledge receipt.

  
(Rajesh Chandra)  
Jt. CGDA (Inspection)

Copy to:-

1.	SPS to CGDA.	For kind information please.
2.	PS to Addl. CGDA(PK)	For kind information please.
3.	PS to Addl. CGDA(SGD)	For kind information please.
4.	PA to Jt. CGDA (Admin)	For kind information please.
5.	PA to Jt. CGDA (Insp)	For kind information please.
6.	PCDA(AF) Dehradun	For information with a request to relieve the officer at Sl. No. (i) above for the inspection.
7.	JCDA(AF) Nagpur	
8.	PCDA(CC)	For information with a request to relieve the officer at Sl. No. (ii) & (iii) above for the inspection.
9.	PCDA(AF) New Delhi	For information with a request to relieve the officer at Sl. No. (iv) above for the inspection.
10.	PIFA(O) New Delhi	For information with a request to relieve the officer at Sl. No. (v) above for the inspection.
11.	PCDA, New Delhi	For information with a request to relieve the officer at Sl. No. (vi) above for the inspection.
12.	Shri Pradeep Kumar Jena, IDAS, Jt. CDA, JCDA(AF) Nagpur (Team Leader).	<p>(a) As approved by the Competent Authority, you are requested to lead the above mentioned inspection team. You may make suitable allocation of inspection work amongst the team members and also take stock of inspection work done by the team as a whole for smooth conduct of the inspection.</p> <p>(b) The inspection report may be prepared in two parts. Part-I will comprise all items which are considered to be of high importance from the view point of audit and accounting, whereas Part-II will include lesser mistakes coming to notice or other irregularities, where no serious disregard or circumvention of procedures or rules is involved.</p> <p>(c) The inspection report may be clear and concise.</p>

		<p>The report may as far as possible refer to the relevant rule or authority transgressed and mention precisely the nature and extent of transgression.</p> <p>(d) An Executive summary of all important matters and outstanding problems may also be prepared along with the inspection report to enable the Reviewing officer to have a correct appreciation of the overall situation and efficiency of work in the concerned offices. Areas requiring changes/modification of procedures, if any, should also be highlighted in the summary.</p> <p>(e) The draft report may be shown to and discussed with the Head of the office during an exit conference before closing the inspection and the result of such discussion indicated suitably in the final report wherever necessary.</p> <p>(f) The Inspection Report duly seen by Reviewing officer may be submitted to Inspection Cell of HQrs office latest by 21<sup>th</sup> November, 2022 for taking further follow up action.</p> <p>(g) Details of old outstanding observation against CDA, Guwahati in respect of previous HQrs. Inspection Report are enclosed at Annexure 'A'. The same may be reviewed at your end and the possibilities of inclusion of this observation in the current Inspection Report may be decided in consultation with the Reviewing officer.</p> <p>(h) You are requested to intimate your visit plan directly to CDA, Guwahati.</p>
13.	Shri Ajay Kumar Srivastava, SAO, PCDA(CC) Lucknow	For information and compliance please. You are requested to intimate your visit plan directly to CDA, Guwahati.
14.	Shri Vijay Kumar, AO, PCDA(CC) Lucknow	For information and compliance please. You are requested to intimate your visit plan directly to CDA, Guwahati.
15.	Shri Ravi Roshan, AO, PCDA(AF) New Delhi	For information and compliance please. You are requested to intimate your visit plan directly to CDA, Guwahati.

16.	Shri Nihar Ranjan Biswas, AAO, PIFA(O) New Delhi	For information and compliance please. You are requested to intimate your visit plan directly to CDA, Guwahati.
17.	Shri Praveen Kumar Sharma, AAO, PCDA New Delhi	For information and compliance please. You are requested to intimate your visit plan directly to CDA, Guwahati.
18.	Shri Kamruddin, AAO, HQrs office	For information and compliance please. You are requested to intimate your visit plan directly to CDA, Guwahati.

- sd -  
(Rajesh Chandra)  
Jt. CGDA (Inspection)

# Annexure 'A'

Name of the office : CDA Guwahati  
 Year of Inspection : August-2019  
 No. of observations outstanding : 23

Sr. No.	Name of the Section	Outstanding Items
1	Account Section	2.1(Major Head 7610- Loans and Advances)
2		2.2(Major Head 8659 Suspense Accounts(Defence)
3		2.3(Major Head 8670- Cheques and Bills)
4		2.4(Major Head 8677- Remittances into Banks/Treasuries)
5		2.5(Non-Linking of Paid Cheques with Schedule-III)
6		2.6(Non linking of DMROs with OMROs)
7		2.9(6(B) Security Deposits: Wanting charged Expenditure sanctions)
8		2.13(Miscellaneous)
9		2.15(Expenditure over Allotments)
10	DDP Section	4.3(Minus Balance Cases)
11	Engineering Section	5.13(Annual Review of MES Expenditure 2018-19)
12		5.14(CP Vouchers)
13		5.18(Demands against Contractors)
14	IA Section	8.10(Railway Claims)
15		8.15(Loss Statement)
16	Store Audit Section	14.10(Scheduling of vouchers: Control No. 1234)
17		14.13(Loss Statement)
18	Store Contract Section	14.4(Provisional Payment Register)
19		14.24.3(Procurement without GeM NAC)
20		14.24.4(Procurement of Unauthorized Items)
21	Transport Section	15.4(f)(TA/DA/LTC Audit-Cum-Demand Register)
Carry forward observations		
Year of Inspection: April/May-2014		
22	E-Section	4.22 (Provisional Payments and Advance Payments)
23		4.22.1( Hand receipt amounting to Rs. 8.47 Crores)