



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

Office of The Controller of Defence Accounts

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Date : 14th October 2015.

To

All Units/formations

(under audit jurisdiction of CDA Guwahati)

✓ All Sub offices
(for wide publicity to Customer/Supplier/Contractors).

CDA Guwahati is going to conduct a seminar/open session amongst executive authorities and their reps , Vendors and customers on the occasion of "Vigilance Awareness Week" on 29th October' 2015 in the Community Hall (inside the CDA Guwahati premises) at 10:00 A.M.

2. In this connection it may be pointed out that there is significant impact and improvement has been visible in preparation of bills in the unit level after the conclusion of two (2) days training cum workshop of JCOs and dealing clerks of the units at this office , but it is reiterated that the thrust area still remains the compliance of pre-audit drill by the units and the same were communicated/disseminated to all the units/formations through the Army Intranet so as bring an atmosphere of transparency. But still there seems to be some communication gap ,as even after repeated communications the even flow of bills could not be ensured by the units.

3. Hence the basic purpose of transparency could not be achieved , therefore to identify the bottlenecks and removing them the aforesaid seminar/interactive session is necessitated.

4. With introduction of DFPDS-2015 majority of the bills will have to be passed at AO/SAOs level and because of shortage of officers in the AO/SAOs level there will be huge work-load which can be tackled if and only if even flow of bill is maintained by the units/formations.

5. During review of bills in various payment groups of this office it has been observed that in some sections/groups e.g. Store-I (Ration Money claims of Officers) and Store-II (ASC contract 5% bills) are lying pending for a considerable time mainly because of acute shortage of staff/ officers which is a matter of great concern. Accordingly as a remedial measure special drive is being conducted to clear the backlog.

6. The above mentioned seminar will be followed by an "Open Session" wherein all the participants i.e. Executive side/Unit/Formation as well as Vendors will have the scope to interact with the reps of this office. Some of the common mistakes/irregularities made/committed during preparation of bills/claims by the units and the fault on the part of Vendors is outlined in **Annexure "A"**.

7. Your valuable suggestions in this regard will be highly solicited as this effort will go a long way in strengthening and streamlining the concept of transparency and customer satisfaction. Also, it is requested to give a wide publicity of this seminar in your sub-ordinate offices/lower formations as well as to the vendors/suppliers/contractors.

Enclosures : As above


K.Lalbiakchuunga, IDAS
Asstt. CDA

Annexure "A"

1. In the website of CDA Guwahati (www.cdaguwahati.gov.in) one option had since been incorporated in the dynamic portion which relates to "Complaint and Redressal of Grievances"(CRG) , but in spite of repeated requests/ communications to unit/formations as well as vendors/customers , very few of them are using the facility.
2. Lack of knowledge and non-awareness of checklist for preparation of bills as a result of which common mistakes are repeated thereby causing unnecessary correspondences.
3. User ID and password for units as well as vendors are issued from EDP Section of this office but very units/vendors have collected their respective ID and Passwords.
4. It has been observed that some firms/vendors have submitted more than one Bank A/C No. and IFSC code in their "Mandate Form" thereby causing great difficulties in releasing payment , hence revised/updated single Bank A/C No. and & IFSC code is to be furnished.
5. It has been noticed in quite a few occasions that vendors/firms interfere against the objection raised against the unit in respect of Pre-audit/ Post-audit bills which is not in order.
6. Bills returned to units with some objections are generally received back in the sections after 2/3 months which causes inordinate delay.
7. In case of any queries / grievances the firms/vendors should communicate directly to the Officer-in-Charge of the section (i.e. concerned Accounts Officer/ Sr. Accounts Officer / Group Officer of the section/group) only. Contact list is appended as **Appendix-I**.
8. Some of the units are not utilizing the facility of viewing MER provided in the dynamic website of CDA Guwahati while some of the units are not aware that the latest information /status of bills can be seen from the Army Intranet (website of 51 Sub Area) . This gap needs to be bridged otherwise the very concept of Transparency will be defeated.

Appendix-I**List of officers/contact Person of CDA Guwahati**

Sl No.	Name and Designation of Officer-in-Charge	Groups/Sections of Main Office CDA Guwahati	Mobile No./ e-mail ID
1.	Shri K. Lalbiakchhunga, IDAS, Asstt. CDA	Group Officer (Store, Misc, Engr. & Transportation)	Mob : 7035304129 e-mail: biakakhuptong@rediffmail.com
2.	Shri H B Dutta, Sr. Accounts Officer	Misc-I , II & III	Mob : 9954707100 e-mail: lodnih.dutta@gmail.com
3.	Shri T.C. Gogoi , Sr. Accounts Officer	Eng.-III,	Mob : 9436193916
4.	Shri Chayan Das, Sr. Accounts Officer	Store-III, IV & V	Mob : 9401403544 e-mail: chayan_das@hotmail.com
5.	Shri R.M.Das, Sr. Accounts Officer	Store-I & II	Mob : 9401544625
5(A)	Shri K.Paula Gangte AAO	Store-II	Mob : 9862288030 e-mail: gangmipaul@gmail.com
6.	Shri Debashis De, Sr. Accounts Officer	Transportation	Mob : 9435563273 e-mail : debashisde60@gmail.com
7.	Shri S S Debroy, Sr. Accounts Officer	Engr.-II , Misc-IV	Mob : 94353 02179 e-mail: ssdr-234@yahoo.com