



Controller General of Defence Accounts
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IMPORTANT CIRCULAR

No. 13125/Insp.Cell/Imp. Circular/2019

Dated: 18 /07/2019

To

All PCsDA/CsDA (Including PCA (Fys) & CsFA (Fys))

Sub: Non Implementation of Policy guidelines on Inspection of DAD offices.

Reference: This office important circular no. 13125/Insp cell-I/06-07 dated 28th June 2006.

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Of late it has been observed that the guidelines on Inspection of DAD offices issued vide this office important circular no. 13125/Insp cell-I/06-07 dated 28th June 2006 (Copy enclosed) are not being strictly adhered to by most of the PCsDA/CsDA offices. The Competent Authority has taken a serious note of it and has desired that all Controller's may invariably comply with the following guidelines on Inspection of DAD offices, which have already been issued in the ibid circular and reiterated as under:-

Inspection by PCsDA/CsDA

1. The inspection of the sub-offices of the PCsDA/CsDA should be carried out preferably by the PCsDA/CsDA themselves or by a senior enough nominated officer for this purpose. PCsDA/CsDA must ensure periodical inspection of the sections in the main office. As regards inspection of sub-offices by PCsDA/CsDA is concerned, **minimum 50% offices should invariably be inspected during the year except offices of PAOs(ORs) whose inspection is already being carried out on quarterly basis by the Main office in terms of HQrs office circular no. AT/I/3510/MPS dated 11.10.2013.**

Follow-up action on Inspection by HQrs office

2. A monthly follow-up action report will be rendered to HQrs office, with the approval of PCsDA/CsDA after receipt of inspection report from HQrs. The report will be addressed to Jt. CGDA concerned by name. Further, PCsDA/CsDA will be required to make a presentation to HQrs office every quarter on the items of inspection report not yet settled and the reasons therefor, till settlement of all the items. This mechanism will ensure (a) adequate promptness in addressing the deficiencies noted during inspection and (b) finding methods to resolve issues which, at present, remain outstanding for years.

Action in regard to inspection by PCsDA/CsDA

3. PCsDA/CsDA would send their annual programmes for inspection of their sub-offices/sections in main office, to HQrs office. After completion of each such inspection, the PCsDA/CsDA will send an Executive Summary of the deficiencies noted during these inspections. These would be monitored by the concerned Jt.CGDA in HQrs office. PCsDA/CsDA would report the follow-up action taken to rectify the deficiencies once in a quarter to HQrs office.

Inspection of Factories Accounts Offices

4. The guidelines stated in Para 1 to 3 above would be modified to the following extent in case of Factory Accounts Offices. CsFA(Fys) would inspect the Factory Accounts Offices under their charge. PCA(Fys) would inspect the main offices of the CFA(Fys) as well as Factory Accounts Offices. HQrs office would inspect the office of PCA(Fys). In addition, HQrs office may inspect a CFA(Fys) office or any Factory Accounts office, as considered necessary.

5. All PCsDA/CsDA are enjoined upon to adhere to the above instructions hence forth and Action taken report as stipulated in Para 2 and 3 above may be furnished to HQrs office.

Maushumi Rudra
(Maushumi Rudra)
Jt.CGDA (Insp)

Copy to:

- i) PS to All Addl.CGDA
- ii) PS to All Sr.Jt.CsGDA/Jt.CsGDA
- iii) PS to Jt.CGDA(HRD)
- iv) All officers & Section in HQrs office

} for kind information please.

- v) IT&S Wing(Local)

} - with the request to upload the same on the website of HQrs office.

-sd-
(Swaphil Agrawal)
Sr.ACGDA(Insp)

Gusp-Cell III

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IMPORTANT CIRCULAR

Office of the CGDA, West Block - V, R.K.Puram, New Delhi - 110 066

No. 13125/Insp Cell/06-07
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Dated: 28th June 2006

To

All PCsDA/CsDA (Including PCA (Fys) & CsFA (Fys))
All IFAs

Sub: Policy guidelines on Inspection of DAD offices.

Inspection of the main offices of PCsDA/CsDA as well as their sub-offices is an important activity of the HQrs office. Such inspections have to be thorough and incisive. The existing system of inspection by colleagues has been reviewed and not found satisfactory, accordingly it has been decided to revert to the system of Peer Review.

2. The following guidelines will govern the inspection of DAD offices in future.

Inspection by HQr office

3. Henceforth, the officers of HQrs office alone will carry out inspection of the main offices of PCsDA/CsDA. Inspection of sub-offices of PCsDA/CsDA by HQrs office will be undertaken only when considered necessary.

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Inspection by PCsDA/CsDA

4. The inspection of the sub-offices of the PCsDA/CsDA should be carried out preferably by the PCsDA/CsDA himself or by a senior enough nominated officers for this purpose. PCsDA/CsDA must ensure periodical inspection of the sections in the main offices. While instructions concerning these inspections are available in the Office Manual, adequate seriousness has not been attached, despite the fact that inspections are an important tool available to PCsDA/CsDA to ascertain the strengths and weaknesses of the Sections/Sub-offices.

Follow-up action on Inspection by HQ office.

5. A monthly follow-up action report will be rendered to HQrs office, with the approval of PCsDA/CsDA after receipt of inspection report from HQrs. The report will be addressed to the Jt. CGDA concerned by name. Further, PCsDA/CsDA will be required to make a presentation to HQrs office every quarter on the items of inspection report not yet settled and the reasons therefor, till settlement of all the items. This mechanism will ensure (a) adequate promptness in addressing the deficiencies noted during inspection and (b) finding methods to resolve issues which, at present, remain outstanding for years.

Action in regard to inspection by PCsDA/CsDA

6. PCsDA/CsDA would send their annual programmes for inspection of their sub-offices/sections in main office, to HQrs office. After completion of each such inspection, the PCsDA/CsDA will send an Executive Summary of the deficiencies noted during these inspections. These would be monitored by the concerned Jt.CsGDA in HQrs office. PCsDA/CsDA would report the follow-up action taken to rectify the deficiencies once in a quarter to the HQrs office.

Inspection of IFAs

7. The guidelines stated in para 3 to 6 above would also apply to IFAs with the following modifications. Pr. IFA or a nominated officer of HQrs office would inspect the

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offices of IFAs at Service HQrs and Command HQrs. IFA Commands will inspect offices of lower IFAs in the respective Command areas.

Inspection of Factories Accounts Offices

8. The guidelines stated in Para 3 to 6 above would be modified to the following extent in case of Factory Accounts Offices. CsFA (Fys) would inspect the Factory Accounts Offices under their charge. PCA (Fys) would inspect the main offices of the CFA(Fys) as well as Factory Accounts Offices. HQrs office would inspect the office of PCA(Fys). In addition, HQrs office may inspect a CFA (Fys) office or any Factory Accounts Office, as considered necessary.

9. Action may please be taken immediately for compliance with these guidelines.

10. PCsDA/CsDA may please acknowledge receipt under their signatures in token of having noted the contents of this letter


For CGDA

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Copy to:-

- i) Addl. CGDA - I & II
- ii) PCDA (HRD) & Pr. IFA
- iii) All Jt. CsGDA & CsDA (Internal Audit)
- iv) All officers & Section in HQrs Office.

Sl. No	Name of the PCDA/CsDA	Acknowledgement No & date
1	CDA (R&D) Bangalore	02M/1101/CA Insp dated 11-7-06