



रक्षा लेखा महानियंत्रक कार्यालय

[लेखा एवं बजट अनुभाग]

उलन बटार मार्ग, पालम, दिल्ली छावनी -110010.

दूरभाष -011-25665548,25665583/584,25665736/737 र.ले.सं.म.नि. (लेखा एवं बजट)

दूरभाष -011-25665614 फेक्स - 011-25674786,25674819

सं. लेखा/II/11101/विविध पत्राचार/जिल्द-VI

दिनांक : 30/08/2018

परिपत्र

सेवा में,

सभी प्रधान नियंत्रक / नियंत्रक

विषय : मुख्यालय कार्यालय के साथ पत्राचार के संबंध में।

प्रायः यह देखा जाता है कि आपके कार्यालय द्वारा मुख्यालय कार्यालय को जो महत्वपूर्ण पत्र प्रेषित किया जाता है उस पर व.ले.अ. / ले.अ. का हस्ताक्षर पाया जाता है। उस पत्र पर यह भी नहीं दर्शाया जाता है कि पत्र का अवलोकन र.ले.प्र.नि./ र.ले.नि./अपर/ संयुक्त नियंत्रक / समूह अधिकारी द्वारा कर लिया गया है अथवा नहीं।

2. इस संदर्भ में यह सूचित किया जाता है कि मुख्यालय कार्यालय के साथ किसी भी प्रकार का महत्वपूर्ण पत्राचार, नीति विषयक पत्राचार करने के पहले उस पत्र पर या तो समूह अधिकारी के हस्ताक्षर हो अथवा रक्षा लेखा प्रधान नियंत्रक / रक्षा लेखा नियंत्रक/ अपर/ संयुक्त नियंत्रक द्वारा अवलोकन कराने के उपरांत प्रेषित करें।

3. यह भी देखा गया है कि रिपोर्ट, जवाब, स्पष्टीकरण, वस्तुस्थिति इत्यादि हेतु मुख्यालय के लेखा एवं बजट अनुभाग द्वारा दी गई समयसीमा का र.ले.प्र.नि./ र.ले.नि./ प्र.ले.नि.(कमानी) एवं अन्य कार्यालयों द्वारा पालन नहीं किया जा रहा है।

4. उपरोक्त मुद्दों पर उचित कार्यवाही हेतु अपने कार्यालय में समुचित दिशा निर्देश देने का कष्ट करें।

5. इस संदर्भ में मुख्यालय कार्यालय का पत्र सं. AT-Coord/13039/Vol.-III दिनांक 28/29.02.2000 एवं अन्य पत्रों का भी अवलोकन करें जो इस परिपत्र के साथ संलग्न है।


(सुमित गजभिये)

वरिष्ठ रक्षा लेखा सहायक महानियंत्रक (लेखा व बजट)

प्रतिलिपि :-

आई.टी.एवं एस.

: वेबसाइट पर अपलोड हेतु।


(सुमित गजभिये)

वरिष्ठ रक्षा लेखा सहायक महानियंत्रक (लेखा व बजट)

IMPORTANT CIRCULAR

No. AT-Coord/13039/Vol-III

Office of the CGDA,
West Block-V, R.K.Puram,
New Delhi-110066

Dated: ~~28th~~ February' 2000
39th

To
All Controllers,

Sub:- Correspondence with CGDA's Office.

Ref:- HQrs. Circulars No. AT-Coord/13039 dated 19-5-87, 12/17-7-96 and 14-7-1998.

Despite issue of instructions in the above mentioned circular letters, it has again been observed that some of the communications addressed to this HQrs. office pertaining to audit decisions, interpretation of rules and other important matters etc. are being signed at the level of SAO/GO without an indication as to whether such references have been issued with the approval of CDA or Jt.CDA in the absence of CDA. In fact some of the references which have been scrutinised tantamount to passing the 'buck' to this office. This has been viewed seriously as a repeated violation of provisions of para 436 OM Part-I. It has also been observed that while referring cases to HQrs. office for clarification/decision, the views of other Controllers are not generally obtained before hand as required and insisted upon in our circular letters referred to above. On the other hand, some Controllers are seeking the views of other Controllers and in the same breath endorse straightaway copies of such letters to this office "for information and necessary action" which is not appreciated.

2. In this connection, a reference is also invited to para 436 of O.M. Part I wherefrom it will be seen that the communications to be addressed to HQrs. office on matters relating to audit decisions, interpretation of rules and any other important matter should invariably be issued after approval by the Controller or in his absence by the Jt.CDA and should be signed at least by a Group Officer. It is also reiterated that the copies of internal correspondence must not be endorsed to this HQrs. office and copies of reference to other Controllers (seeking their views) should not be endorsed to this office. It is requested that the provisions contained in para 436 of O.M. Part -I may kindly be brought to the notice of all concerned for strict compliance. All the GOs/Sr. AOs/AOs in your office may please be informed that appropriate action will be taken against them if any of them is found violating the above mentioned instructions.

Addl. CGDA (Insp) has seen.

Please acknowledge receipt.

Sd/-
Jt. CGDA (Sys)

N.O.O. Copy to : All groups in Audit, Insp. & A/Cs Wing.

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IMPORTANT CIRCULAR

No.AT-Coord/13039/Vol-III

Office of the CGDA,
West Block-V, R.K.Puram,
NEW DELHI - 110 066.

Dated: 14 July 1998

To:

Sub: Correspondence with CGDA's Office.

Ref: HQrs Circular NO.AT-Coord/13039 dated 19.5.87 and even no. dated 12/17-07-1996(copies enclosed for ready reference).

Of late it has been observed with concern that contents of the above quoted circulars are not being complied with while referring cases to HQrs Office. It has also been observed that while referring cases to HQrs Office for clarification/decision, the views of the other CsDA are not generally obtained. In such cases, it is necessary that the views of other CsDA are first obtained before making a reference to HQrs Office bringing out clearly the facts of the case, orders on the subject, practice actually followed in different offices on the concerned subject point of doubt and views based on the feed back received from other CsDA dealing with similar type of cases. This would facilitate processing of the case with promptitude. Further since such cases are submitted to Addl.CsGDA/CGDA for their orders, it is requested that the same may be seen by the CDA himself/herself.

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2. It is also very often observed that some CsDA endorse copy of their internal correspondence to this HQrs. These communications are made to their sub-offices/sections either to disseminate the decisions of this HQrs Office or to ask for some information desired by us. This practice should stop forthwith as already requested in our letter of even no. dated 12/17th July 1996.

3. Further, the reports/reply called for by HQrs Office on a specific date are generally not received in time. It may kindly be ensured that the reports/replies are forwarded on due dates. However, if any delay is anticipated for any unavoidable reasons, advance intimation may be sent to HQrs, inter-alia, informing the date on which the report will be forwarded. Further, whenever acknowledgements are called for, the same should be sent to HQrs promptly.

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24/8
Sr. Asst CAT may kin
see before file
28/7/98

3. note H. J. J. J.
W note for all
counts

TS-22/11
SCT-2/2

S- SCC
W- TRM

3. It is requested that the contents of the enclosed circulars and this letter may kindly be brought to the notice of all concerned for strict compliance.

Addl.CGDA(AT) has seen.

Please acknowledge receipt.

N. Kapoor

(MRS. NITA KAPOOR)
JT.CGDA(SYSTEMS)

Copy to :

All Groups in Audit & Inspection Wing.

DATED : 12th July 1996

To

All CsDA
Chief Controller of Accounts (Fys) Calcutta.
Jt. CDA (Funds) Meerut Cantt.

Sub : Endorsing a copy of Internal Correspondence by the CsDA
to this Headquarters.

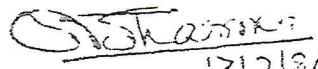
Of late, a practice seems to have started by some CsDA Offices to endorse a copy of their internal correspondence to this HQrs. These communications are addressed to their Group Officers/Jt. CsDA and sub-offices/sections either disseminating decisions of this office or asking them to supply the information desired by this HQrs. Copies of these internal communications are endorsed to this HQrs citing a reference to the letter under which the decision was communicated or the information was desired. Sometimes while disseminating the decision a copy is endorsed to this HQrs as an acknowledgement to this HQrs reference.

It is desired that the above practice should be discontinued forthwith. In case GOs/Jt. CsDA or sub-offices/sections are apprised of any decision/directions issued from this HQrs or internal correspondence is made to collect some information desired by this HQrs., a copy of such a communication should not be endorsed to this HQrs. Instead thereof an independent communication, if really necessary, should be addressed to this HQrs mentioning clearly the purpose of the reference. Communications issued by this office should, wherever required, be acknowledged independently.

The contents of this circular may be got noted by all officers. The officer signing a communication in contravention of the above directions will be personally responsible for the omission on his part.

This issues with the approval of Addl. CGDA (Audit).

Kindly acknowledge receipt.


(O.P. SHARMA)
DY. CGDA (AT)

Copy to :

1. All ACsGDA/SAOs in CGDAs Office.
2. All Sections in CGDAs Office ... Endorsements received from CsDA in contravention of the above directions will be put up to the Dy. CsGDA for further action in the matter.

