

Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt-110010

AT-VI(Regulation Cell)

No. AT/VI/66018/Codes & Manuals/Circular

Dated: 01/08/2016

To

PCsDA/PCA (Fys)/PIFA/CsDA
(Through CGDA Website)

Subject: Revision/Updation of Departmental Codes/Office Manuals/Internal Audit Manuals/Audit Hand Books.

Of late, it has been observed by the competent authority during review of updation/revision of departmental Codes/Manuals/Internal Audit Manuals/Audit Hand Books etc that some Paras do not remain relevant with existing Rules & Regulations and latest Govt. Orders/Instructions/CGDA's Audit decisions etc. It has also been observed that relevant paras relating to working procedures need to be updated due to automation/computerization of existing manual work.


2. In this regard, kindly refer to HQrs office circular No. AT-VI/66018/Codes & Manual/Report dated 20.01.2016 (through CGDA website) under which it was requested to revise the Codes/Manuals/Books under your charge and submit draft amendments, especially taking into account the office automation of manual work, if any, for approval of the Competent Authority. However, no such drafts have been received so far from any of PCsDA/PCA (Fys)/PIFA/CsDA.

3. It has been directed by the competent authority that the following guidelines/instructions should be followed before submission of the proposal for revision/updation of departmental Codes/Manuals etc under your purview :-

- a. All the existing Paras of relevant Codes/Manuals/Books should be reviewed in the light of latest Govt. Orders/Instructions/CGDA's Audit Decisions etc. on quarterly basis.
- b. Wherever office automation of the existing manual work in different sections have been completed, the revised working procedure may be re-drafted accordingly and submitted to HQrs office for approval.


- c. Every Codes/Manuals/Hand books should be updated on completion of three years from last updation. Codes/Manuals/Books approved prior to the year 2013 may be reviewed and submit a revised version for approval.
4. Codes/Manuals/Books under your charge may kindly be reviewed and draft amendments may be submitted, especially taking into account the instructions as mentioned above, for approval of the Competent Authority by the end of the October, 2016.

This issues as per the direction of Addl. CGDA (IA & S).


(S. Viswanathan)
ACGDA (AT-Coord)

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(S. Viswanathan)
ACGDA (AT-Coord)