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IMPORTANT CIRCULAR

No: - A/II/2503/MISC/2020-21

Dated: - 30/08/2021

To

The Officer-in-Charge
(i) All Sections (Main Office)
(ii) All Sub-Offices

Sub:- Review Certificate of Sectional Compilation.

Of late, it has come to notice that audit sections are not timely furnishing the "Review Certificate of Sectional Compilation as mandated under Para 289 (b) of Office Manual Part-II, Vol.-I(2014 Edition). Even after making several communications with the concerned Section(s)/Sub-Office(s) the 'Review Certificate on Sectional Compilation' is being furnished in routine fashion without proper verification with the compiled data available in NCS. As such, instances of non compilation of Punching Medium has come to notice and the same remained undetected by the concerned Section(s)/Sub-Office(s) due lack of verification of compiled data while furnishing the 'Review Certificate'. This has been viewed seriously by the Competent Authority.

As such, it is reiterated that all Audit sections must review their sectional compilations and invariably furnish 'Certificates of Review of Compilation' to Accounts Section within a week of the receipt of the printed Compilation interalia mentioning the erroneous/unusual compilations noticed by them as a result of review.

Any discrepancy come to notice after furnishing the Review Certificate may necessitate appropriate action as deemed fit by the competent authority. The content of the circular may please brought to the notice of the all concerned official involved with furnishing the certificate and kept in record at your end. Further, timely and correctly submission of 'Certificates of Review of Compilation' to the Accounts Section must be ensured by Officer-in-Charge.

CDA has seen.


(Y. Mishra)
Sr. Accounts Officer (A/Cs)

Copy to:-

1. The Officer-in-Charge OA Cell (Local) : The content of the circular may please be uploaded in the CDA Jabalpur website for information of all concerned.


(Y. Mishra)
Sr. Accounts Officer (A/Cs)