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	<p>रक्षा लेखा नियंत्रक (सेना) CONTROLLER OF DEFENCE ACCOUNTS (ARMY) बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी - 250001 Belvedere Complex, Ayudh Path, Meerut Cantt-250 001 ☎ 0121-2794357 फ़ैक्स संख्या Fax Nos. 0121-2646254, 264621 ई-मेल आई.डी./e-mail id: oandmcdarmy.dad@hub.nic.in</p>	
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महत्वपूर्ण परिपत्र

संख्या. सं.एव.प/1/13/विविध-76

दिनांक: 26/04/2022

सेवा में,

प्रभारी अधिकारी

समस्त अनुभाग (स्थानीय)

विषय:- Completing of all auditable registers, files and all documents and Resumption of Biometric attendance : HQrs inspection regarding.

XXXXXXXXXXXXXXXXXXXX

It is intimated that the HQrs Inspection is due in the second week of next Month i.e. May 2022. It is requested to all the sections to complete all the auditable documents viz. Bills, Files, Registers etc. The following guidelines may be noted for strict compliance.

1. The names on all files and registers should be bilingual.
2. The page numbering should be completed on all files and registers.
3. Fly leaf instructions and Opening certificates should be pasted and signed by the Officer-in-Charge of the section.
4. List of auditable documents should be prepared.
5. Establishment registers, Attendance registers and leave registers should be completed. All the leave should be regularized.
6. All the employees should ensure biometric attendance.

7. IT&S section should ensure that all the biometric devices in sections/M.O. and in all sub offices are in working condition and all the employees of this command including newly appointed employees are registered on BAS.IT&S and Admin I sections should also ensure that all the employees are marking attendance regularly on BAS.IT&S section should also ensure that all the employees posted in the sections are correctly marked in Tulip system and all the IDs for already transferred employees have been dropped. The Tulip data should be sanitized by the end of this month.

8. Admin VII section should ensure that all the Covid-19 guidelines issued by GoI from time to time are being followed in M.O. as well as in sub offices.

9. A detailed report in r/o instructions in para 7 may kindly be furnished by IT&S section and Admin I section by 02.05.2022 to this section.

10. The basic register/ file should be kept ready for inspection viz.

- (1) Register of register with control Nos.
- (2) Register of files with control Nos.
- (3) Establishment/Speciman Register.
- (4) Attendance register.
- (5) EL/CL register.
- (6) MPR file/register.
- (7) MLS file/register.
- (8) Other any report.
- (9) Personal Target Report.
- (10) LTARs position.
- (11) HQrs/ Internal inspection position.

11. Kindly acknowledge receipt.

अपर नियंत्रक महोदय द्वारा अनुमोदित ।

✓ — 30 — x
वरि.लेखा.अधिकारी
(संगठन एवं पद्धती कक्ष)

Copy to:-

✓ IT&S section (local)----- For uploading on website .

26.03.2020
एस०के० वर्मा
S.K. VERMA
वरि.लेखा.अधिकारी
Sr. Accounts Officer
(संगठन एवं पद्धती कक्ष)
O/o the C.D.A. (Army) Meerut Cantt