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C/86265/DGQA(Coord)/Policy

26 Nov 2018

MINISTRY OF DEFENCE
DGQA (COORD)

INSTRUCTIONS REGARDING HOLDING OF EVENTS

1. Further to this office letter of even number dated 12.10.2018.
2. It has been observed that the Raising Day and other major functions concluded by the establishments invariably are invariably followed by a spate of complaints and allegations/accusations. On investigations such complaints are invariably found baseless. This invariably results into gross waste of time of the Officers & staff. To avoid such situations, it has been considered and decided that the establishments will take the following actions after concluding the events organized by them: -
 - (a) Prior approval of the respective ADGsQA be obtained before conduct of the event
 - (b) Complete all financial transactions & payments and settle accounts within one week of the event.
 - (c) Non - expendable items be taken on charge and expendable items be written off as per the service norms.
 - (d) Undertake internal audit of the financial transactions conducted while organizing the event by a unit level BOO headed by an officer not below the rank of Lt Col or equivalent.
 - (e) Addl DGQAs to order external audit of the accounts including the non - expendable property purchased and taken on charge and expendable property written off by a BOO within one month of the event.
3. The board proceedings duly approved by the Addl DGQA, shall be kept on record for the period as specified in the Defence Service Regulations 1985 being the financial transactions.
4. A copy of this letter may please be kept in the Policy file.
5. This has the approval of DG, DGQA.


 (Amit Kumar)
 Director (Coord & Proc)
 For DGQA

All ADGsQA

Copy to: -

✓ TS to DGQA

Should be uploaded on DGQA website also.

SDCC

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27/11