

MF CGA/ITD/07/11/inspection/  
**Government of India**  
**Ministry of Finance**  
**Controller General of Accounts**  
**8<sup>th</sup> Floor, Lok Nayak Bhawan**  
**New Delhi**

Dated 31<sup>st</sup> July, 2006

**OFFICE MEMORANDUM**

**Subject: Guidelines for COMPACT package operation and inspection strategy thereof.**

The COMPACT package has stabilized in most PAOs and gradually all modules are being fully utilized. In order to provide the CCAs/CAs further guidance regarding appropriate use of this package and gaining desired assurance level, guidelines have been framed. These guidelines in the form of checklist (annexure- I) needs to be implemented through a system of regular inspection, for which the strategy is as follows:

- (i) The CCA/CA would identify two – three officers from the accounting setup (preferably one/two AAO/JAO and one senior Accountant/ Accountant) who are well versed in COMPACT package to conduct inspection of the package in field units.
- (ii) Ideally atleast two inspections of a PAO should be done in a year, however frequency can be more depending on the size of PAO.
- (iii) This inspection party will inspect the PAOs under CCA/CA (as per schedule & order decided by CCA/CA) and submit the inspection report (as per annexure- I & II) for each PAO to CCA/CA. The annexures can be downloaded from CGA's website <http://cga.nic.in> in the link "**IT related orders & circulars**" and used by the inspecting party for completing the report.
- (iv) Quarterly submission of these inspection reports (annexure-I & II) shall be made by CCA/CA to CGA alongwith summary as per annexure- III. For this purpose only printout of report generated using the downloaded file from CGA's website (annexure-I & II) would be permitted.
- (v) The first inspection report (July – September 2006), comprising annexure-III and printouts of annexure- I & II, shall be submitted to CGA, latest by 15<sup>th</sup> October 2006 and subsequent Quarters by 15<sup>th</sup> January, 15<sup>th</sup> April and so on.
- (vi) Based on reports submitted by Controllers, CGA office could conduct further assurance inspections, if considered necessary.

These guidelines may be immediately circulated to all PAOs for necessary compliance and keeping the records ready for inspections.

**(Jaideep Kumar Mishra)**  
**Deputy Controller General of Accounts**

To

1. Shri V.N. Kaila, Pr.CCA, CBEC, New Delhi

2. Shri Jawahar Thakur, Pr.CCA, CBDT, New Delhi
3. Shri Arun Sharma, PrCCA, Ministry of External Affairs, New Delhi
4. Shri M.J. Joseph, CCA, Ministry of Home Affairs
5. Smt Soma Roy Burman, CCA, Ministry of Human Resources Development, Social Justice & Tribal Affairs
6. Shri Deepak Das, CCA, Ministry of Industry
7. Smt Vandana Sharma, CCA, Ministry of Health & Family Welfare
8. Ms. Lalnuntluangi Tochwawng, CCA, Ministry of Agriculture & FPI
9. Shri Anthony Lianzuala, Ministry of Rural Development & Panchayati Raj
10. Shri U.S. Pant, CCA, Ministry of Urban Affairs & Employment
11. Shri Sudhir Bhandari, CCA, Ministry of Commerce & Textiles
12. Shri A.N. Bokshi, CCA, Ministry of Consumer Affairs, Food & Public Distribution
13. Shri M. Pran Konchady, CCA, Department of Supply
14. Shri P. Sudhir Kumar, CCA, Ministry of Road Transport, Highways & Shipping
15. Shri G.P. Gupta, CCA, Ministry of Finance
16. Shri A.S. Chauhan, CC (P), Central Pension Accounting Office
17. Smt Vibha Pandey, CCA, Ministry of Law & Justice and Company Affairs
18. Shri D.N. Pathak, CCA, Ministry of Steel & Mines
19. Shri V.R. Ghodeswar, CCA, Ministry of Information & Broadcasting, Ministry of Chemical, Fertilizer, Petroleum and Petro-Chemical
20. Shri Sandeep Saxena, CA, Ministry of Information Technology, Environment, NCES and Ocean Development
21. Shri M. Sridharan, CA, Ministry of Science & Technology
22. Ms. Vineeta Barwa, CA, Ministry of Power
23. Shri P.K. Berwah, CA, Ministry of Water Resources, Coal
24. Dr. Shakuntala, CA, Ministry of Labour
25. Shri Sanjeev Srivastava, CA, Ministry of Personnel, Public Grievances & Pension
26. Shri Manoj Sethi, FC, Ministry of Civil Aviation & Tourism
27. Shri N.K. Mishra, CA, Ministry of Planning & Statistics