



MOST IMPORTANT CIRCULAR

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
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No.A/I/113311/ACA/2012-2013

Dated:14/03/2013.

To

All Pr. Controllers/ Controllers
(Addl. Controllers/Jt. Controllers by Name)
(Including Zonal Office (DPD), Chennai,
AO (DAD), Ministry of Defence (Civil)
All DAD Cells, All EDP/DDP Center
CGDA Computer Centre, Director NIMA and RTCs.

Sub: - Annual Closing of Accounts for the year 2012-13.

Ref: - In continuation of Accounts Section important circular No.93 of 02/2013 bearing even No. dated 26.02.2013.

In this regard, it is once again requested to ensure that all outstanding bookings for the year 2012-13 may be made in the month of March (Preliminary) and corrections/misclassifications should be carried out in March Supplementary Accounts positively .

CGA under OM. No. G.25018/1/2012-2013/MF-CGA/FA/TS/1319 dated 14.02.2013 has categorically mentioned that the under mentioned transactions (items) are required to be completed before finalization of the Accounts for the year 2012-13:-

- (i) Primary Education Cess @2% and Secondary and Higher Education Cess @ 1% of Tax collections (including Surcharge) should be accounted for correctly.
- (ii) NO amounts remain outstanding under "Expenditure Awaiting Transactions" and "Receipts Awaiting Transactions" at the close of Accounts for March 2013.

(iii) Amounts pertaining to charged expenditure should be thoroughly checked and correctly accounted for.


(iv) Reasons for minus transactions (if any) may be submitted with complete rationalization.

(v) "Nil" balances under 8342.00.117- Defined Contribution Pension Scheme for Government Employees may be ensured.

Adequate mechanisms may be made from this month to ensure that no booking may be left out for inclusion in March Manual Accounts, as there is no such provisions of 15 Accounts in the C.G.A (Ministry of Finance) books. The Controller General of Accounts time and again has stressed that no booking will be accepted in the March Manual Accounts and only in the exceptional circumstances the transaction will be included in the Manual Accounts. It is therefore requested that all the left over booking for the year 2012-13 may be compiled in the month of March (Preliminary) and March (Supplementary) positively.

Please acknowledge receipt.

Jt.CGDA (A/Cs & Bud) has seen.


(Kander Paul)
AO (A/Cs)