



Most Urgent

Office of the C.G.D.A.

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IMPORTANT CIRCULAR

No. MECH/EDP/322/ACA

Dated: 04-03-2013

To

The EDP & System Manager
(As Per List)

Subject: Annual Closing of Accounts for the Year 2012-2013

Reference : Accounts Section Important circular 93 no A/I/113311/ACA/2012-2013 dated 26-02-2013.

The Accounts Section of HQrs office vide their above quoted letter has intimated the following dates for closing of Accounts for March Preliminary (03/2013), March Supplementary (13/2013) and March Supl Correction (14/2013). It may please be ensured that dated are strictly adhered to enable this center to close the accounts on the prescribed dates.

2. Attention is also invited to EDP section circular no Mech/EDP/302/Circulars dated 07-12-2012 relating to submission of weekly data for March 2013. The date for receipt of last batch of PM(Sixth) for 3/2013 is 12-04-2013.

Month's Accounts	Date by which last batch of Punching Medium to reach DDP/EDP Centre (with requisite certificate).	Date by which last batch of Punching Medium Data should reach CGDA Computer Centre, Palam, Delhi Cantt-10.	Date of closing of accounts by CGDA Computer Centre, Palam, Delhi Cantt-10. And dispatch of printed compilation to all concerned.
March (Preliminary) 2013 ,i.e. 03/2013	15-04-2013	18-04-2013	26-04-2013
March (Supplementary) 2013 ,i.e. 13/2013	01-05-2013	03-05-2013	07-05-2013
March (Supplementary Correction) 2013 ,ie 14/2013	10-05-2013	13-05-2013	16-05-2013

3. The DDP/EDP Centre should also scrutinise the Punching Medium file for March (Supplementary Correction) Accounts and try to settle discrepancies before printing of compilation. **Any incorrect/doubtful compilation under fictitious code-heads or Controllers' own exchange accounts** head which come to notice at time of printing of compilation for March (Supplementary) 2013 & March (Supplementary Correction) 2013 and which cannot be rectified in consultation with Controller concerned, should be transferred to suspense head (29/020/61 & 75/020/61) as the case may be.

[Note:- **Data file for March Manual Corr (15/2013)** should reach to Hqrs A/cs Section by **07.06.2013** positively in 'CD' & email (in .dbf format of foxpro i.e. mtrns.dbf format)]

Please acknowledge receipt.

Sr.Dy.CGDA(IT)

Copy to:

1. Accounts Section (local) for information
2. DFA(Budget), South Block, New delhi
3. AN-6(Local) for information & necessary action pl
4. Website (www.cgda.nic.in) for uploading.

Sr.Dy.CGDA(IT)