



**OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS, ULAN
BATAR ROAD, PALAM, DELHI CANTT-110010**

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Important Circular No. 84

No.A/III/11383/Accounts/2011-12

Dated 26 -03-2012

To All the B.C.DA/C.DA including
AO(DA&D) MOD (Civil), & ZO(CDA) etc.

Sub:- Rendition of Statements No.3 & 11 of Finance Accounts for the year 2011-12.

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A copy of CGA, Govt. of India, Min. of Finance,(Department of Expenditure), New Delhi O.M. No.G-25020/1/2012/ Circular - 3&11/MF-CGA/FA/TS/1272 dated 16th March, 2012 (copy enclosed) is forwarded herewith for information and necessary action please.

2. In the above mentioned circular, CGA, Min. of Fin.(Deptt. of Expdr.), New Delhi have desired that the Statements No. 3 & 11 for the year 2011-12 may be furnished so as to reach them positively by 06-06-2012. It has, therefore, been decided that the above statements for the year 2011-12 may kindly be furnished to this HQrs by the dates, as mentioned below against each statement, positively in the format prescribed by the CGA, Min. of Fin., (Deptt. of Expdr) vide their O.M cited above with the requisite certificate regarding reconciliation of amount shown therein with compiled actuals, duly enclosed therewith.

- | | | |
|------|---|------------------|
| (a). | Statement No.3 | - 14 th May 2012 |
| (b) | Statement No.11
(Statement showing the investments of
the Union Govt. in Statutory Corporations, Govt. Companies,
Other Joint Stock Companies, Cooperative Banks and Societies etc.) | - 14 th May 2012 |

Nil report is also required.

3. It has been our experience that the reports are sometimes delayed by some of the Pr.CsDA/CsDA on the ground that the information is awaited from the sub-offices. This may result in delayed submission of consolidated report to the CGA, Min of Finance (Deptt of Expdr). Therefore, timely rendition of report needs no emphasis. With a view to ensuring that a consolidated report is furnished to this HQrs. on the prescribed dates, suitable instructions may kindly be issued to sub-offices under your organization telegraphically/through FAX, well in advance. **In case any delay is anticipated, the requisite information may be collected from the concerned authorities by personal liaison.**

4. It has also been experienced that some of the Controllers are forwarding Statement No.11 as 'Nil' in a routine manner without verifying whether any Consumers Co-operative Societies are falling under their audit jurisdiction. In this connection it is mentioned that as per records of this HQrs the details of Consumer Co-operative Societies, which is/are lying defunct/functioning under your audit jurisdiction are enclosed for information and necessary action. It is, therefore, requested that the report on the subject may please be forwarded to this HQrs only after due verification of Cooperative Society (ties) mentioned therein .

5. Further the following shortcomings are generally noticed in respect of report of Statement No 11 received from the Controllers :-

- (i) The reasons for non-declaration of dividend are not mentioned in the report.
- (ii) Complete report in regard to accumulation of losses up-to the end of financial year in respect of cooperative stores/societies (Statement No.11) which are running into loss, since the inception of investment scheme, are not provided.
- (iii) Percentage of Govt. investment to the total paid-up capital is not being shown in some cases under column 7 of Statement No.11.
- (iv) Statement No 3 &11 are not supported with Check List as prescribed by the CGA.
- (v) TE particulars of the amount of the dividend/interest received and credited to Govt during the year are not mentioned. The same may please be mentioned under Col. 9 of the Statement.

report in respect of Statement No 11.

6. It is, therefore, requested that the Statements No.3 and 11 duly completed in all respects along with prescribed **Check List** may kindly be sent to this HQrs on the Proforma prescribed by the CGA (as enclosed with the above quoted letters) on due dates, as indicated above, to enable us to forward the consolidated report to the CGA, Ministry of Finance(Deptt of Expdr), New Delhi.

7. The details of the cooperative societies under your audit jurisdiction (wherever applicable) are enclosed for information

Please acknowledge receipt.

Encl. As stated



Jt. CGDA(A&B)



MOST IMMEDIATE
TIME BOUND

No. G-25020/1/2012/Circular -3 & 11/ MF-CGA/FA/TS/1272
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
4TH FLOOR, LOK NAYAK BHAVAN,
KHAN MARKET, NEW DELHI- 110 003.

Dated 16th March, 2012

OFFICE MEMORANDUM

Subject: - Preparation of Statement No. 3 and 11 of Finance Accounts for 2011-12.

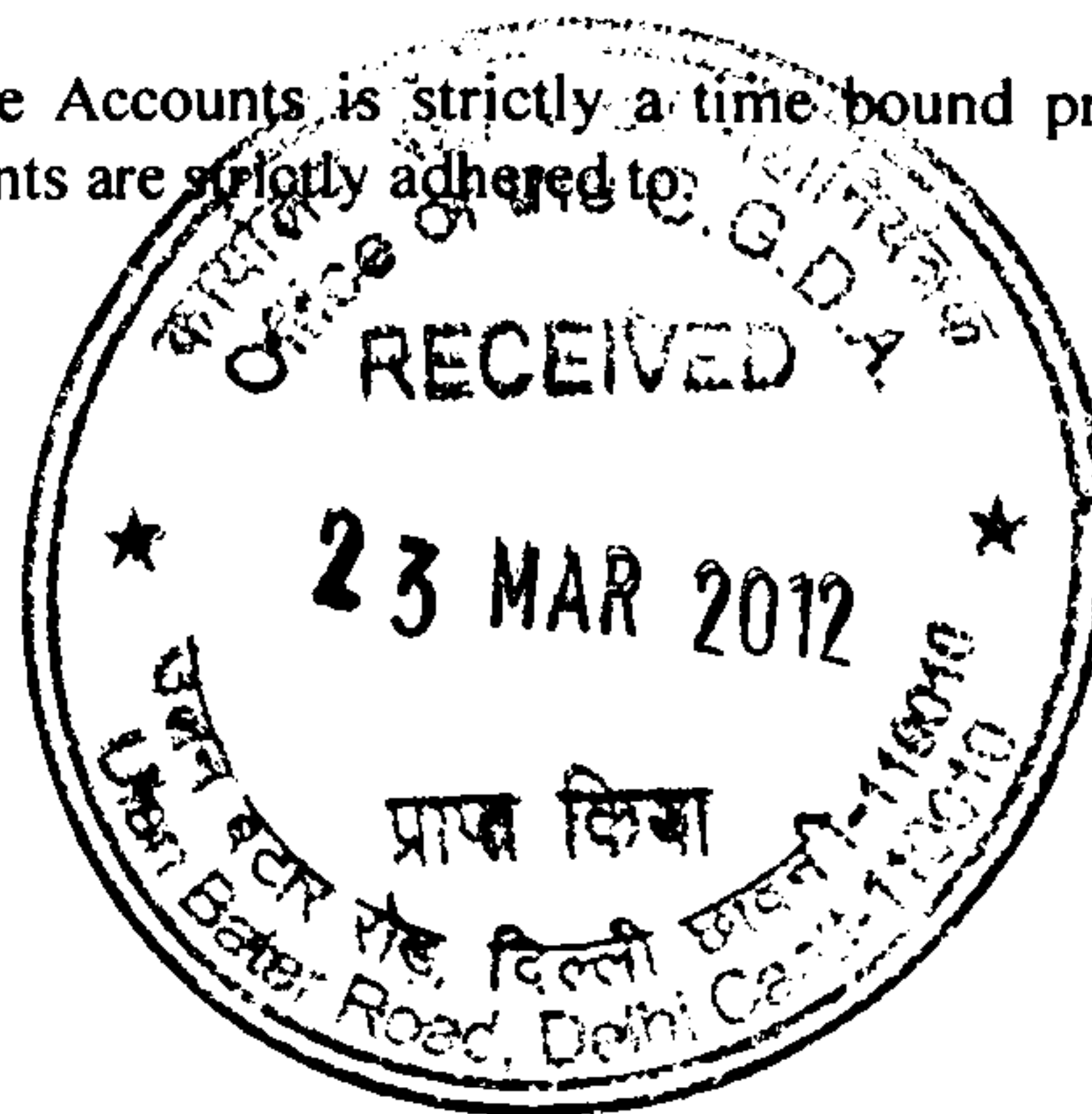
The detailed instructions for the preparation of Statement No. 3 and 11 of Finance Accounts for 2011-12 and the formats in which information is to be furnished are enclosed.


2. All CCAs/CAs/Dy. CAs and also Accountants Generals rendering accounts of Union Territories are requested to furnish material for Statement No. 3 and 11 of Finance Accounts for 2011-12 **positively** by the due dates indicated below:

Statement No.3	06.06.2012
Statement No.11	06.06.2012

3. **Two copies of each Statement may be sent simultaneously to the accredited Audit Officer.**
4. It has been observed in the past that statements received in this office very often do not contain complete information and are received in piecemeal manner. The consolidated statement prepared by this office on the basis of incomplete information not only attracts adverse comments of Audit but also delays finalization and clearance of our statements from Audit. Hence, it may be ensured that complete information in respect of all units functioning under the Ministry/Department is furnished to this office in one lot by due dates indicated above. **A NIL report may invariably be sent if there is no information to be furnished.**
5. The Statements have to be prepared strictly in accordance with enclosed instructions.
6. **A checklist for submission of material for statements no. 3 & 11 is enclosed. This may be signed by the Sr. Accounts Officer, Principal Accounts Office and countersigned by the Head of the Accounting organization (CCA, CA etc.) and forwarded to this office along with the statements.**
7. As the exercise of finalization of Finance Accounts is strictly a time bound process, it may be ensured that dates prescribed for submission of these statements are strictly adhered to:

Hindi version will follow.




(M. Pran Konchady)
Joint Controller General of Accounts
Tele: 2462 4614

Encl: As above

To

1. All Pr. CCAs/CCAs/CAs/Dy.CA s. of Civil Ministries under Government of India.
2. The Dy. Accountant General, O/o the Pr. Accountant General (A&E), U.T. Chandigarh, 17- Bays Building, Sector 17, Chandigarh – 160017.
3. The Accountant General, Gujarat, Ahmedabad 380 001.
4. The Controller General of Defence Accounts (Defence), Ulan Batar Road, Palam, Delhi Cant-110010
5. The Controller General of Defence Accounts (Civil), Ulan Batar Road, Palam, Delhi Cant-110010.
6. The Secretary, Ministry of Railways, Rail Bhawan, New Delhi.

7. The Director (PA-II), Dak Bhawan, Sardar Patel Chowk, Parliament Street, New Delhi.
8. The Director General, Department of Telecommunications, Sanchar Bhawan, New Delhi.
9. The Director of Accounts & Budget, O/o the Chief P.A.O., Andaman & Nicobar Admn., Port Blair – 744 101.
10. The Director of Accounts, U.T. Daman & Diu, Daman.
11. The Pay & Accounts Office, Lakshadweep, Kavaratti - 682 555.
12. AG (Audit) Delhi, I.P. Estate, New Delhi, for furnishing the consolidated information in respect of the entire Audit Department.
13. The PAO, President Secretariat, Rashtrapati Bhawan, New Delhi.
14. The PAO, Rajya Sabha, Parliamentary House Annexe, New Delhi.
15. The PAO, Lok Sabha, Parliamentary House Annexe, New Delhi.
16. The PAO, Election Commission, Nirvachan Sadan, Ashoka Road, New Delhi.

Copy to:-

1. The Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124
2. The Principal Director of Audit-I, Central Revenues, AGCR Building, New Delhi.
3. The Principal Director of Audit, Economic & Service Ministries, AGCR Building, New Delhi.
4. The Principal Director of Audit, Scientific Departments, AGCR Building, New Delhi.
5. Director General of Audit Central Revenue, Finance Account Section, AGCR Building, New Delhi.
6. The Director General of Audit, Defence Services, L-II Block, Brassy Avenue, New Delhi-1.
7. Director General of Audit, P & T, Shamnath Marg, Civil Lines, Delhi –110054.
8. Director General of Audit, Railways, Room No. 564 – G , Rail Bhavan, New Delhi 110001
9. Dy. CGA (Systems Group), O/o CGA, New Delhi for placement of this circular at Web site.
10. The Manager, R.B.I., Central Accounts Section, Nagpur.
11. Accounts Officer, Government Link Cell, 1st Floor, N.S. Building, Opp. VCA Grounds, Civil Lines, Nagpur – 440001

DETAILED INSTRUCTIONS FOR PREPARATION OF STATEMENTS NO: - 3 & 11

STATEMENT NO.3:-

1. Information for compilation of Paras 4, 5(a), 5(b) and 5(c) of Statement No.3 may be furnished **in lakhs of rupees** as per proforma enclosed.
2. **Details of all type of loans are to be indicated in statement no. 15 only. Whereas, in Statement no. 3, details of only those loans is to be indicated in which case either the principal portion or the interest portion is in arrear i.e. the recovery is irregular.**
3. It may please be ensured that in **paragraph 4, the “earliest period to which the loans relate” and in paragraphs 5 (a) and 5 (c) the “earliest period to which the arrears relate” are not changed without a valid reason.** In case this becomes necessary, proper explanation may be furnished to avoid comments from Audit. **The total of Paras 4, 5(a) and 5(c) should invariably be struck.**
4. It has been seen from information furnished in the past that in Para 4, the terms and conditions of loans given to Government owned companies/ corporations, non-Government institutions, local funds, etc. have not been finalized for many years. **The reasons for non-finalization of terms and conditions in this regard may please be furnished invariably. The non-finalization of the terms & conditions in this regard has been brought to the notice of P.A.C. through C&AG’s report. As such, special attention should be given by the CCAs/CAs in such cases.**

STATEMENT NO.11:-

The Pr. Accounts Offices are required to maintain “Register of Investments” in accordance with the instructions contained in Para 10.11 of Civil Accounts Manual. These may be produced to Audit while conducting local audit of the material pertaining to Finance Accounts.

1. The statement should be furnished strictly in the proforma enclosed.
2. All the investments made during **2011-12** should invariably be shown in the statement giving reference to Major Head, Minor Head and also the Grant No.
3. A certificate to the effect that all the investments shown during **2011-12** have been reconciled with those appearing in Appropriation Accounts may be furnished along with the statement. This certificate should be given after due verification. It has been seen in the past that some investments were not included in the statement which were subsequently taken up for inclusion through correspondence. Material for the statement should be sent only after ensuring that complete information is included therein.
4. Number of shares and face value of shares (col. 4 and 5) are to be recorded and in cases where the amount of investment does not tally with the value of total shares the reasons for the difference may be indicated in the statement. All disinvestments of shares should be reflected in the relevant columns duly indicating the fact in a footnote. Similarly, if loans are converted into equity these should be suitably indicated in a footnote.
5. The reasons for non-declaration of dividend may be intimated. If the concern has been incurring losses, the cumulative loss to the end of **31.03.2012** may be intimated. **During past, it has been noticed that complete information of cumulative loss/amount of dividend declared is not furnished. It is, therefore, impressed upon that necessary correspondence may be made in advance with the PSU, Societies etc. So that full particulars are furnished while submitting the statement to this office by the due date.**
6. Percentage of Government’s investment to the total paid up capital (col.7) and information in column 8 regarding amount of dividend/ interest etc., should invariably be indicated. In case Col.8 is **nil**, the reason for the same may be indicated in the statement.

7. The location of the companies/ corporations may invariably be shown.
8. The name of the companies/corporations should be shown in full and not in abbreviations.
9. **Information about operative units and projects under construction is to be shown separately.**
10. In case of Government Departments subsequently converted into companies/ corporations, your attention is invited to Para 5.15.2 of Civil Accounts Manual. It has been laid down therein that the progressive expenditure under various capital expenditure heads pertaining to such Departmental undertaking incurred prior to conversion needs to be reclassified under the appropriate heads in the light of the change in the status of the Undertaking. Also, it may be ensured that the capital expenditure incurred prior to conversion is included in the accounts of investments of the company/corporation.
11. Figures relating to Companies /Corporations should invariably match with those depicted in their annual accounts.
12. All disinvestment of shares should be reflected in the relevant column duly indicating the fact in a footnote. Capital Head in which the effect of disinvestment is to be given in Statement No.10 of Finance Account may also be indicated in the remarks column. It may be ensured that the effect of disinvestment is actually given in relevant Capital Head of account in Statement No.10.
13. If loans are converted into equity these should be indicated in a footnote. The relevant Loan and Capital Major, Minor Heads of account may be indicated in remarks column. It may be ensured that effects of conversion are actually given in Statement No.10 & 15.
14. In the statement the Investments/disinvestment/conversion of loan into equity during the year is shown distinctly.

CHECK LIST FOR SUBMISSION OF STATEMENT NO. 3 & 11

- (1) Two copies of material for statement no. 3 & 11 are enclosed.
- (2) **Detailed instructions for the preparation of Statements No. 3 and 11** contained in this O.M. No. G-25020/1/2012/Circular -3 & 11/ MF-CGA/FA/TS/1272 dated 16th March, 2012 has been strictly followed in preparing statements 3 & 11.

STATEMENT NO. 3

- (i) Amounts have been furnished in **lakhs of rupees** with two decimals.
- (ii) **Details of only those loans have been indicated in which case either the principal portion or the interest portion is in arrear i.e. the recovery of the loan is not regular.**
- (iii) Total loans outstanding as on **31.03.2011** is not less than principal amount of arrears as on **31.03.2010**.
- (iv) Reasons for showing fewer amounts of arrears in principal and interest as compared to previous year have been furnished.
- (v) The earliest period to which the loans relate in Para 4 and the earliest period to which this arrears relate in Para 5(a) & Para 5(c) have been verified from previous year statement. If the period is changed, reasons for same are furnished in the forwarding letter/ foot note of the statement.

STATEMENT NO. 11

- (i) Amount in column in 6 & 8 have been furnished in **thousands of rupees**.
- (ii) **Total dividend shown against the companies tally with the dividend shown in SCT.**
- (iii) **Investments during the year tally with the amount booked in SCT as well as in the material for statement No.10.**
- (iv) The reason for "NIL" dividend has been furnished and if the companies/societies are incurring loss, the cumulative loss up to **March,2012** has been furnished.
- (v) A certificate to the effect that investment made during **2011-12** as furnished in statement No. 11 have been reconciled with the figures appearing in App. A/C.

(Signature)
Designation
(Mention complete Name, Address and telephone number)

Counter signature by Chief / Controller of Accounts

Format for Statement No. 3

Para 4.

The terms and conditions of the following loans to Government owned companies/ corporations, non-Government institutions, local funds etc. have not been settled.

(In lakhs of rupees)

Name of the concern to which loan was paid	Number of loans	Total amount of loans	Earliest period to which the loans Relate
1	2	3	4
Total			

Para 5(a).

Details of loans and advances other than rehabilitation loans to State Governments and Union Territory Governments in which recovery of principal and interest remained in arrears along with total loans outstanding at the end of 2011-12 are shown below:-

(In lakhs of rupees)

Name of the State/ Union Territory Government	Amount of arrears As on 31st March, 2012.		Earliest period to which arrears relate	Total loans Outstanding as on 31.3.2012
	Principal	Interest		
1	2	3	4	5
Total				

Para 5(b)

Details of fresh loans sanctioned by the various Ministries/Departments during the Year 2011-12 for payment of arrears of principal and interest are shown below:-

(In lakhs of rupees)

To whom loan was paid	Year in which the amount of principal and interest were due	Amount of earlier outstanding for Which fresh loans were granted?		Amount of fresh loans	Purpose
		Principal	Interest		
1	2	3	4	5	6
Total					

Contd/

Para 5(c)

Details of loans and advances granted to Government corporations/ companies, non-Government institutions, local funds, etc., other than State Governments and Union Territory Governments, in which the amounts of principal and interest remained in arrears along with total loans outstanding at the end of 2011-12 are shown below:-

(In lakhs of rupees)

To whom loan was paid	Amount of arrears As on 31st March, 2012.		Earliest period to which the arrears relate	Total loans outstanding as on 31.3.2012
	Principal	Interest		
1	2	3	4	5
Total				

Contd. /

Format of Statement No.11

Statement showing the investments of the Union Government in Statutory Corporations, Government Companies, other Joint Stock Companies, Co-operative Banks and Societies, etc. up to end of 2011-12.

Name of the concern	Years of investment	Details of investment			Total amount invested up to end of 2011-12 (In thousands of rupees)	Percentage of Government's investment to the total paid up capital	Amount of the dividend / interest received and credited to Govt. during the year 2011-12 (In thousands of rupees)	Remarks	
		Type of shares	Number	Face value of each share (Rs)					
	1	2	3	4	5	6	7	8	9
A. Enterprises under Construction/ Expansion									
I Joint Stock Companies -									
B. Enterprises in Operation									
I Statutory Corporations									
II Joint Stock Companies									
(a) Government Companies/ Corporations									
(b) Other Companies									

III	International Bodies											
IV	State Co-operative Banks/Other Banks											
V	Co-operative Societies											
	TOTAL											