



**IMPORTANT AND URGENT**

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

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**ACCOUNTS CIRCULAR NO. 118 OF 03/ 2015**

No.A/I/113311/ACA/2014-2015

Dated: 16 /03/2015.

To

All Pr. Controllers/ Controllers (By Name)  
{Including Zonal Office (DPD), Chennai,  
AO (DAD), Ministry of Defence (Civil)}  
All DAD Cells, All EDP/DDP Center  
NADFM, Pune and Director, RTCs

**SUBJECT: - ANNUAL CLOSING OF ACCOUNTS FOR THE YEAR 2014-2015.**

As per guidelines by the CGA, Ministry of Finance (Department of Expenditure), the accounts of financial year 2014-15, will be closed in the following phases:-

- (a) March (Preliminary);
- (b) March (Supplementary): and
- (c) March (Supplementary Corrections) (March Final)

2. **Accordingly, there will be no Manual Account. March Supplementary Corrections will be treated as March Final Account.** However, 3 to 4 days time window for reporting any exceptional manual corrections have been provided to the PCsDA/CsDA before finalizing of March Supplementary Corrections Account (March Final) in terms of **Para 29 of Defence Account Code, 2014**. The following dates have been fixed for the closing of accounts for the financial year 2014-2015.

Month's Accounts	Date by which last batch of Punching Medium to reach DDP/EDP Centre (with requisite certificates).	Date by which daily Punching Medium data should be uploaded in the Compilation System of CGDA, Computer Centre, Ulan Batar Road, Palam, Delhi Cantt-10 by EDP/DDP Centres	Date of closing of accounts by the CGDA Computer Centre, Ulan Batar Road, Palam, Delhi Cantt-10 and despatch of printed compilation to all concerned.
March (Preliminary) 2015	14-04-2015	20-04-2015	21-04-2015
March (Supplementary) 2015 (13 Accounts)	27-04-2015	30-04-2015	01-05-2015
March Supplementary Corrections 2015 (March Manual)	12-05-2015	18-05-2015	19-05-2015
Time window for March Supplementary Correction Account (March Final)	15-05-2015	18-05-2015	19-05-2015

SI No	Item of work	Due date
1	Submission of proposal for adjustment on proforma basis outside the books of RBI	29-05-2015
2	Last date for submission of Journal Entries	12-06-2015

3. The detailed guidelines for closing of accounts are contained in Annexure 'A and 'B' to this circular.

4. The Punching Media for March Supplementary and Corrections Accounts, 2015 are to be dispatched by all concerned duly typed to the concerned DDP/EDP Centre(s)/ Sections daily in convenient batches. The last PM/batch for the time window should be dispatched/handed over to DDP/EDP up to 15.05.2015 so data is uploaded in the Compilation System by 18-05-2015. Suitable arrangements may, therefore, kindly be made by the Controller Offices for receipt of Punching Media from their Sub- Offices and dispatch thereof to the EDP/DDP on the prescribed dates. Controller Offices may also ensure suitable arrangements to avoid non-inclusion of P.M. in the March Supplementary and Corrections Accounts (March Final). It may also please be ensured that maximum leftover bookings are made in (March Supplementary) Accounts itself. Bookings in March (Supplementary Corrections) Account (March Final) are made only in exceptional circumstances.

5. As a result of change in the procedure for closing of accounts from the current year, interest on accumulations in various Provident Fund Accounts for the year 2014-2015 may please be compiled in the March Supplementary Accounts, 2015 positively. For this purpose, all fund transactions taking place during 2014-2015 should be booked within March Preliminary and any rectification required should be carried out in March (Supplementary), 2015 Accounts.

6. **Central transfers of authorised heads** will be carried out by the EDP Centre of HQrs Office In March Supplementary, 2015. In this connection, necessary instructions are contained in Annexure 'B' to this circular.

7. The Controller Offices may please ensure that no rectifications/adjustments are proposed after closing of March (Supplementary Corrections) Account (March Final). After closing of March (Supplementary Corrections) Account (March Final), however, in exceptional and unavoidable cases, where rectifications/adjustments are necessary, Journal Entries are to be prepared with the approval of CGDA. The detailed instructions in this regard are given in Annexure 'A' to this circular.

8. A copy of the circular may please be forwarded to the concerned Pr Dte of Audit (Defence Services) and Command HQrs/s formations HQrs.

9. The contents of the circular may please be got noted from all concerned and kept on records.

Please acknowledge receipt.

This issues with the approval of Addl CGDA (BS)

  
 ( Dr. Jai Pal Singh )  
 OSD (A&B)

**Copy forwarded to:-**

The High Commission for India in U.K  
 Accounts Department, India House,  
 Aldwych, London, WC.

Kindly ensure that monthly remittances and classified Receipts and Disbursements Accounts for the year 2014-2015 are forwarded to Pr. CDA, New Delhi so as to reach them by 30-04-2015.

Receipts of this communication may please be acknowledged.

2. Ministry of Defence (Finance/ Budget-I & II),  
(Fin/MO)/ DFAs.

3. Dte General of Financial Planning,  
GS Branch,  
Integrated HQrs of Ministry of Defence (Army),  
Sena Bhawan,  
New Delhi-110011

4. Dte of Naval Plans  
Integrated HQrs of Ministry of Defence (Navy),  
South Block,  
New Delhi-110011

5. Dte of Financial Planning,  
Integrated HQrs of Ministry of Defence (AF),  
Vayu Bhawan,  
New Delhi-110106

6. DDG (Finance),  
Ordnance Factory Board,  
10-A, S. K. Bose Road,  
Kolkata-700001

7. Dte of Budget, Finance and Accounts,  
'A' Block, DRDO Bhawan,  
HQrs DRDO,  
New Delhi-110105

8. HQrs IDS,  
Kashmir House,  
New Delhi-110011

**For SI No 2 to 8 above**

Necessary instructions may please be issued to all units/formations that vouchers/cash accounts for all inter-departmental transactions, which are settled through RBI/adjustments and compilation by the PCsDA /CsDA concerned, are finalised well in time before 31.03.2015 and sent to the concerned PCsDA /CsDA immediately so that the same are accounted for within the current financial year. Instructions also may be issued to the units/formations that Vouchers/ Cash Accounts may be forwarded to the concerned PCsDA/CsDA/Sub-Office through courier if any delay is anticipated.

9. Dte. Gen. Of Audit (Defence Services),L-II Block, Brassey Avenue New Delhi-110001
10. DDG (Budget), DGQA, 'G' Block, New Delhi-110011
11. ADG (A), Dte gen of NCC, West Block V,R. K.Puram, New Delhi-110066
12. Dte. Gen. Coast Guard HQrs, National Stadium Complex, New Delhi-01
13. DGBR, Ring Road, Naraina, Delhi Cantt-110010
14. Audit Section GP-III (Local).
15. All Groups in Accounts and Budget Section.
16. Master File.
17. SPs to CGDA.
18. SPs to Addl. CGDA
19. PAs to all Jt. CGDA in HQrs office.
20. EDP Section (Local)

  
(A.K. Sharma)  
SAO (Accounts)

Instructions for Pr. Controllers and Controllers of Defence Accounts

The accounts for March (Supplementary Corrections), 2015 should for all intents and purposes be regarded as the final accounts for the year 2014-2015 barring a few unavoidable adjustments that may have to be included necessarily through Journal Entries with the approval of CGA/CGDA. Every endeavor should, therefore, be made to speed up adjustments by taking prompt and timely action to obtain wanting particulars and vouchers etc. wherever necessary.

2. It was noticed in the past years that compilation of for Supplementary and Corrections Accounts contained errors, fictitious code heads, code heads which are not to be operated by the Controller originating the Punching Medium etc. It is therefore, essential to scrutinize the Punching Medium very carefully as laid down in **Para 71 of Defence Account Code (1994 Edition)**. In so far as sub-offices are concerned e.g. AOs GE, and PAO (ORs), DPDOs etc. which are at present authorized to send Punching Media direct to DDP/EDP Centres, their DDP/EDP may please ensure that Code Head Master is updated so that erroneous/fictitious code heads are identified /got rectified/compiled immediately and compilation data is transmitted to EDP Center of HQrs. Office on a daily basis.

3. In respect of Railways/Department of Post/MEA etc only inescapable and important transactions of large magnitude (Say Rs. 1,00,000 and above) should be proposed for proforma adjustment outside the books of RBI in accordance with provisions contained **Para 109 of Defence Account Code, 2014**. An expeditious action is required to be taken to forward the vouchers/Schedules in respect of individual transaction of Rs.1,00,000/= and above, gross credits/debits which have not been advised to the RBI before close of their books for the current year 2014-2015 and which are likely to affect the appropriations of the year or may remain outstanding under the Remittance Heads in the Defence Books, to the Civil Accounts Officers concerned and their acceptance for the debits/credits involved, obtained well in time by pursuing the matter vigorously. On receipt of acceptance from the parties concerned the details of the transactions should be reported to this office (in duplicate) latest by **29.05.2013** in the proforma appended as Annexure ‘C’ to this circular to enable us to obtain the approval of CGA, Ministry of Finance (Department of Expenditure) for inclusion in the current year accounts. Nil reports are also required.

4. Before finalization of March Supplementary Corrections (Final) Account, the following actions will be ensured:-

(i) Primary Education Cess @ 2% and Secondary and Higher Education Cess @ 1% in respect of eligible Tax collections (including Surcharge) are compiled in the prescribed ratio of 2:1 correctly.

(ii) No amount remain outstanding under “Receipts Awaiting Transactions” i.e NPS transactions under code heads 016/04 and 016/05 at the close of Accounts for the FY 2014-15. In case the amounts remain outstanding in these code heads, the same are transferred to Miscellaneous Suspense Head-020/61 in March Supplementary Accounts positively.

(iii) Amounts pertaining to charged expenditure have been correctly accounted for and compiled.

(iv) Minus transactions are genuine.

(iv) There are no compilations under Major Heads 8342.00.117- Defined Contribution Pension Scheme for Government Employees.

5. In addition to above, the following specific instructions are issued for compliance by all PCsDA/CsDA offices:-

- (i). The provisions contained in Para 289, 290 and 291 O.M. Pt. II Vol-I (Chapter-III Accounts Section) in regard to review of compilation should be adhere to. As regards category code heads prefixed to Service/RD&R Heads, it should be ensured that category is prefixed to the correct code heads.
- (ii). No compilation under heads relating to transactions susceptible to adjustments centrally by one CDA be done by another CDA in March Supplementary Corrections Account.
- (iii). The net amount compiled during the year under the Head "Deposits with the Reserve Bank (Code heads 021/00, 096/40 in the case of AO DAD MOD (CIVIL) and 099/25 in the case of CDA (CSD))" excluding the amount adjusted on Proforma basis outside the books of the RBI, CAS Nagpur should agree with the net closing balance intimated by the RBI, CAS, Nagpur in March 2015 Accounts at the close of Accounts for March (Supplementary). Difference if any should be transferred to PSB Suspense (020/76) and RB Suspense (Unclassified) (020/83) and proper record of each discrepancy should be recorded in RB Deposits Register.
- (iv). Expeditionary action should be taken to adjust the debits received from Civil Accounts Officers to the final heads of accounts for 2014-2015. In case where vouchers/particulars in support of the debits have not been received, the same should be called for and pursued to finality with a view to ensuring adjustment of debits in question in the accounts for 2014-2015 themselves. In cases where debits are awaited from Civil Accounts Officers (wherever known) the same should be called for and vigorously pursued to facilitate adjustment in current year's accounts.
- (v). It may please be ensured that the Annual report on "Charged Expenditure" on CD for the year 2014-2015 is rendered by 28.08.2015 positively keeping in view the instructions contained in this office circular No. A/II/11909/CH. Expdr Dated 21.05.2002.
- (vi). The Annual Review of Balances (AROB) for March Supplementary Corrections (Final) along-with statements 5 & 13 for the year 2014-2015 may please be furnished to this office not later than 30.06.2015. This may also be sent by name to Shri. A.K Sharma, Sr. AO (Accounts) Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt-10 with copies to all concerned with the following action: -
- (a). The outstanding balances under various Minor Heads below Major Head "8659"- Suspense Account (Defence)", "8787- Adjusting Account with Railways" at the end of 2014-2015 may be reviewed by the Controllers and suitable action may please be taken to clear all outstanding items to bring down the outstanding balances. The specific action taken during the year should also be mentioned in the "Action Taken Note" in the AROB.
- (b). If there are adverse balances in any of the heads, a brief description of action initiated to rectify the error/correction of accounts/steps taken for proper maintenance of accounts should be indicated.
- (c). There should normally be no minus transactions excepting suspense heads during the year. If there are any, full reasons thereof may please be indicated in the 'Action taken Note' in the AROB.
- (d). It may please be ensured that proper records of outstanding balances reflected in the Annual Review of Balances are kept in the relevant ledgers/prescribed registers and the balances reflected in the Annual Review of Balances agree with those of ledgers/ prescribed registers. In this connection HQrs. office Circular office letter No. A/I/12273/ROB/Gen/2007-08 dated 05-11-2009 (Circular No. 44 of 11/2009) may please be referred to.

6. After closing March (Supplementary Corrections) Accounts, 2015 (March Final), if a rectification/readjustment is necessary, the same will be carried out with the approval of CGA, Ministry of Finance (Department of Expenditure)/CGDA in exceptional cases subject to the following :-

- (i) A Punching Medium for Journal Entry is initiated for rectification of a misclassification / readjustment, and sent to HQrs Office by 12-06-2015.
- (ii) The rectification / readjustment proposed is not less than Rs one Crore of amount in a single transaction unless rectification/ readjustment is otherwise necessary for closing of annual accounts.
- (iii) Reasons for not detecting the error during monthly review and within the Supplementary accounts are adequately explained with the recommendations of the PCDA/CDA.

The adjustments through Journal Entries (JEs) in respect of very important unavoidable transactions and of large magnitude say Rs one Crore and above will be forwarded to the HQrs Office under the personal orders of the PCDA/CDA/ Head of office so as to reach this office on or before **12.06.2015** for obtaining the orders of CGDA. Punching Media of value below Rs. 1,00,00,000 (Rs One Crore) will not be considered. A consolidated Punching Medium for all proposals of rectifications through Journal Entries for the organization as a whole under the orders of PCDA/CDA with reasons for non-booking in the March (Supplementary) and March (Supplementary Corrections) will be prepared and original copy of the Punching Media forwarded so as to reach the HQrs Office **along-with a Soft Copy in CD duly data entered in the CD (in DBF & FOX PRO mode) in original. Proposals received after this date would not be accepted.**

7. It has been our experience in the past that such proposals were sent to us very late (without indicating Controller's approval). The main reason for delay in sending proposal of corrections through Journal Entries generally attributed to postal delays. In fact the proposal were dispatched on the last date prescribed for rendition of data or thereafter. Therefore, the Punching Media/other documents should be e-mailed/sent through courier.

Instructions for Computer Centre, CGDA, Ulan Batar Road , Palam, Delhi Cantt-10 only.

It will be ensured by the EDP/DDP Centres that no Punching Medium is accepted after 12-05-2015. However, a time window of four days from 13-05-2015 to 15-05-2015 has been provided for reporting any exceptional manual corrections. PM for corrections will be accepted by the EDP/DDP only with the prior approval of PCsDA/CsDA concerned. In this way, the accounts will be finally closed on 19-05-2015.

2. It is requested that the dates for closing of compilations for March (Supplementary) and (Supplementary Correction), 2015 for EDP/DDP Centers as well as the dates by which they should send their data to EDP Centre in the compilation system may be also be intimated at their end.

3. While finalizing compilation for March (Supplementary), it may be ensured that all central transfers in respect of Fund heads, Advances- Pay Accounts Offices etc. centrally done by EDP Centre of HQrs Office, as per extant orders, are invariably affected in this Accounts. The balances compiled under Cat. Prefix "77" representing re-adjustment/rectification of error of past years will, however, be allowed to stand in the compilation, unless otherwise advised.

4 The DDP/EDP Centre should ensure that Punching Media received from each PCDA/CDA are serially numbered and there is no break in the continuity of serial number and printed compilation is generated in the normal manner as for other months. EDP/DDP Center should be advised to make special arrangements so that PM data is punched on a daily basis and uploaded daily in the Compilation System.. DDP/EDP/Computer Center of CGDA Computer Centre, Delhi Cantt may ensure watching last voucher certificates to ensure that no P.M. is left over. CGDA Computer Centre, Delhi Cantt, after printing the consolidated compilation, should send immediately to all concerned.

5. It may, however, be mentioned that Punching Media intended for March (Supplementary Corrections), 2015 received by DDP/EDP Centres/Section, after prescribed date, and which could not be included in the same account, may be returned to Controller Offices concerned for floating a JE and acknowledgement of Controllers concerned watched.

6. The DDP/EDP Centres/Computer Centre, CGDA Delhi Cantt should scrutinize the Punching Medium/daily data for March (Supplementary Corrections) Accounts and try to settle discrepancies before printing of compilation. Any incorrect/doubtful compilations, fictitious code heads or Controller's own exchange account head which come to notice at the time of printing of compilations for March (Supplementary) 2015 and March (Supplementary Corrections) 2015, which cannot be rectified in consultation with the Controllers concerned, should be transferred to Suspense Head (00/020/61-Misc Suspense, 29/020/61- Fictitious RDR Heads, 75/020/61-Fictitious Service Heads ) as the case may be and complete details of such transfers furnished to Controllers concerned and this office. In this connection, the HQrs Office Most Important Circular No A/III/ 11365/ 020/61/Gen dated 04-05-2000, as amended vide HQrs Office even No dated 01.12.2000 may please be referred to.

Regional Controllers/ CDA (CSD)

The time schedule for submission of Commercial Annual Accounts of Military Farms/CSD for 2014-2015 will be notified separately by the concerned Section.

