



MOST URGENT

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
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IMPORTANT CIRCULAR No. 83 of 03/2012

No.A/I/113311/ACA/2011-2012

Dated: 22 /03/2012.

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 2011-12.

Ref: - In continuation of Accounts Section important circular No.81 of 02/2011 bearing even No dated 23.02.2012.

In this regard, it is once again requested to ensure that maximum left over bookings for the year 2010-11 may be made in the month of March (Preliminary) and corrections/misclassifications should have been carried out in March Supplementary Accounts positively.

The CGA under their OM. No. G.25018/1/2011-2012/MF-CGA/FA/TS/1273 dated 19.03.2012 has categorically mentioned that the under mentioned transactions (items) are required to be completed before finalization of 14/2012 Accounts.

(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 2012.
- (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 the complete rationalization.
- (v) “Nil’ balances under 8342.00.117- Defined Contribution Pension Scheme for Government Employees may please be ensured.

As regard the March Manual Correction, it includes transactions of important and unavoidable transactions of large magnitude only in exceptional circumstances under the personnel orders of PCsDA/CsDA. The Controller Offices may make such mechanism that no bookings may be made in March Manual Correction Accounts (15 Accounts) and all the corrections/misclassification may be carried out in March Supplementary Accounts positively.

Following amendments to this office important circular No. 81 of 02/2012 may be carried out

Page No.	Para/Point	For	Read
3	3.1	11.06.2012	07.06.2012
4	2. Integarated HQrs of Ministry of Defence (Army), (Navy) & (Air Force)	16.04.2012	15.04.2012
6	4	11.06.2012	07.06.2012

Please get noted from all concerned and intimated to this office.

Jt.CGDA (A&B) has seen.

(Kander Paul)
AO (A/Cs)