
	<p>कार्यालय, रक्षा लेखा नियंत्रक, न. 1 स्टॉफ रोड, सिकंदराबाद - 09 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS NO.1, STAFF ROAD, SECUNDERABAD - 500 009 इमेल/email: secd-iasn-cda@nic.in दूरभाष/PHONE: 040-27843385</p>	
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सं./No. IA/I/1202/AAC/Corr/2020-2021

दि./Dated: 27th April 2022

IMPORTANT CIRCULAR

To

1. The DCDA I/C PAO (ORs) EME, Secunderabad8
2. The ACDA I/C PAO (ORs) AOC, Secunderabad
3. The RAOs Visakhapatnam/Secunderabad
4. The LAOs A B & DAD
5. The SAO/AO GEs Visakhapatnam/Secunderabad
6. The AAO (Army) Secunderabad
7. The AAO BSOs Visakhapatnam/Secunderabad
8. The SAO Accounts and Misc Section – Main Office.

विषय / Subject : Annual Audit Certificate for the year 2021-2022.

संदर्भ /Reference : Hqrs Important Circular No AT/XII/12016/ATR/AAC/Vol- XXX dated 19th April 2022.

Headquarters office vide letter No. AT/XII/12016/ATR/AAC/Vol- XXX dated 19th April 2021, has intimated that the Annual Audit Certificate for 2020-2021 to rendered to Ministry of Defence (Finance), **and instructed that the report complete in all respects, has to reach the Headquarters on or before 03/07/2022 without fail without discrepancies and error free.**

2. To enable this office to consolidate and render the Annual Audit Certificate for the year 2021-2022 to Headquarters office on time, CDA has directed all concerned involved in preparation and submission of the Annual Audit Certificate to adhere to the timelines in strict conformity for prompt submission, reports should reach the **Internal audit Section on or before 24th June 2022 (Friday).**

3. **Most Important:**

i) The significance of Annual Audit certificate attains paramount importance, as it is signed by the CGDA and submitted to FA (DS) for counter signature and for incorporation in the Appropriation Accounts of Defence Services.

ii) The report presents higher office, a clear insight of all the outstanding needs to be accurate and devoid of errors.

iii) The controller's certificate signed by the CDA personally is in confirmation of facts and figures presented by all the office. Hence due care needs to be taken for submitting error free report.

iv) While each statement/Annexure of AAC shows outstanding position as on 31st March, with clearances up to 30th June, outstanding on account of Licence Fee is to be taken for amounts due on February and clearances up to 30th June. In this connection refer para 541 Note 2 (b) of Audit Code.

4. Submission of AAC Report 2021-2022

Local Offices: All local offices should ensure handing over of the report complete and accurate in all respects to IA section **on or before 24th June 2022**. It may be kindly ensured that the reports are **sent by E Mail and legible copies handed over by Hand** to avoid delay in receipt of the report as this section has very little time for scrutiny, preparation and submission before rendition to Headquarters Office.

Outstation Office: Outstation offices should ensure forwarding the reports complete and accurate in all respects to IA Section **by 4 PM on 24th June 2022** by FAX/E-MAIL only. Please ensure legible copies sent and a word of confirmation is solicited. Reports sent by FAX may be marked to IA SECTION.

5. All statements will continue to be rendered in a manner rendered previously except Annexures III and IV – Irregularities that have not been included and projected through the MFAI reports should not be included in Annexure –III and IV to the AAC as far as possible. It is therefore requested that the relevant MFAI item No. and quarter/year and IAR Item No/half-year of inclusion may be indicated in the relevant Annexure. Irregularities that have already been included in earlier years are not to be proposed again. No item of irregularity whose financial value is less than 5 Lakhs should normally be projected for inclusion in AAC. However if any irregularity below is projected due to serious nature, justification for projecting such items may be furnished in terms of Para 523 of Defence Audit Code, Vol-II.

6. All Annexures/Statements are to be completed and no columns of the format are to be left blank. In case of NIL Reports, the same should be mentioned in clear terms as NIL instead of leaving it blank. A detailed note indicating the action to get the items cleared, specifically for each item should be attached. If a case on any item is taken up with the concerned authority, the communication No and date and level

at which the matter was taken up and the details of follow up should also be indicated in a note along with the response of executive authority.

7. **Statements 4 ABC & 16 ABC:** Statements 4 ABC Indigenous stores and 16 ABC – Foreign Stores – Non verification of credits in consignee's ledger are to be shown in the following manner.

Statements No.4A and 16 A – Indigenous stores and Foreign Stores respectively	No of vouchers
Statements No. 4 B and 16 B – Indigenous stores and Foreign Stores respectively. Vouchers having value of Rs.5000/- and above, but less than 15,000/-	No of Vouchers and amounts of each voucher therein (In rupees) and Grand Total.
Statements No. 4 C and 16 C – Indigenous stores and foreign Stores respectively. Vouchers having value of Rs.15,000/- and above in each case	No. of vouchers and amounts of each voucher therein (In Rupees) and Grand Total to be shown separately.

8. **For Accounts Section and Misc Section of Main Office:**

Foreign dues outstanding on account of Training Charges may be furnished, clearly indicating the name of the country, amount, items and year from which dues are outstanding. It must be ensured that amounts compiled to 0/020/45 Ministry of External Affairs (MEA) and data furnished for AAC are one and the same. It may be ensured that no errors are committed in reporting the exact dues outstanding. Both sections are required to reconcile before submission outstanding position as amendments will draw adverse comments from HQrs office as well as test audit authorities.

9. Details of outstanding Defence Dues from Foreign Governments on account of Casual services rendered upto 31st March 2022 and outstanding as on 30th June 2022, if any may be submitted separately, country wise and item wise for inclusion in AAC in the below format

Sl No	Particulars	Total amount for the claims preferred upto 31st March 2022 and outstanding as on 30th June 2022 (Amount in Rs.)	No of items exceeding Rs 1 Lakh	Value of items exceeding Rs.1 lakh
1	2	3	4	5

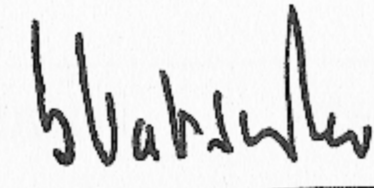
This should be clearly marked with the heading "Outstanding dues from Foreign Governments on account of Casual Services Rendered. This statement is different from Statement 5A which is required to be rendered as usual. **NOTE: the defence dues outstanding from various countries on account of casual services rendered should not be added in any statement and have to be shown separately.**

10. **For SAO/AO GEs dealing with Revenue work:** Statement 6A outstanding Rent and Allied charges is to be rendered after through checking. There should be no difference in figures reported in Statement 6 A – AAC and statement F Para 18 of Annual Review of Balances. It may be ensured that AAO BSOs statements are enclosed while furnishing your AAC reports. A Special Report showing the action taken for the last one year for reduction in the outstanding reflected in AAC 2019-20 should be furnished along with AAC 2021-22.

11. **Follow up Reports:** Follow-up reports for QE September, December and March should be submitted on time for timely rendition to HQrs office. It may kindly be kept in view that want of single information can hold the entire report. Therefore it is impressed upon, on all concerned to render the report timely and accurately. It may be ensured that reports are rendered in formats prescribed in manuals and no deviations are made.

AAC Report 2021-2022 Outstanding Position as on 30th June 2022	To reach IA section by 24th June 2022
First Follow up Report QE September 2022 Outstanding Position as on 30th September 2022	To reach IA Section by 10 th October 2022
Second Follow up Report QE December 2022 Outstanding Position as on 31st December 2022	To reach IA Section by 10 th January 2023
Final Follow up Report QE March 2023 Outstanding Position as on 31st March 2022	To reach IA Section 10 th April 2023.

Please acknowledge Receipt,



सहायक नियंत्रक(आं.ले.प)/Assistant Controller (I.A)