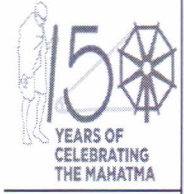




भारत सरकार / Govt of India
रक्षा मंत्रालय / Min of Defence
रक्षा लेखा नियंत्रक, नं.1, स्टाफ रोड, सिकंदराबाद 009 -
CDA, No.1, Staff Road, Secunderabad - 09
(ई-मेल/email: secd-acsn-cda@nic.in)
दूरभाष/Tel: 040-27843385/Ext-213 फैक्स/Fax: 040-27810499



सं./No. A/II/13004/VOI.VII

दिनांक/df. 07 Dec 2022.

सेवा में / To,

प्रभारी अधिकारी / Officers in Charge,

01. वे. ले. का) अ. श्रे (ई. एम. ई/PAO(ORs) EME, Secbad
02. वे. ले. का) अ. श्रे (ए ओ सि/PAO(ORs) AOC, Secbad
03. क्षेत्रीय लेखा कार्यालय थलसेना (AAO (Army), Visakhapatnam
04. सभी उप-कार्यालय / All Sub Offices,
सिकंदराबाद, विशाखापट्टनम, सुर्यलंका और एदुमलारम / Secunderabad /Visakhapatnam/
Suryalanka and Eddumailaram
05. सभी अनुभाग / All Sections, मुख्य कार्यालय / Main Office, स्थानीय / Local.

विषय /Sub : Delay in booking of Expenditure – Cash Assignment (Imprest/S&S
Imprest) – regarding.

संदर्भ / Ref : HQrs Lr No. A/I/13640/Rev.of Sec.Comp.22-23/Vol.II. dated 01.12.2022

A copy of HQrs letter referred above on the subject is enclosed for information and it is requested that the outstanding Cash Accounts may be called from the Units/Formation immediately by taking up the matter at PCsDA/CsDA level wherever required and the same may be got adjusted within a period of five days after receipt from the Imprest Holder/Cash Assignment Holders.

Further, the position of receipt and adjustment of such accounts may be monitored on monthly basis, as non-receipt/non adjustment affects the efficient monitoring of expenditure against budgetary Allocations resulting in avoidable excess/saving under the respective Heads strictly.

संलग्न / Encl: ऊपरोक्त अनुसार /as above

प्रतिलिपि / Copy to:-

AO i/c, IT Section, LOCAL

-

with a request to upload this letter in CDA's website.


Sr. Accounts Officer (A/Cs)


Sr. Accounts Officer (A/Cs)



“ हर काम देश के नाम ”

कार्यालय रक्षा लेखा महानियंत्रक
उलान बटार रोड, पालम, दिल्ली छावनी- 11001

Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt.- 110010



Phone: 01125665548

Fax: 01125674786

email: hqaccounts.cgda@gov.in

A/I/13640/Rev.of Sec.Comp./22-23/Vol.II

Date:01.12.2022

To

PCsDA/CsDA

Subject:- Delay in booking of Expenditure- Cash Assignment (Imprest/S&S Imprest)- regarding.

Reference:- CGDA Letter No. A/I/13640/Rev.of Sec-comp/2019-20 dated 20/03/2020.

This HQrs above cited letter on the subject matter may be referred to.

2. It may be recalled that various instructions have been issued from time and again by HQrs office on the above captioned subject to ensure liquidation of the outstanding balances reflected under Code Heads 018/60 (S&S) and 018/65 along with other Imprest related Suspense Heads and to bring it to zero by the end of March (Supplimentary-I). On scrutiny of records, it has been observed that there is unnecessary delay in adjustment of Cash Accounts by various Imprest holders in the Controller Offices. Further, on review of the monthly certificate on Section Compilation received from the Controller offices, it has also been observed that a large number of Cash Assignment Accounts, S & S Imprest and Other Imprest Accounts are outstanding as the same have not been received from Imprest/ Cash Assignment Holders for a considerable period of time after the due date.

3. In view of the above, it is reiterated that the outstanding Cash Accounts may be called from the Units/Formation immediately by taking up the matter at PCsDA/ CsDA level wherever required and the same may be got adjusted within a period of one week after receipt from the Imprest Holder/ Cash Assignment Holders.

4. Further, the position of receipt and adjustment of such Accounts may be monitored at PCsDA/ CsDA level on monthly basis, as non receipt / non adjustment affects the efficient monitoring of expenditure against budgetary Allocations resulting in avoidable excess/

saving under the respective Heads which also leads to criticism of the Public Accounts Committee of the Parliament.

5. This issues with the approval of Jt.CGDA (Accounts).

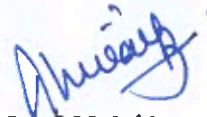


Sr. Dy.CGDA (Accounts & Budget)

Copy to:-

1. **Dte. Gen of Financial Planning
GS Branch, AHQ, New Delhi**
2. **Directorate of Naval Plans,
IHQ of MoD (Navy),
South Block, New Delhi**
3. **Directorate of Financial Planning
Air HQrs, Vayu Bhawan,
New Delhi**

For issue of necessary instructions to the Imprest Holders/ S&S Imprest Holders to ensure rendition of Cash Accounts to the PCsDA/ CsDA concerned by 10th of the following month for ensuring on time Compilation & Audit of these Accounts.



Sr. Dy.CGDA (Accounts & Budget)