



कार्यालय ,रक्षा लेखा नियंत्रक  
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सं. /NO.ITS/5801/Gen.Corr/PMcorr

दिनांक/Date: 18.04.2023

परिपत्र/CIRCULAR

(वेबसाइट के माध्यम से/Through Website)

सेवा में/To

1. र.ले.नि., आई.टी.एस.डी.सी, सिक्दराबाद / The CDA, IT&SDC, Secunderabad.
2. प्रभारी संयुक्त नियंत्रक, वे.ले.का. (अ.श्रे) ई.एम.ई. / The Jt.CDA i/c, PAO(ORs)EME, Secunderabad.
3. प्रभारी उप-नियंत्रक, धे.ले.का. (थलसेना) वैज्ञाग / The DCDA i/c, AAO(A) Vizag.
4. प्रभारी उप-नियंत्रक, वे.ले.का. (अ.श्रे), सेना आयुध कोर / The DCDA i/c PAO(ORs) AOC, Secunderabad.
5. हैदराबाद/सिक्दराबाद.वैज्ञाग स्थित सभी उप-कार्यालय / All sub-offices at Hyderabad/Secunderabad/Vizag.

विषय: "प्रबल" के लिए बजट नियंत्रण मॉड्यूल - एन.सी.एस. में पंचिंग माध्यम अपलोड करने में परिवर्तन।

Sub:- Budget Control Module for PRABAL- Changes in uploading Punching Medium to NCS- Reg.

संदर्भ: मुख्यालय के दि. 30.03.2023, 11.04.2023 और 12.04.2023 के पत्रांक MECH IT&S/Comp/326/XV

Ref: HQrs letters No. MECH IT&S/Comp/326/XV dated 30.03.2023, 11.04.2023 and 12.04.2023.

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मुख्यालय कार्यालय के उपरोक्त पत्रों का अवलोकन करें (प्रतियाँ संलग्न हैं)। पंचिंग माध्यम फॉर्मेट में प्रवेशित निम्नांकित परिवर्तनों की सूचना मुख्यालय कार्यालय द्वारा दी गई है/ Please refer to the HQrs letters cited under reference (copies enclosed). It is intimated by HQrs that the following changes have been introduced in PM format.

1. डाक परिचय फॉर्मेट को बदला गया है (कॉलम 3) / DAKID format has been changed (in col no.3).  
Dak id format: FY/CDAcode/Applicationname/month/sectioncode/dakid@date  
for ex:2324/25/SBIFAST/04/0500/0001e18/04/2023
2. सेक्शन कोड को 6 अंकों में परिवर्तित किया गया है (पंचिंग माध्यम का कॉलम 8) / Section code has been changed to 6 digits (in col no.8 of the PM).  
For 6 digit section code, 25 (CDA code for CDA Secunderabad) need to be <sup>prefixed</sup> added to the existing four digit section code. for ex:250500.
3. यूनिट कोड को 14 अंकों में परिवर्तित किया गया है (कॉलम 18). दिनांक 13.04.2023 के ई-मेल द्वारा एन.सी.एस. में उपलब्ध पुराने और नए सेक्शन कोडों के विवरण भेजे जा चुके हैं। / Unit code has been changed to 14 digits (in col no.18). Details of old section codes and new section codes as available in-NCS already shared through mail dated 13.04.2023.

सभी उप-कार्यालयों से अनुरोध है कि एन.सी.एस. में अपलोड करने के लिए आई.टी अनुभाग, मुख्य कार्यालय को पंचिंग माध्यम फाइल भेजते समय मुख्यालय कार्यालय के सभी निदेशों का पालन करने का कष्ट करें।

All the sub offices are requested to adhere to the directions of the HQrs office while forwarding PM file to IT Section, Main Office for uploading to NCS.

(निखिल दुबे)

सहायक नियंत्रक(आई.टी.)

संलग्न:उपरोक्तानुसार/ Encl: As above.

“हर काम देश के नाम”

## रक्षा लेखा विभाग(र.ले.वि.) मुख्यालय



उलान बटाररोड, पालम, दिल्ली छावनी-110010  
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आजादी का  
अमृत महोत्सव

### MOST IMPORTANT CIRCULAR

No. Mech IT&S/Comp/326/XV

Date:30/03/2023

To,

All PCsDA/CsDA/PCA (Fys)  
(Through CGDA Web Site)

**Sub: Budget Control Module for PRABAL**

As directed by the competent authority, a Budget Module has been developed and a pilot run with DG Infantry is scheduled to be start w.e.f. 01.04.2023. By this system, DG Infantry will be allotting funds through the Budget Module thereby negating the requirement for manual fund allocation letters. List of Code Heads for which the allotments are being made by the DG Infantry is placed at **Annexure 'A'**. Necessary changes are being made in TULIP so that unit wise budget is checked from Central Budget Master. Further, to bring this into effect, it is required to implement following activities immediately:

1. **Unique Unit IDs across DAD on PAN-India Level**
2. **Unique DAK-ID on PAN-India Level**
3. **Central Section Master**

#### **1. Unique Unit IDs across DAD on PAN-India Level**

- (i) It has been decided to make unit ID of units unique by using the format given below.

Unit ID: YYYZZXXXXXXXXXX

Details of 14 digit unit code is as under:

- YYY-First 3 digit will indicate the Organisation and type of service like PARA, INF, AMC, ASC. Here, the 1<sup>st</sup> digit will indicate Organisation next two digit will indicate type of service.
- ZZ-Next 2 digit represent CDA code
- XXXXXXXXXX-Next 9 digits unit code (in case of 04 digit unit code, preceding blank spaces to be filled with five (0) zero's before existing unit code.

## **2. Unique DAK –ID on Pan-India Level**

With the intention of maintaining DAK wise details of bills received in CsDA/PsCDA and their sub-offices at central database at CGDA Office and in order to improve the granularity of data in NCS, it is important that PMs are generated for each voucher and each PM is uniquely identified. In first phase towards this end, it is proposed that all Class I vouchers and their PM are identified uniquely through the associated DAK ID. For further granularity, it is proposed that DAD ID is also uniform across all systems. For bringing uniformity in class II voucher, necessary changes in DAK ID format would follow in further course of time. Following format of DAK ID is proposed:

(i) :

For TULIP:

DAK ID	FY/CDA/TULIP/Existing DAK ID
For other OAS:	DAK ID:FY/CDA/SYSTEM/ Month Type_Section/Serial_number
	Where FY : four digits i.e. 2223 (for current financial year)
CDA	Two digit code prefix zero in case of single digit CDA Code Eg: CDA code for CDA (A) Meerut will be 03
SYSTEM:	Name of office Automation System (OAS) eg. For DOLPHIN it will be DOLPHIN
Month	Two digits code eg. 01,02 for January, February etc
Type of section	e.g. Pay, Store etc
Serial No	five digit No starting from 00001 to 99999

- (ii) Concerned Controllers has to bring necessary changes in the existing OAPs for generation of DAK ID of the above mentioned format. The same dak ID should be captured in the comliacode field of PM i.e. third column of PM file to be uploaded into NCS. Only those PM data will be accepted in compilation in NCS which will follow above mentioned DAK ID format.



### 3. Central Section Master

- (i) For fruitful data analysis and sanitation of data in NCS, it is important that section-wise data is maintained in NCS. For the same, a central section master mapped to sub-offices and CDA/PCDA offices needs to be maintained in NCS. Creation of Central Section master has been developed for making system user friendly while uploading data on NCS server which would be advantageous for:
- Tracking/linking/validation of transaction
  - To find out the group of code head used by particular nature of section
  - Enrich the MIS/report for better data management and monitoring of office/sub-office/section wise
- (ii) To achieve the purpose of Central Section Master, it is important that Section should be uniquely identified. For unique identification of section it has been decided that CDA code will be prefixed with the existing section code to make six digit unique section code.

Action required at the controller's end is placed at 'Annexure 'B'.

For any technical assistance on the above matter, HQrs IT&S Cell may be contacted please.

This issues with the approval of Jt.CGDA (IT&S).

  
Sr.ACGDA(IT&S)

Copy to:

HQrs Accounts Section

For information

- sd -  
AO(IT&S)

**Annexure 'A'**

**List of Code Heads**

1. 43301
2. 43302
3. 43305
4. 43306
5. 42901
6. 56501
7. 56900
8. 04408
9. 04409
10. 04410
11. 04411
12. 04412
13. 04416

Action point at Controller's End

- (i) PM data will be validated against unique unit master, central section master and DAK ID w.e.f. 01-04-2023. Controllers may ensure that valid unique unit code, section code and Dak ID is used in the corresponding fields of PM.
- (ii) On behalf of controllers, HQrs Office, IT&S Cell has updated unique unit master as per list provided by Controllers as one time measure. Controllers Office may ensure that list is updated and if any amendment is required same can be done using front end utility available in NCS. Same will be treated as final Unit code and it will not be changed in future even during movement of unit.
- (iii) On transfer of a unit from jurisdiction of one CDA to jurisdiction of another CDA, existing unique unit code will be used by new CDA. Concerned Controllers has to perform LAC-IN/LAC-OUT using front-end utility available in NCS. CDA may create unit only in the case of raising of new unit in Central system, so that centralized data matches with TULIP/OAPs.
- (iv) Controllers may also ensure that there is no duplicity in unit code. In case of any discrepancy in unit code such as duplicity of unit, controllers may add/delete/update unit code of units using a front-end-utility available in NCS for the user (SOP is attached for guidance).
- (v) Controllers may ensure that necessary information/guidelines about newly created 14 digit unique unit code have been issued to all units under their jurisdiction. Units have to use 14 digits unique unit code in place of 4/5/9 digit old unit code.
- (vi) HQrs Office has contacted the ITSDC Secunderabad for carrying out necessary changes in TULIP to accommodate newly created six digit section code. For OAP other than TULIP, Controllers may contact the development team to ensure that necessary changes in the existing OAPs have been incorporated to capture new six digit unique section code and same will be used in the section code field of PM to be uploaded in NCS. PM data will be validated at NCS for six digits unique section code. A front-end utility has been developed and incorporated in NCS for addition/deletion of section code. (SOP is attached for guidance of the users).
- (vii) For any assistance regarding addition/deletion/updation of unique unit code, HQrs IT&S Cell may be contacted.

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## रक्षा लेखा विभाग(र.ले.वि.) मुख्यालय



उलान बटार रोड, पालम, दिल्ली छावनी-110010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

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### IMPORTANT CIRCULAR

No. Mech IT&S/Comp/326/XV

Date: 11/04/2023

To,

All PCsDA/CsDA/PCA (Fys)

Sub: Budget Control Module for PRABAL

Ref: Hqrs office most important circular no. Mech IT&S/Comp/326/XV dated: 30/03/2023

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In continuation to HQrs office most important circular cited under reference it is intimated that necessary checks/validations regarding Unit/Section/Dak-Id will be applied by the Central Server (NCS) w.e.f 12.4.2023 while uploading the Punching Medium (PM). Therefore, Controllers may ensure that following information/data is correct while preparing/uploading the Punching Medium:

- (i) Valid 14 digit Unique Unit Id is used in the corresponding field of PM. Only valid 14 digit Unique Unit Id will be accepted by the NCS. (In the 18<sup>th</sup> column of PM)
- (ii) Valid 6 digit Section Code is used in the corresponding section field of PM (i.e. 8<sup>th</sup> column of PM file).

2. Further, as it has been stated that every PM would be identified through unique DAK-ID associated with it. Each DAK ID has to be suffixed by DAK Date (separated by '@' symbol). Therefore, Controllers may ensure that DAK-ID is entered in 3<sup>rd</sup> column of PM file in following format only:

For TULIP: FY/CDA/TULIP/Existing DAK ID@DD/MM/YYYY  
e.g. 222311 T2914TRV99@29/12/2022

For other OAS: FY/CDA/System/Month/ Type\_section/Serial\_number@ DD/MM/YYYY  
e.g. 232403DOLPHINT0409001234@10/04/2023

For any technical assistance on the above matter, HQrs IT&S Cell may be contacted please.

Jt.CGDA (IT&S) has seen.

Copy to :-  
Hqrs Accounts LOCAL. } for info.

  
Accounts Officer(IT&S)

संजय प्रकाश सिंह / Sanjay Prakash Singh  
लेखा अधिकारी / Accounts Officer  
कार्यालय रक्षा लेखा महानियंत्रक / Office of the CGDA  
उलान बटार रोड, पालम / Ulan Batar Road, Palam,  
दिल्ली छावनी-110010 / Delhi Cantt.-110010



“हर काम देश के नाम”



# रक्षा लेखा विभाग(र.ले.वि.) मुख्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010

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## IMPORTANT CIRCULAR

No. Mech IT&S/Comp/326/XV

Date: 12/04/2023

To,

All PCsDA/CsDA/PCA (Fys)

**Sub: Budget Control Module for PRABAL**

**Ref: HQrs office important circular no. even dt.11.04.2023**

Following amendments may please be carried out in point 2:

FOR	READ
For TULIP: e.g.222311T2914TRV99@29/12/2022	For TULIP: e.g.2324/03/T2914TRV99@29/12/2022
For other OAS : e.g. 232403DOLPHINT0409001234@10/04/2023	For other OAS e.g. 2324/03/DOLPHIN*/04/0900/1234@10/04/2023

\***Note-** For system in place of DOLPHIN, OAS name may be used like SUGAM, SUVIGYA, SBI-FAST, VISHWAK, FOXPRO etc.

Further, the checks/validations regarding Unit/Section/Dak-Id has been applied at the Central Server (NCS) starting from the Current Financial Year i.e. FY 2023-24.

It is also intimated that manual uploading of PMCSV file will now be carried out at PRABAL IP (<https://10.48.154.74:443>). PM uploading utility at IP (10.48.153.51) has been ceased henceforth.

Other entries will remain unchanged

  
Accounts Officer (IT&S)

Copy to:

HQrs Accounts  
(Local)

: For Information please.

संजय प्रकाश सिंह / Sanjay Prakash Singh  
लेखा अधिकारी / Accounts Officer  
कार्यालय रक्षा लेखा महानियंत्रक / Office of the CGDA  
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Accounts Officer (IT&S)