



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
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Dated: 16.03.2016.

TO  
ALL SECTIONS IN MAIN OFFICE,  
ALL SUB OFFICES (AS PER STANDARD LIST),  
MANAGER EDP CENTRE, O/O AAO, CDA NAVY VIZAG.

**Sub: ANNUAL CLOSING OF ACCOUNTS FOR THE YEAR 2015-2016.**

Hqrs office letter no: A/I/113311/ACA/2015-2016 dated 11.03.2016 intimating the dates for closing of accounts for the year 2014-2015 interalia circulating general instructions on the above subject is appended below for information, guidance and necessary action of all concerned.

Accounts of Financial year 2015-16 some changes have been made and accounts will be closed in the following phases.

- a) From the year 2015-16, March (Preliminary) and earlier March (Suppl) accounts have been merged and renamed a "March(Prelim.)".
- b) Earlier March (Supplementary correction)(March final) accounts would now be new "Supplementary-I"

Accordingly there will be no Manual Account. March Supplementary(Sy-I) will be treated as March Final Account. The instructions issued by Hqrs office may be followed scrupulously and expeditious action may be taken for prompt submission of punching media on due dates as mentioned below:

MONTH'S ACCOUNTS	DATE BY WHICH LAST BATCH OF P.M. TO REACH EDP CENTRE OF MAIN OFFICE.	DATE BY WHICH DAILY P.M. SHOULD BE UPLOADED IN THE Compilation System of CGDA, Computer centre
MARCH (Preliminary) 2016	14-04-2016(THURSDAY)	19-04-2016 (TUESDAY)
MARCH(Supplementary-I) 2015 (March Final)	03-05-2016(TUESDAY)	07-05-2016(SATURDAY)
Time Window for March Supplementary-I	06-05-2016 (FRIDAY)	07-05-2016 (SATURDAY)

**It may please be ensured that maximum leftover bookings are made in Mar(Prelim.) accounts itself and bookings in March Supplementary-I are made only in exceptional circumstances. It may also please be noted that punching media for March Supplementary-I i.e., March Final accounts should be routed through Accounts section of Main Office for vetting duly typed in duplicate, so that one copy will be forwarded to EDP after obtaining the approval of the GO(Accounts).**

No rectifications/adjustments are proposed after closing of March Supplementary Account (March Final). After closing of March (Supplementary) Account (March Final, however, in exceptional and unavoidable cases, where rectifications /adjustments are necessary, Journal entries are to be prepared with the approval of the CGDA.

In view of the above and as per the guidelines given in Hqrs Circular, it may please be ensured that maximum left-over bookings are to be made in March (Preliminary) Accounts positively and only in exceptional circumstances the booking are made in March (Supplementary) Accounts.

As a result of change in the procedure for closing of accounts from the previous year, interest on accumulations in various Provident Fund Accounts for the year 2015-16 may please be compiled in the March Prelim. Accounts, 2016 positively.

Before finalisation of March Supplementary(Final) Account the following actions will be ensured.

- a. Primary Education cess @ 2% and Higher Education cess @ 1% in respect of eligible Tax collections (including surcharge) are compiled in the prescribed ratio of 2:1 correctly.
- b. No amount remain outstanding under Receipt Awaiting Transactions i.e., NPS transactions under code head 016/04 and 016/05 at the close of the accounts for the F.Y 2015-16. In case the amounts remain outstanding in those code heads the same are transferred to Miscellaneous Suspense Head 020/61 in March supplementary accounts positively.

- c. Amounts pertaining to charged expenditure have been correctly accounted for and compiled.
- d. Minus transactions are genuine.
- e. There are no compilations under major head 8342 00 117- Defence Contribution Pension Scheme for Government Employees.

The above instructions may please be circulated and be got noted by all concerned and receipt of this circular may be **acknowledged**.

CDA has seen.

B. Siva Sankar.  
सहायक नियंत्रक (लेखा) /ACDA (A/Cs)