



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड,

सिकंदराबाद 009 500-

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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MOST IMPORTANT CIRCULAR

A/II/13027/PM Corr

Dt. 20-06-2019

To
The Officer I/c, PAO(ORs)EME
The Officer I/c, PAO(ORs)AOC
All AOs GE Sec'bad/Hyderabad/Visakhapatnam
AAO AGE(I) (AF) Suryalanka
AAO AGE(I) Fys Eddumailram
All Sections in Main office.

Sub: Misclassification of booking/expenditure – Reg

Ref: This office Important Circular of even no. dt. 23.05.2019

Please refer to this office important circulars cited above wherein it is directed to ensure that necessary checks for correctness of bookings/compilations are ensured.

2. In this context, a copy of HQrs letter no. A/II/11101/TMM/Vol-I dt. 06.06.2019 is enclosed for information and guidance of all concerned. It is directed to follow the guidelines scrupulously and that strict action will be taken against defaulters. (Placed in CDA Secunderabad website).


CDA has seen

Encl: (as above)

(S VATSALA)
Asst. Controller (A/Cs)

A91AC1C28

11/06/2019

कार्यालय, रक्षा लेखा महानियंत्रक OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS उलान बटार मार्ग, पालम, दिल्ली छावनी 110010- ULAN BATAR MARG, PALAM, DELHI CANTT-110010 Tel: [011] 25665583, 25665584, 25665548/25665787-788; FAX: 25674786 (ACCOUNTS & BUDGET DIVISION)	
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No. A/II/11101/TMM/Vol-I

Dated: 06/06/2019

To

All PCsDA/CsDA

 Sub:- Misclassification of booking/expenditure.

M. Sak.

10/6

During the Senior Officers Meeting held on 22.05.2019 in HQrs office the issue of misclassification of expenditure was deliberated upon and it was brought out that misclassification brings a bad name to the Department, especially in those cases where such errors are pointed out by the executives.

2. On review of data compiled during the Fy-2018-19, large number of cases of misclassification in booking of expenditure have been observed which have been viewed seriously by the higher authority. The list of misclassification is enclosed as Annexure-'A'

3. In this context, competent authority has directed to ensure that no errors occur during the compilation of the expenditure and that strict action taken against the defaulters be intimated to HQrs office.

4. Further, it is also advised that TEs should not be operated as a matter of routine but should be based on sufficient justification and proper reasons for misclassification of expenditure.

5. These instructions may be brought to the notice of all Officers/Staff of the Audit Section/Sub-offices under your jurisdiction.


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 Jt.CGDA (A&B)
N.O.O

Jt.CGDA(IT&S) :- For uploading and highlighting on NCS homepage on WAN.

SAs/A/c.
Put up immediately.
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set.
 Jt.CGDA (A&B)

Annexure-A

Cases of Misclassification

- 1) All the task holders/officers in Main office and the Sub Offices have to ensure the correctness of the PM compiled and that all the PMs prepared during the month have been incorporated in the Compilation. A certificate in this regard is rendered to the CGDA office after ensuring this.
- 2) All transactions pertaining to Accounts Sections/Audit Sections as booked in the compilation reconcile with reference to the entries made in the relevant ledgers.
- 3) No transaction of unusual nature has been compiled by the Section/Sub Office.
- 4) Code heads allotted to the CDA(CSD) Mumbai and AO DAD MoD(Civil) not to be operated by other Controllers.
- 5) Minus Transactions under each RDR Head except under Deduct Heads and Major Head 8659-Suspense Defence should be scrupulously examined to ensure that the progressive balances appearing in the review of balances upto the month of review are not adversely affected.
- 6) Deduct Refund heads under Income Tax Heads have been operated as Minus Receipt only.
- 7) The Primary Education Cess and Secondary Education Cess heads are not operated as the same have been replaced by Health and Education Cess.
- 8) General Provident Fund Compilations are to be reviewed.
- 9) General Provident Fund is 100% transferred to Fund maintaining authority in March Preliminary through Central Transfer by EDP Centre of HQrs office. Left out transactions to be transferred through DEA only in Supplementary-I accounts as required.
- 10) Interest on the General Provident Fund and other provident Funds is invariably calculated and compiled annually.
- 11) Prefix Category 01 is not to be operated against RDR Code heads.
- 12) Category 77 is not to be operated against code head 015/01-GPF as in that case the balances would not be centrally transferred to the CDA(Funds) Meerut.
- 13) Genuineness of all compilations relating to Contributory Provident Fund should be reviewed.
- 14) Reasons for compilation should be examined if progressive balances under 20/81-Cheques & Bills(020/91-e payments) and 020/80-Remittances into Bank/Treasuries close in Minus Receipt and plus Charges respectively.
- 15) Reasons for non compilation of of RB Deposit Head (00/021/00) every month should be looked into.
- 16) Fictitious heads are rectified within the month of review.

- 17) Codes heads on charge side for Loans & Advances on account of Motor Car and other motor conveyances are not to be operated as these code heads have been discontinued.
- 18) Adverse balance under 76/20/83 be reviewed & necessary corrective action taken by booking it to service Head and +Rt to 76/20/83.
- 19) No amount should remain outstanding under Defined Contribution Pension Scheme (Code heads 016/04 and 016/05). Outstanding bookings should be transferred to Misc Suspense head (020/61) in March Supplementary-I.
- 20) Category 99 is prefixed against all bookings under code heads -014/18, 014/19, 014/35, 014/46 and 014/57 being arrears paid due to supreme Court judgments.
- 21) A record of incorrect bookings/adjustments/misclassifications/omission/fictitious bookings in Compilation by each Individual is to be maintained. Where repeated instances of such cases come to notice, recorded warning may be issued.
- 22) The Defence Exchange Account Heads allotted both for original and responding items, do not appear in Controllers own compilation.
- 23) No bookings to be made to conversion code heads 005/00, 006/00, 006/01, 006/02, 007/00 & 011/00. These are for use of EDP Centre of HQrs office only.
- 24) Compilations under Contingency fund of India (013 series) to be supported with Govt sanctions and also needs critical examination.
- 25) Bookings under 003/07 (RT) (Other Receipts of corporation Tax), 03/08 (Rt) (Deduct Refunds of Corporation Tax), 004/21 (Interest Payments on Misc Deposits) & 004/26 (Ch) (Expenses in connection with Small Savings under pay roll saving scheme) to be critically examined.
- 26) Prefixing of category codes which are either not existing or meant for other heads to be avoided.
- 27) Amount booked to code heads 020/55, 020/62 & 020/63 to be supported with collateral evidence.
- 28) Amounts booked to 021/71 (write off from balance heads) to be critically examined as powers delegated to CGDA/PCDA are only limited to write off on account of book keeping errors.
- 29) CAT 28 is to be prefixed to 021/00 in respect of transaction taking place in Public Sector Banks.
- 30) Avoid operation of heads subjected to central transfer by CGDA's computer section in the Accounts for March supplementary-I, which would necessary involve operation of Defence Exchange Account, if required.
- 31) Code head 020/61 with CAT 75 regarding operation of fictitious service heads to be brought to NIL balances at the end of year as it comprises incidence of heads closing to Govt Account (DSE Rt/Ch Heads).
- 32) Booking of revenue expenditure under Capital or vice-versa.
- 33) Code Head given in sanction letter differ from Code Heads punched.