



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
NO.1, STAFF ROAD, SECUNDERABAD – 500 009  
PHONE: 040-27843385 FAX:040-27817275

A/II/13004/Vol-IV

Dt. 17.02.2016.

To SAO, M Sn./ Stores Sn./ E Sn./ ECHS  
PAO(ORs) AOC, PAO (ORs) EME,  
All the AOs-GE/AAOs AGE.

Sub: Rendition of Review of Sectional Compilation Certificate- reg.

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Please refer to this office letter No. even No. dated 17.02.2015 in which instructions was issued for rendering the Review of Sectional Compilation Certificate. The HQrs office has now revised the format for rendering Review of Sectional Compilation Certificate.

In view of the same it is stated that all the sub offices/sections under the audit jurisdiction of CDA Secunderabad office to furnish the review of compilation certificate through e-mail to the CDA Secunderabad mail address: [secd-acsn-cda@nic.in](mailto:secd-acsn-cda@nic.in) by 3<sup>rd</sup> of the following month so as to enable this office to render the consolidated certificate by 5<sup>th</sup> of the following month. In this connection all the sub offices/section are advised to obtain the Sectional compilations from CG WAN IP Address 10.48.153.25/COMP by clicking the Icon "Darpan" (User name: "sec" Password: "123456")

The modified certificate of Review of compilation is enclosed herewith. All the Concerned Sub Offices and Sections may note the contents of this letter for strict compliance. Non adherence of the procedure stated above in rendering the Review of Compilation certificate will be viewed seriously.

Encl:  
(Revised format of Review of compilation certificate)

*[Handwritten signature]*  
SAO (A/C)  
ACDA A/C

✓ Copy to  
The SAO EDP Sn.  
(Local)

For placing in the CDA Sec'bad web site.

*[Handwritten signature]*  
SAO A/C

Annexure "A"

**Monthly Certificate on review of Sectional Compilation.**

(A) "It is certified that the booking made in the compilation for the month of \_\_\_\_\_ have been reviewed and found correct. Re-adjustment wherever required has been carried out in the next day's compilation. Amounts compiled to the fictitious code heads & misclassification have also been rectified in the next day's accounts.

(B) It is certified that no DAD contingent expenditure has been booked to Service Heads. — — —

(C) It is certified that accounting checks prescribed in Para 71 of Defence Account Code have been carried out by the concerned SOs(A)/AAOs/AOs/SAOs and Group Officer of the Accounts Section.

(D) The status of un-compiled/outstanding Cash Accounts/Imprest Account is as under:-

Sl. No.	Nature of Account	Total No of Monthly Accounts		Opening balance	No. of Accounts received during the month	No. of accounts compiled during the month	Closing balance (No. of Accounts not compiled)		Oldest month /Year Month	Month wise breakup uncompiled/outstanding Accounts under Column 7	Reason for outstanding Account.
		*Autho- rised	**Rel- eased				#Un- com- pile d	## Outst- andin- g			
1	2	3		4	5	6	7		8	9	
1.	Cash Assignments (GEs)										
2.	Cash Assignments (ECHS)										
3.	S&S Imprest										
4.	Military Farm Public Fund Cash Account										
5.	Other Imprest Account										

\* Total No of Authorized Monthly Accounts. \*\* Total No of released accounts to units in the Month.

# Closing balance of un-compiled Accounts. ## Closing balance of Accounts outstanding i.e. not received.