



कार्यालय रक्षा लेखा नियंत्रक :

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

नं. 1 स्टाफ रोड, सिकंदराबाद -500 009

NO.1, STAFF ROAD, SECUNDERABAD - 500 009.

फोन:/PHONE: 040-27843385 फैक्स/FAX NO:040-27817275

Email: [secd-acsn-cda@nic.in](mailto:secd-acsn-cda@nic.in) [cda-secd@nic.in](mailto:cda-secd@nic.in)



**IMPORTANT ACCOUNTS SECTION CIRCULAR**

A/II/13027/ROB/2020-2021

Dated 17.03.2021

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 2020-2021.**

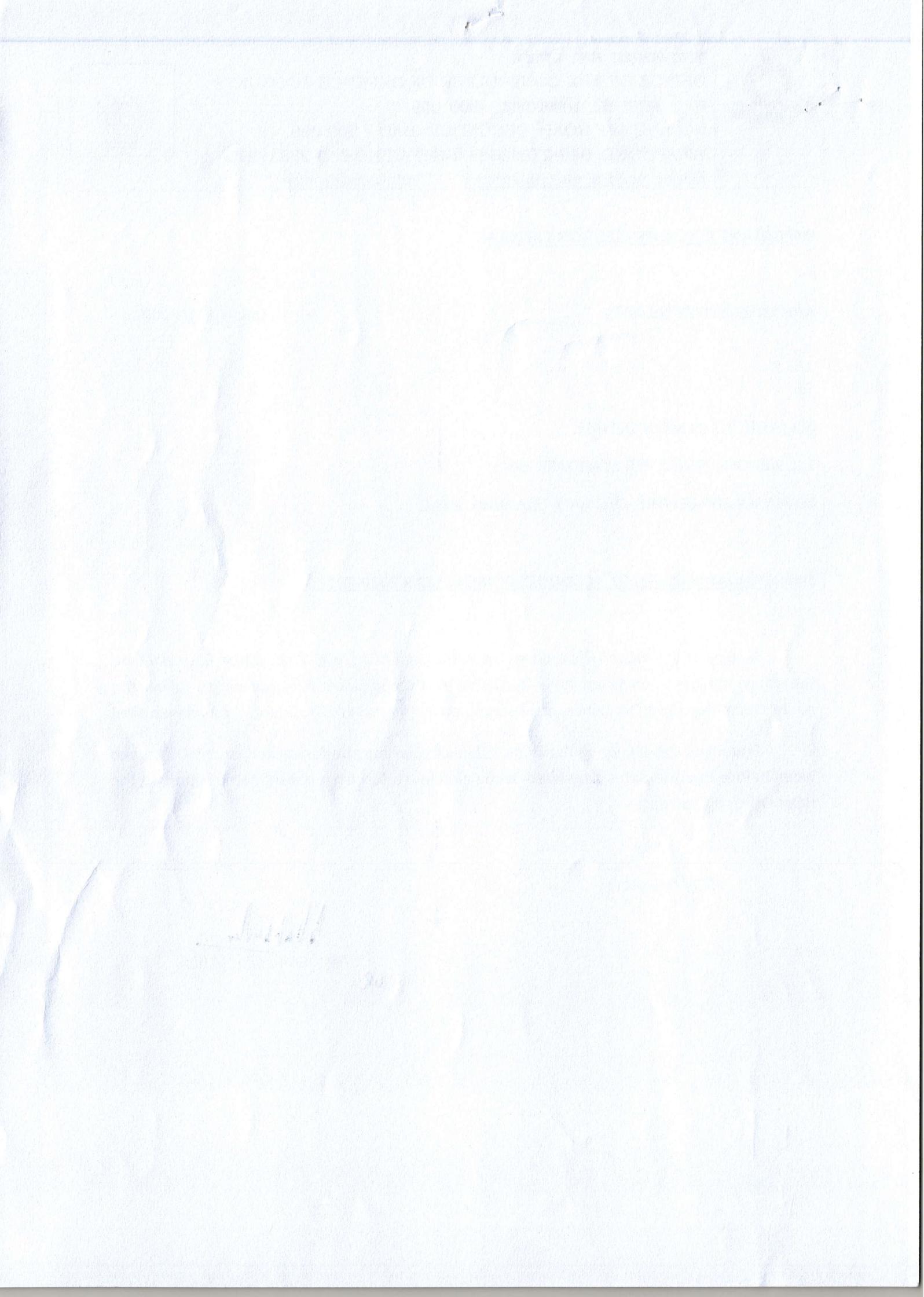
A copy of the HQrs Office letter No A/I/13311/ACA/2020-2021 dated 16.3.2021 on the above subject is enclosed for information and compliance. It is advised to follow the guidelines in the ibid HQrs Office letter scrupulously (placed in CDA, Secunderabad web-site)

2. Statements as shown in the HQrs office circular may be forwarded to this Office one week before the due dates stipulated in the circular to furnish a consolidated report to the HQrs Office by due dates.

CDA has seen.

Asst. Controller (A/Cs)

18/3/21  
Placed in EDP Centre  
for placement on 17.03.21





OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
ULAN BATAR ROAD, PALAM, DELHI CANTT -110 010  
Tel:0 25665622 Fax: 011-25674786 E-mail:hqaccounts.cgda@gov.in



No A/I/13311/ACA/2020-2021

Dated: - 16-03-2021

To

- 1.All Pr. Controllers/ Controllers
- 2.NADFM, Pune
3. Director, RTCs
4. (including Zonal Office (DPD), Chennai,
- 5.AO (DAD), Ministry of Defence (Civil)
- 6.All DAD Cells
- 7.All EDP/DDP Centre's,

**SUBJECT:- ANNUAL CLOSING OF ACCOUNTS FOR THE YEAR 2020-2021.**

As per guidelines issued by the CGA, Ministry of Finance (Department of Expenditure) vide their OM Letter No. P-23001/1/2021-DAMA-CGA/427 dated 10.03.2021, the accounts of financial year 2020-21, will be closed in the following phases:-

- (a) March (Preliminary)
- (b) March (Supplementary) (March Final)

2. Accordingly, there will be no Manual Account and March Supplementary-I will be treated as March Final Account. However, three to four days time window for reporting any exceptional manual corrections have been provided to PCsDA/CsDA before finalizing March Supplementary-I Account (March Final) in terms of Para 29 of Defence Account Code, 2014. The closing dates of Accounts for the FY 2020-21 is 31st March 2021. The following dates have been fixed for the submission of accounts for the financial year 2020-21.

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16.3.21

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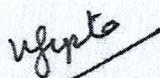
Month's Accounts	Date by which last batch of Punching Medium to reach DDP/EDP Centre (with requisite certificates).	Date by which daily Punching Medium Data should be uploaded in the Compilation System of CGDA, Computer Centre, Ulan Batar Road, Palam, Delhi Cantt-10 by EDP/DDP Centres.	Date of closing of accounts by the CGDA Computer Centre, Ulan Batar Road, Palam, Delhi Cantt-10 and dispatch of printed compilation to all concerned.
March (Preliminary)'2021	05.04.2021	09 .04.2021	13 .04.2021
March (Supplementary -I) (March Final)	20.04.2021	26 .04.2021	30.04.2021
Time window for March Supplementary-I Accounts(March Final)	<u>23 .04.2021</u>	26 .04.2021	03.05.2021

SI No.	Item of work	Due date
1	Submission of proposal for adjustment on proforma basis outside the books of RBI	13 .05.2021
2	Last date for submission of Journal Entries through e-lekha	10.06.2021

The detailed guidelines for closing of accounts are contained in **Annexure 'A' and 'B'** to this circular.

3. The Punching Media for March(Prelim.) and March Sy-I Accounts 2021 are to be dispatched by all concerned, duly typed, to the concerned DDP/EDP Centre (s)/ Sections on daily basis in convenient batches. The last PM/batch for the time window should be dispatched /handed over to DDP/EDP by 23.04.2021, so that data are uploaded in the Compilation System by 26.04.2021. Suitable arrangements may, therefore, kindly be made by the Controller Offices for receipt of Punching Media from their Sub- Offices and dispatch thereof to the EDP/DDP on the prescribed dates. Controller Offices may also ensure suitable arrangements to avoid non-inclusion of PM in the March (Prelim.) and March Supplementary -I i.e. (Sy-I) (March Final). It may also please be ensured that maximum leftover bookings are made in March (Prelim.) Accounts itself. Bookings in March Supplementary -I are made only in exceptional circumstances.

4. Interest on accumulations in various Provident Fund Accounts for the year 2020-2021 may please be compiled in the March Prelim. Accounts, 2021 positively. For this purpose, all fund transactions taking place during 2020-2021 should be booked within March Preliminary and any rectification required should be carried out in March (Supplementary-I), 2021 Accounts. GO (Accounts) may ensure at his level that Interests on accumulations in various Provident Fund Accounts including those maintained by PAO(ORs) have been compiled. Non compilation should be cause of Administrative action.
5. **Central transfers of authorized heads** will be carried out by the EDP Centre of HQrs Office in March (Prelim.) 2021. In this connection, necessary instructions are contained in **Annexure 'B'** to this circular.
6. The Controller Offices may please ensure that no rectifications/adjustments are proposed after closing of March (Supplementary -I) Account. After closing of March (Supplementary-I) Account i.e. (March Final), however, in exceptional and unavoidable cases, where rectifications/adjustments are necessary, Journal Entries are to be prepared with the approval of CGDA. The detailed instructions in this regard are given in **Annexure 'A'** to this circular.
7. A copy of the circular may please be forwarded to the concerned Pr Dte of Audit (Defence Services) and Command HQrs/ Formation HQrs.
8. The contents of the circular may please be got noted by all concerned and kept on records.
9. Please acknowledge receipt.

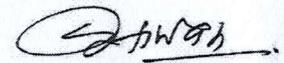
  
(Vinakshi Gupta)  
Jt. CGDA (A&B)

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**Copy forwarded to:**

1.	The High Commission for India in UK Accounts Department, India House, Aldwych, London WC	a.) For ensuring that monthly remittances and classified Receipts and Disbursements Accounts for the year 2020-2021 to reach to Pr. CDA, New Delhi by 09.04.2021.  b.) Receipt of this communication may please be acknowledged.
2	Ministry of Defence (Fin/Bud-I & II). (Fin/MO)/DFAs.	Necessary instructions may please be issued to all units/formations that vouchers/cash accounts for all inter-departmental transactions, which are settled through RBI/adjustments and compiled by the PCsDA/CsDA concerned, are finalized well in time before 31.03.2021 and sent to the concerned PCsDA/CsDA immediately so that the same are accounted for within the current financial year. Instructions may also be issued to the units/formations that Vouchers/Cash Accounts may be forwarded to the concerned PCsDA/CsDA/Sub-Office through courier if any delay is anticipated. The Cash in Hand/Bank which remains unutilized has to be deposited through MRO by the Imprest holders by 31 -03-2021 positively.
3	Dte General of Financial Planning, GS Branch, Integrated HQrs of Min. of Def (Army), Sena Bhawan, New Delhi-110011	
4	Dte of Naval Plans Integrated HQrs of Min of Def (Navy), South Block, New Delhi-110011	
5	Dte of Financial Planning, Integrated HQrs of Min of Def (AF), Vayu Bhawan, New Delhi-110106	
6	DDG (Finance), Ordnance Factory Board, 10-A,S.K.Bose Road, Kolkata-700001	
7	Dte of Budget, Finance and Accounts "A" Block, DRDO Bhawan, HQrs DRDO, New Delhi-110105	
8	HQrs IDS, Kashmir House New Delhi-110011	
9	Dte. Gen. of Audit (Defence Services), L-II Block, Brassey Avenue New Delhi-110001	
10	DDG (Budget), DGQA,'G' Block, New Delhi-110011	
11	ADG (A), Dte Gen of NCC, West Block-V, R.K. Puram, New Delhi-110066	
12	Dte. Gen. Coast Guard HQrs, National Stadium Complex, New Delhi-01	
13	DGBR, Ring Road, Naraina, Delhi Cantt-110010	
14	Audit Section GP-III (Local).	

15	All Groups in Accounts and Budget Section (Local)	
16	Master File.	
17	SPS to CGDA	
18	SPS to Addl.CGDA	
19	PAs to all Jt.CGDA in HQrs Office	
20	EDP Section (Local).	For information and request to upload on the website please



(Hans Raj Tiwari)  
AO (Accounts)

**ANNEXURE-A****Instructions for Pr. Controllers and Controllers of Defence Accounts**

The accounts for March (Sy-I)' 2021, should for all intents and purposes be regarded as the final accounts for the year 2020-2021 barring a few unavoidable adjustments that may have to be included necessarily through Journal Entries with the approval of CGA / CGDA. Every endeavor should, therefore, be made to speed up adjustments by taking prompt and timely action to obtain wanting particulars and vouchers etc. wherever necessary.

2. It was noticed in the past few years that compilation for March (Prelim.) and March Supplementary-I Accounts contained errors, fictitious code heads, code heads which are not to be operated by the Controller originating the Punching Medium etc. It is therefore, essential to scrutinize the Punching Medium very carefully as laid down in **Para 71 of Defence Account Code (2014 Edition)**. So far the sub offices are concerned e.g. AOs GE, and PAO(ORs), DPDOs etc. which are at present authorized to send Punching Media direct to DDP/EDP Centers, their DDP/EDP may please ensure that Code Head Master is updated so that erroneous/fictitious code heads are identified/got rectified/compiled immediately and compilation data is transmitted to EDP Centre of HQrs Office on a daily basis.

3. In respect of Railways/Department of Post/MEA etc. only inescapable and important transactions of large magnitude (Say Rs. 1,00,000 and above) should be proposed for proforma adjustment outside the books of RBI in accordance with provisions contained in **Para 109 of Defence Account Code, 2014**. An expeditious action is required to be taken to forward the vouchers/Schedules in respect of individual transaction of Rs.1,00,000/= and above, gross credits/debits which have not been advised to the RBI before close of their books for the current year 2020-2021 and which are likely to affect the appropriations of the year or may remain outstanding under the Remittance Heads in the Defence Books, to the Civil Accounts Officers concerned and their acceptance for the debits/credits involved, obtained well in time by pursuing the matter vigorously. On receipt of acceptance from the parties concerned the details of the transactions should be reported to this office (in duplicate) latest by 10.05.2021 in the proforma appended as **Annexure 'C'** to this circular to enable us to obtain the approval of CGA, Ministry

of Finance (Department of Expenditure) for inclusion in the current year accounts. Nil reports are also required.

4. Before finalization of March Supplementary-I, the following actions should be ensured:-

(i) **Primary Education Cess @ 2 % and Secondary and Higher Education Cess have been replaced by one single cess called Health & Education Cess (Code Heads 002/07 & 003/11). Hence any booking made under Primary Education Cess (Code Head 002/05) and Secondary Education Cess (Code Head 002/06 ) should be withdrawn and compiled to the new code heads 002/07 & 003/11 on account of Health and Education Cess.**

(ii) No amount remains outstanding under "Receipts Awaiting Transactions" i.e. NPS transactions under code heads 016/04 and 016/05 at the close of Accounts for the FY 2020-21. In case the amounts remain outstanding in these code heads, the same are to be transferred to Miscellaneous Suspense Head 020/61 in March Supplementary Accounts positively for clearance in the subsequent Financial Year.

(iii) Amounts pertaining to charged expenditure have been correctly accounted for and compiled.

(iv) Minus transactions are genuine.

(v) There are no compilations under Major Heads 8342.00.117- Defined Contribution Pension Scheme for Government Employees.

(vi) There are no adverse balances in compilation specifically under Major Heads 7610, 8444, 8551, 8670, and 8782.

5. In addition to above, the following specific instructions are issued for compliance by all PCsDA/CsDA Offices:-

i). The provisions contained in Para 289, 290 and 291 O.M. Pt.II Vol-I (Chapter-III Accounts Section) in regard to review of compilation should be adhered to. As regards category codes prefixed to Service/RD&R Heads it should be ensured that category is prefixed to the correct code heads. Category prefixes allotted to CHB heads are not operable with RDR Heads.

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ii). No compilation under heads relating to transactions susceptible to adjustments centrally by one CDA be done by another CDA in March Supplementary-I Account.

iii) The net amount compiled during the year under the Head "Deposits with the Reserve Bank{(Code Heads 021/00, (096/40 in the case of AO DAD MOD (CIVIL) and (099/25 in the case of CDA (CSD))} excluding the amount adjusted on Proforma basis outside the books of the RBI,CAS Nagpur should agree with the net closing balance intimated by the RBI,CAS, Nagpur in March 2021 Accounts at the close of Accounts for March (Prelm). Difference if any should be transferred to PSB Suspense (020/76) and RB Suspense (Unclassified) (020/83) and proper record of each discrepancy should be recorded in RB Deposits Register.

iv) Expeditious action should be taken to adjust the debits received from Civil Accounts Officers to the final heads of Accounts for 2020-2021. In case where vouchers/particulars in support of the debits have not been received, the same should be called for and pursued to finality with a view to ensuring adjustment of the debits in question in the accounts for 2020-2021 themselves. In cases where debits are awaited from Civil Accounts Officers (wherever known) the same should be called for and vigorously pursued to facilitate adjustment in current year's accounts.

v). It may please be ensured that the Annual report on " **Charged Expenditure**" for the year 2020-2021 be rendered by 31.08.2021 positively keeping in view the instructions contained in this office circular No. A/II/11909/CH. Expdr. dated **21.05.2002**.

vi). The **Annual Review of Balances (AROB)** for March Supplementary-I along-with statements 5&13 for the year 2020-2021 may please be furnished to this office not later than 30.06.2021. This may be addressed to **Shri. Atul Arora, Sr.AO (Accounts)**, Office of the CGDA, Ulan Batar Road, Palam ,Delhi Cantt.-110010 with copies to all concerned with the following action:-

(a). The outstanding balances under various Minor Heads below Major Head "8659"- **Suspense Account (Defence)**", "8787- **Adjusting Account with Railways**", at the end of 2020-2021 may be reviewed by the Controllers and suitable action may please be taken to clear all outstanding items to bring down the outstanding balances. The specific action taken during the year should also be mentioned in the "Action Taken Note" in the AROB.

(b). If there are adverse balances in any of the heads, a brief description of action initiated to rectify the error/correction of accounts/steps taken for proper maintenance of accounts should be indicated.

(c) There should normally be no minus transactions except under suspense heads during the year. If there are any, full reasons thereof may please be indicated in the "Action taken Note" in the AROB.

(d) It may please be ensured that proper records of outstanding balances reflected in the Annual Review of Balances are kept in the relevant ledgers/prescribed registers and the balances reflected in the Annual Review of Balances agree with those of ledgers/prescribed registers. In this connection HQrs. office circular No. A/II/12273/ROB/Gen/2007-08 dated 05-11-2009 (Circular No.44 of 11/2009) may please be referred to.

6. After Closing March (Supplementary-I) Accounts,2021 if rectifications/adjustments are necessary, the same will be carried out with the approval of CGA, Ministry of Finance (Department of Expenditure)/CGDA in exceptional cases subject to the following:-

- (i) A Punching Medium for Journal Entry is initiated for rectification of a misclassification/readjustment, and sent to HQrs Office latest by 10 .06.2021.
- (ii) Reasons for not detecting the error during monthly review and within the Supplementary accounts are adequately explained with the recommendations of the PCDA/CDA.

**Note:-** The adjustments through Journal Entries (JEs) in respect of very important unavoidable transactions and of large magnitude say Rs.one Crore and above will be forwarded to the HQrs Office under the personal orders of the PCDA/CDA/ Head Office so as to reach this

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office on or before 10.06.2021 for obtaining the orders of CGDA. A consolidated Punching Medium for all proposals of rectifications through Journal Entries for the organization as a whole under the orders of PCDA/CDA with reasons for non-booking in the March (Prelim.) and March (Sy-I) will be prepared and original copy of the Punching Media forwarded so as to reach the HQrs Office along-with a Soft Copy in CD duly data entered in the CD (in DBF & FOX PRO mode) in original by name to Smt. Vinakshi Gupta Jt.CGDA(A&B) duly approved by PCsDA/CsDA. **Proposals received after 10.06.2021 would not be accepted.**

7. It has been our experience in the past that such proposals were sent to us very late (without indicating Controller's approval). The main reason for delay in sending proposal of corrections through Journal Entries generally attributed to postal delays. In fact the proposals were dispatched on the last date prescribed for rendition of data or thereafter. Therefore, the Punching Media/other documents should be sent through Speed Post & e-mailed at [hqaccounts.cgda@gov.in](mailto:hqaccounts.cgda@gov.in) . The same may also be intimated telephonically to the Competent Authority of this HQrs office.

Annexure 'B'Instructions for Computer Centre, CGDA, Ulan Batar Road, Palam, Delhi Cantt-10 only.

It will be ensured by the EDP/DDP Centers that no Punching Medium will be accepted after 20.04.2021 in normal course. However, a time window of three days from 21.04.2021 to 23.04.2021 has been provided for reporting any exceptional manual corrections. PM for corrections will be accepted by the EDP/DDP of Controllers' offices only with the prior approval of PCsDA/CsDA concerned. In this way, the accounts will be finally closed on 26.04.2021. After 26.04.2021, EDP Centre of HQrs office will accept PM only on prior approval of Jt. CGDA(A&B).

2. It is requested that the dates for closing of compilations for March (Prelim.) and (Supplementary-I), 2021 for EDP/DDP Centers as well as the dates by which they should send their data to EDP Centre in the compilation system may also be intimated at their end.

3. While finalizing compilation for March (Prelim.), it may be ensured that all **central transfers** in respect of Fund heads, Advances-Pay Accounts Offices etc. centrally done by EDP Centre of HQrs Office, as per extant orders, are invariably affected in this Accounts. The balances compiled under Cat. Prefix "77" representing readjustment/rectification of error of past years will, however, be allowed to stand in the compilation, unless otherwise advised.

4. The DDP/EDP Centre should ensure that Punching Media received from each PCDA/CDA are numbered serially and there is no break in the continuity of serial number and printed compilation is generated in the normal manner as for other months. EDP/DDP Centre should be advised to make special arrangements so that PM data is punched on a daily basis and uploaded daily in the Compilation System. DDP/EDP/Computer Centre of CGDA Computer Centre, Delhi Cantt may ensure watching last voucher certificates to ensure that no P.M. is left over. CGDA Computer Centre, Delhi Cantt, after printing the consolidated compilation, should send the same immediately to all concerned.

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5. It may, however, be mentioned that punching media intended for March (Supplementary-I)' 2021 received by DDP/EDP Centers/Section, after prescribed date, and which could not be included in the same account, may be returned to Controller's Offices concerned for floating a JE and acknowledgement of Controllers concerned watched.

6. The DDP/EDP Centers/Computer Centre, CGDA Delhi Cantt should scrutinize the Punching Medium/daily data for March (Supplementary-I) Accounts and try to settle discrepancies before printing of compilation. Any incorrect/doubtful compilations, fictitious code heads or Controller's own exchange account head which come to notice at the time of printing of compilations for March (Prelim.)' 2021 and March (Sy-I)'2021, which cannot be rectified in consultation with the Controllers concerned, should be transferred to Suspense Head (00/020/61-Misc Suspense,29/020/61-Fictitious RDR Heads,75/020/61-Fictitious Service Heads) as the case may be and complete details of such transfers furnished to **Controllers concerned and this office.** In this connection the HQrs. Office Most Important Circular No. A/III/11365/020/61/Gen dated 04-05-2000, as amended vide HQrs Office even No. dated 01.12.2000 may please be referred to.

#### **Regional Controllers/CDA (CSD)**

The time schedule for submission of Commercial Annual Accounts of Military Farms/CSD for 2020-2021 will be notified separately by the concerned Section.



