



कार्यालय रक्षा लेखा नियंत्रक :

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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16

IMPORTANT CIRCULAR

No A/II/13027/ROB/2020-21

DT 24.5.2021

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 F.Y. 2020-2021.

Ref: 1. HQrs letter NO A/I/13311/ACA/2020-2021 DT 20.05.2021

2 HQrs Office Circular of even No dated 16.3.2021 circulated vide this

Section letter of even number dated 17.3.2021 (placed in CDA Web-site)

Head Quarters Office letter dt 20.5.2021 cited at reference on Annual Closing of Accounts for the F.Y 2020-21 is circulated herewith for compliance of the contents therein. Copies of HQrs circular dated 16.3.2021 and this Section circular dated 17.3.2021 are also circulated herewith for ready reference.

Encls: as above

Accounts Officer (A/ Cs)



4/19

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
15 AN BAFAR ROAD, PALAM, DELHI CANTT - 110 010

Tel: 0 28665622 Fax: 011-25674786 E-mail: hqdefaccounts.cgda@gov.in



No N/13311/ACA/2020-2021

Dated: - 20-05-2021

To

All Pr. Controllers/ Controllers

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

Reference: HQ's Office circular of even No. dated 16.03.2021.

Please refer to the circular mentioned under reference wherein the time schedule for various stages towards closing of accounts has been listed.

In case of any adjustments/rectification required may be submitted for provision in the final accounts through a Journal Entry subject to availability of budgetary support.

It is emphasized upon all that the time schedule mentioned in the said circular must be adhered to and the proposals duly satisfying all the requirements for Funding Medium resource and justification approval of competent authority are to be ready this H.Q.'s office on or before 4.05.2021. The circulars No. 2687 of 2020 and No. 160 of 2021 of HQ's office are also referred to.

[Signature]
Member (Admin)



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.