
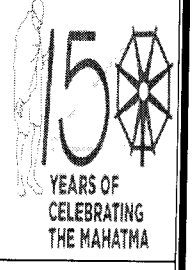


MOST IMPORTANT CIRCULAR ON REVIEW OF BALANCE 2021-2022.

	<p>भारत सरकार / Govt of India रक्षा मंत्रालय / Min of Defence रक्षा लेखा नियंत्रक, नं.1, स्टाफ रोड, सिकंदराबाद 009 - Controller of Defence Accounts No.1, Staff Road, Secunderabad - 09 (ई-मेल/email: secd-acsn-cda@nic.in) (वेब सयट / website : cdasecbad.ap.nic.in) दूरभाष/Tel: 040-27843385/Ext-213 फैक्स/Fax: 040-27810499</p>	
---	---	---

सं./No. A/II/13027/AROB Corr

दिनांक/dt. 18th Feb 2022.

सेवा में / To,

प्रभारी अधिकारी / Officers in Charge,

01. वे. ले. का) अ. श्रे (ई. एम. ई/PAO(ORs) EME, Secbad
02. वे. ले. का) अ. श्रे (ए ओ सि/PAO(ORs) AOC, Secbad
03. क्षेत्रीय लेखा कार्यालय) थलसेना (/AAO (Army), Visakhapatnam
04. सभी उप-कार्यालय / All Sub Offices,
सिकंदराबाद, विशाखापट्टनम, सुर्यलंका और एडिदुमलारम / Secunderabad /Visakhapatnam/
Suryalanka and Eddumailaram
05. सभी अनुभाग / All Sections
मुख्य कार्यालय / Main Office
स्थानीय / Local

विषय /Sub : Review of Balance for the year 2021-2022

संदर्भ / Ref : Chapter 11 to 17 of Defence Account Code and Paras 296 to 299 OM
Part II Vol I.

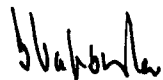
The Annual Review of Balances Report is required to be rendered to HQrs Office on closure of financial year 2021-22. As the current financial year is fast approaching to an end and in order to render the report in time to HQrs office, all concerned are requested to send their reports **on or before 30.4.2022** to Accounts Section. Necessary action may be taken to up-date the records to arrive at the correct and accurate figures under each head of account as on 31.3.2022.

2. The Heads of Accounts for which reports are to be rendered are indicated in the Statement-I enclosed.

3. Certain important points to be taken into account while rendering the above mentioned report are given in the succeeding paras and Statements I to IV of this circular. It is therefore, requested to take into consideration the contents of this circular and ensure that the details are furnished with self-explanatory notes so as to avoid back references.

4. The Report should cover all the compilations made during 2021-2022 ie up-to 14/2022 accounts duly reconciled with Printed Compilation. In case of non-receipt of Printed Compilation at the time of rendering the report in respect of 14/2022 accounts, the report may please be furnished with reference to office copy of the PM.
5. More importantly, any discrepancies pertaining to the previous year's noticed during 2021-2022 may please be shown separately and may not be mixed-up with the current year's figures under review.
6. As for discrepancies of 2021-2022 are concerned, action taken for reconciliation may be noted against each code head. In case of out-standing balances, specific reasons may be furnished.
7. The amounts cleared up-to the date of rendering of AROB report under Code Head 00/017/05 (Misc Deposit) out of balance shown on 31.3.2022 may also be furnished.
8. As for 2021-2022 figures are concerned, balances appearing in the relevant registers and printed compilations should be reconciled in case of any discrepancy, explanation for the same may be furnished along with supporting documents.
9. It may please be ensured that the correctness of the balances is certified in the prescribed format. It may also be noted that Certificates rendered by all concerned form the basis for rendering the report to HQrs Office.
10. Please ensure that the closing balance (tallied for 2020-21) is invariably reflected as opening balances in the current year report in respect of all code heads.
11. In accordance with para 179, Defence Accounts Code, acknowledgements for loans and advances out-standing as on 31.3.2022 from Central Govt employees have to be obtained and forwarded to Accounts Section. AN/Pay Section, PAOs (ORs) EME and AOC may obtain acknowledgments from DAD employees with reference to extra copy of schedules of 02/2022 and forward to Accounts Section. In respect of PBORs of PAOs the same procedure as stated above may please be followed. In the case of Def Civilians and Industrial Personnel of MES, Pay Sections of Main Office and AOs GE may obtain acknowledgements on the basis of recovery schedules of 02/2022 and forward to Accounts Section.

Please acknowledge receipt of this letter under signatures of Head of Office of sub-offices and GOs / SAOs in respect of Main Office.



वत्सला .एस) / S Vatsala)

महायक नियंत्रक (लेखा) / Assistant Controller (Accts)

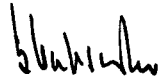
I **INSTRUCTIONS FOR ALL AOs OF E SECTION/STORE SECTION/DGNP/GEs**

1. The original copies of the Statements regarding information as per Statement I to IV should be dispatched direct to Accounts Section of Main Office in accordance with para 180 Defence Accounts Code along with certificates mentioned in para 9 above.
2. One copy of similar such statement together with certificate should be enclosed to RAO/LAO concerned for their scrutiny and onward transmission to Main Office Accounts Section with their remarks subsequently.
3. A separate statement may be rendered in respect of MES formations having separate code duly tallying with Sectional Compilation.
4. Similarly, separate Statements may be furnished in r/o of MES formations that have been closed / amalgamated with other MES formations during the period under review in order to tally with the registers held in this office.
5. Total number of cases in which the retiring Govt. servants have deposited cash with Govt. and total amount relating thereto compiled to code head 00/017/02 as Security Deposit may please be furnished under Statement IV.
6. E Section and Stores Section have to certify that various securities held under their charge have been reconciled with the relevant registers held in their sections and tallied with out-standing balance reflected under Security Deposit (other than Cash) as on 31.3.2022.

II **FOR GROUP I,II,III OF ACCOUNTS SECTION, MAIN OFFICE**

The complete information in respect of code heads debits/deposits etc., which are closed to balances dealt within your group should be furnished positively before 30.4.2022 duly reconciled with the figures reflected in the Printed Compilation.

Please acknowledge receipt.



वत्सला .एस) / S Vatsala)

महायक नियंत्रक (लेखा) / Assistant Controller (Accts)

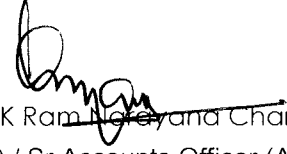
प्रतिलिपि/Copy to:-

01. All LAOs / RAOs (MES) (Dealing with MES formations)
 - i. Verification of correctness of the Statement as and when received from AO's GE (MES) with the debit and suspense registers maintained in their Offices in respect of MES formations may please be made immediately and necessary certificates of correctness furnished. In case of discrepancies noticed the same may be endorsed therein and the

report transmitted to Accounts Section of this Office as per para 180 Defence Account Code.

- ii. In respect of out-station MES formations the statement may be scrutinized wrt information and verification of debit and suspense register may please be made available at the time of your next visit to the Formation and requisite Certificate sent to Main Office Accounts Section immediately on completion of inspection.
- iii. Completion Report covering all these aspects may please be sent by 15th June 2022 in respect of Local AOs GE and as regards out-station MES formations on completion of review of reports.

Please acknowledge receipt.



(क राम नारायान चारि / K Ram Narayana Chary)
वरिस्ट लेखा अधिकारि (लेखा) / Sr Accounts Officer (Accts)

02.
 - i. DCDA i/c PAO(ORs) EME S'bad
 - ii. ACDA i/c PAO(ORs) AOC S'bad } The following specific points may please be noted apart from above while rendering AROB report.

The reasons for out-standing balances under 00/017/14, 00/022/15, 00/020/72, 00/016/01, 00/018/65 and 00/015/10 may please be mentioned and also the details of these code heads may please be recorded for subsequent verification by Main Office. The figures reflected under current year should include 14/2022 accounts also.

Please acknowledge receipt.



(क राम नारायान चारि / K Ram Narayana Chary)
वरिस्ट लेखा अधिकारि (लेखा) / Sr Accounts Officer (Accts)

STATEMENT - I

SI No	Code Head	Head of Account	Section/Office from whom reports are required	Important points to be taken into consideration while preparing the report/additional information for rendering report.
1	00/012/07 00/012/09 00/012/12 00/012/13 00/012/17 00/012/19 00/012/22 00/012/23	Loans to Govt Servants	Group II A/C section DHR, AN pay, AOs GE (MES), PAO (ORs) EME/AOC, Civilian Pay Sections	Full details may be furnished stating the number of acknowledgements out-standing as on 31.3.2022 and acknowledgement received in 2020-2021. Total acknowledgement due/received/pending details may be furnished for 2021-22 duly reconciled with D.R.
2	00/017/02	Security Deposit other than MES	Misc Section and Store Section of Main Office / Area Accounts Office, Vizag	Closing Balance as on 31.3.2022 in your register may please be verified and agreed with compiled actuals and the certificate referred to at para 9 of this circular may be furnished. Please also furnish necessary certificate that the balances do not include unclaimed and unadjusted deposits of over three years (excluding the year in which deposits were made). Information as per Statement II & IV may also be furnished.
3	00/017/05	Misc Deposits MES	AOs GE (MES) AO DGNP Vizag	Please refer Section 31 & 33 of RMES-Deposit Works and para 180 Defence Account Code. Complete particulars of the amount out-standing being shown as opening balance in Statement II should be furnished in a separate Annexure.
4	00/017/05	Misc Deposits (Non MES)	Misc Section and Store Section of Main Office & Area Accts Office, Vizag and PAOs (ORs) EME/AOC	Payments received and refunds made on account of Security Deposits may please be furnished in the Statement in respect of JCO/ORs / Deserters. Credit balance will be compiled to this head. Hence, the report may be rendered as per format furnished in Statement II, III & IV.
5	00/017/05	Misc Deposits MES	AOs GE (MES), AO DGNP Vizag and E Section Main Office	Please see remarks against item 2 above. Information as per Statement II, III and IV may please be furnished. Full particulars of the above amounts outstanding being shown as opening balance in Statement II should be furnished in an Annexure
6	00/018/01	Immediate Relief DAD	AN Section, PAOs	Outstanding if any may be intimated with reasons.

7	00/018/60	Advances/Imprest Holders	Store Section Main Office	Normally the amount compiled to the charge side should have been cleared in the same year by compilation to receipt side. In other words the amount compiled to charge and receipt side should be the same. If there is difference, full details of the same may please be furnished. On no account this head should have balance on receipts side.
8	00/018/64	Misc advances	Store Section, Pay Sections of Main Office and AAO (Army), Vizag and, AOs GE MES/UAs DEO	Please see remarks at item 2 above. Full particulars of the amount outstanding should be furnished in an annexure.
9	00/018/65	Advances to PAOs	Misc Section of Main Office & AAO (Army), Vizag, PAOs EME and AOC	Normally there should not be any outstanding balance under this Code Head. However, in AROB huge balance is outstanding under this code head. Action may please be taken to clear all the outstanding. Reasons for out-standing if any should be furnished.
10	00/019/01 to 00/020/50	Accounts with AG's & Ministries	Group III Accounts Section Main Office	Amount of the out-standing may please be furnished duly reconciled with printed compilation.
11	00/020/61	Misc Suspense	Group II Accounts Section Main Office, all Sections and sub-offices where it has not been reviewed.	Number of items and amounts Outstanding with year-wise breakup may please be furnished interalia indicating action taken for clearance.
12	00/020/80	Remittance in Bank / Treasuries	Accounts Section I	-do-
13	00020/81	Cheques and Bills	Accounts Section I	-do-
14	00/020/82	RBI Suspense Classified	Accounts Section	-do-
15	00/020/83	RBI Suspense unclassified	Accounts Section	-do-
16	00/020/85	Deposit with Electricity Board	AO's GE, AO DGNP and E Section	-do-
17	00/020/97	Departmental advances	AOs GE	Please review the compilation to the code head to ensure that no balance is out-standing at the year end. Confirmation of the action taken indicating the reasons for out-standing if any may please be

				furnished.
18	00/020/98	Permanent Cash Imprest	Misc& AN Section of Main Office & AAO (Army), Vizag, AO's GE/ AO DGNP	Full details of the amounts outstanding may please be furnished item-wise in an Annexure indicating the name and unit of the office to whom paid and month/year of payments.
19	00/022/10	Transfer between MES Offices	E Section Main Office, AOs GE	If any amount remains out-standing as on 31.3.2022, specific reason for non-clearance may please be furnished.
20	00/023/01 to 00/023/11	Accounts with Railways	Accounts Section	Amount of out-standing may please be furnished.
21	00/024/00 to 00/026/16	Accounts with P&T	Accounts Section	Amount of out-standing may please be furnished.
22	00/090/00	Cash Balance	Store , Misc AN Sections of Main Office & AAO (Army), Vizag	Closing Balance as on 31.3.2022 in your registers may please be verified and agreed with the compiled actual.
23	00/020/99	Security Deposit with Court	Group II of Accounts, UAs DEO, E Section, AO's GE	Details of out-standing with year-wise break-up should be furnished.
24	15/17/05	Misc Deposits Sales Tax	All AOs GE, E section Main Office	Full details of outstanding and action taken for clearance should be intimated in a separate Annexure direct to E Section, will scrutinize the report and take expedite action for clearance.
25	00/022/15	Transfer between PAOs	PAO(ORs) EME and AOC	The amount compiled to the heads with particulars of transaction (+) Charge, (+) Receipts may be furnished with clearance of (-) Charge, (-) Receipts wherever made at the end of the year should be Nil. Hence, details may be furnished.
26	00/020/72	Exchange Accounts - Suspense Defence	PAO(ORs) EME and AOC	Details (+) Charge (+) Receipts may be furnished.
27	00//016/01	Field Deposits	PAO(ORs) EME and AOC	The amount outstanding under 00/016/01 (+) Receipt and (+) Charge with details of compilation may be furnished.
28	00/015/10	DSPP Fund	PAO(ORs) EME and AOC	The total amount outstanding as per your final one line on 31.3.2022 may be furnished explaining how the same has been worked out.

STATEMENT -II

Reports by PAO's (Code heads - 00/017/14, 00/022/15, 00/020/72, 00/016/01, 00/018/65 and 00/015/10)

(SEPARATE STATEMENT TO EACH CODE HEADS TO BE FURNISHED)

Section Code :

Month	Opening Balance as on 31.3.2022		Credits during the month	Debits during the month	Net effect closing balance at the end of the year 2021-2022	Remarks
	Credits	Debits				
4/2021						
5/2021						
and so on						
14/2022						

Sr. AO / AO

STATEMENT III

FOR AOs GE / AO DGNP(V) / PAO's : Code Head - 00/017/05

The closing balance as on 31.3.2022 under Code Head 00/017/05 will normally comprise of the following:

- 1 Amount due to contractors on closed account Rs.
- 2 Amount deposited in each by retiring Govt servants
- 3 Other Misc deposits Rs. (to be supported with the following details)
 - i) The circumstances which necessitated the amount to be placed in deposit
 - ii) Reasons for items out-standing over a year such as Arbitration cases pending before a Court of law etc

The balance of each account with reasons for compilations and clearance should be furnished for the total closing balance as on 31.3.2022 as shown below.

A sum of Rs. _____ has since been cleared during 2021-2022. The balance of Rs. _____ is on account of the following:


Sr. AO / AO

STATEMENT -IV

DETAILS OF AMOUNT COMPILED UNDER 00/017/02, 0017/05 AND 00/018/64 FOR 2021-2022.
(SEPARATE STATEMENT FOR EACH CODE HEAD TO BE FURNISHED)

Sl No	DV No and Month	Amount compiled as receipt	Amount compiled as charges	Nature of Transactions	Name of the Party

Sr. AO / AO


(क राम नारायान चरि / K Ram Narayan Chary)
वरिस्ट लेखा अधिकारि (लेखा) / Sr Accounts Officer (Accts)