

Important Circular No. 43

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, UDAYAN
VIHAR, NARANGI, GUWAHATI- 781171

REGISTERED/TTB

NO. A/IV/18/Imp.Cir/Vol-VII

Dated 20 /08/2018

To

1. All compiling groups/sections of MO
2. Area Accounts Office, Shillong
3. PAO(ORs) 58GTC, Shillong
4. PAO(ORs) ARC, Shillong
5. All AOs GE /AGE

Sub: Non adherence of time limit fixed by Main Office for furnishing reply of important matters..

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Of late it has been observed that the reply/information of important matters related to budget, accounting etc. is not being furnished by a number of sections in main office/sub-offices within the time limit fixed by this office. Sometimes, reply of such important matter is to be submitted within the stipulated time limit as sought for by HQrs office. But, sometimes the submission of reply to HQrs office is delayed due to belated furnishing of reply/information by the sections in main office/sub-offices. Such laxity while discharging duties has been viewed seriously by the higher authorities.

In view of the above scenario, the undersigned has been advised by the competent authority to instruct all the officer-in-charge of sections/groups of main office and sub-offices to discharge their duties with outmost care and vigilant about the adherence of time limit while furnishing reply/report etc. to the main office. Regarding the accounting matter of greater importance viz. closing of financial year's account like March(Preliminary), March(Final) and Journal Entry PM , all the officer-in-charge of the compiling groups/sections in Main Office and sub-offices should play proactive role for hassle free closing of accounts

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and if the situation needs, officer-in-charge of sub-offices should communicate with the AO/SAO/GO of the concerned section of Main Office by Telephone/Mobile/Whatsapp/Duty Rep etc. and the letter of such importance to be sent by Post/E-mail/Fax should be addressed by name of AO/SAO/GO of the concerned section of Main Office with heading of the letter should be "Urgent/Most Urgent/Top Priority".

In this connection, it has been advised by HQrs office vide their No A//13311/ACA/2017-18 dt. 23/05/2018 that the appropriate remedial measures be initiated to prevent the need for correction through Journal Entry as the office of CGA (Ministry of Finance) has suggested that henceforth Journal Entries should be minimized and brought down to zero. As such, all the concerned are requested to do their best effort to avoid correction through Journal Entries in the current financial year.

CDA has seen.

-sd-
(S. K. Das)

Jt.CDA

Copy to:

✓(i) The O/IC
EDP Section,
(Local).

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With request to upload the important circular in CDA Guwahati website.


Sr. Accounts Officer (A/Cs)