

# MOST IMPORTANT CIRCULAR

SPEED POST/REGISTERED/TTB

No. A/IV/18/Imp Cir/Vol-VI  
Office of the CDA, Udayan Vihar,  
Narangi, Guwahati- 781171.

Dated: 10 /03/2014.

To

Subject: Annual closing of Accounts for the year 2013-2014.  
Reference: HQrs. Office letter No. A/I/113311/ACA/2013-2014 dated  
03/03/2014 (Accounts Important Circular No. 101 of 03/2014).

-----X-----

The following dates have been fixed for submission of PM relating to closure of accounts for March (Preliminary) 2014, March (Supplementary) 2014, March (Supplementary Corrections) 2014 to EDP Centre/Accounts section of this office.

| Month's Accounts           | Date by which the last batch of PM to reach EDP Centre, Guwahati (with requisite certificate) |
|----------------------------|---|
| March (Preliminary) 2014   | 04/04/2014  |
| March (supplementary) 2014 | 21/04/2014  |

2. PM for March (Supplementary Corrections) 2014 must reach by **30/04/2014** and March (Manual Corrections) 2014 by **05/05/2014** to Shri S.C.Das, Sr.Accounts officer, Accounts Section of M.O. for scrutiny and verification of correctness before onward transmission to DDP/EDP Centre (Local) for compilation.

3. Suitable arrangements may, therefore, please be made for despatch of P.M. on the dates as prescribed in order to avoid non-inclusion of P.M.

4. The accounts for March (Supplementary) 2014 should for all intents and purposes be regarded as the final accounts for the year 2013-2014 barring a few unavoidable adjustments that may have to be included necessarily in the Accounts for March (Supplementary Corrections) 2014. Every endeavour should therefore, be made to speed up adjustments by taking prompt and timely action to

(Contd. to - - P/2)

