

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी- 781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
UDAYAN VIHAR, NARANGI, GUWAHATI-781171  
e-mail:cda-guw@nic.in

फैक्स / Fax:0361-2640204

दूरभाष / Ph:-0361-2640394,2641142

No. AN/IA/MISC/VOL-XI

Dated:04/12/2015

IMPORTANT CIRCULAR NO.-69

To,

- 1) All SAOs/AOs Main Office CDA Guwahati.
- 2) All Sections of MO CDA Guwahati.
- 3) All Sub-offices under CDA Guwahati.

**Subject :** Review of Reports & Returns in Defence Accounts Department-Purpose and Usefulness thereof.

**Reference:** HQrs Office letter No. A/III/13385/Review-R/R dated 20-11-2015.

Consequent to a review of the existing reports and reports rendered by the PCsDA/CsDA and other equivalent Field Offices to the HQrs office, it has been decided by HQrs office to discontinue certain reports and change periodicity of some other reports.

2. In so far as Accounts Section is concerned, out of the existing 41 reports, 14 reports have been approved for discontinuance and 4 reports for change in periodicity or merger into one.

3. Accordingly, sections/offices concerned are requested to take note and action in respect of various reports and returns as per Annexure "A", "B" and "C".

4. In regard to discontinuance of 14 reports mentioned in Annexure "C", it is suggested that proper mechanism for internal monitoring by concerned sections/offices may be put in place after discontinuance of these reports.

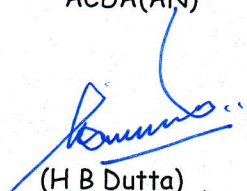
5. For closure of report mentioned at Srl No.1 of Annexure "B" matter is being taken up by HQrs Office with CGA and further directions may be awaited before discontinuance of the same. The reports mentioned at Srl No. 2 & 3 of Annexure "B" may continue to be rendered as a single report. The report mentioned at Srl No. 4 of Annexure "B" may continue to be rendered till further orders on this matter.

Enclosure : Annexure "A", "B" and "C".

Copy to : EDP Section (local) : For uploading in CDA Guwahati website.

-sd-

(K Lalbiakchhunga)  
ACDA(AN)

  
(H B Dutta)  
SAO(AN)

List of Reports to be continued

Annexure 'A'

Sl. No.	Description of the Report & Return	Periodicity
1	Annual Charged Expenditure Report	Annual
2	Suspense Clearance Report	Quarterly
3	RBI Reconciliation Report	Monthly
4	JCB Report	Annual
5	Statement No.4 Guarantees given by Union Govt.	Annual
6	Statement No.11:Statement showing the investment of Union Govt. in statutory Co-operative societies	Annual
7	Subsidies paid by the Government to various companies/ corporations/ autonomous bodies from Defence Services Estimates.	Annual
8	Contribution/Grant in aid paid to International Orgn. From DSE	Annual
9	PLI Proforma Dropping	Annual
10	Report on the working of Focal Point Branch System Monitoring Committee Meeting	Quarterly
11	Annual Review of Balances AROB	Annual
12	Write off from balance heads to Government (Annual report on other than PF Suspense) ( Code Head 021/71)	Annual
13	Write off from Provident Fund Suspense Head (020/55)	Half Yearly
14	Appreciation Report on ACAPR	Annual
15	Recoveries of interest from SBI/Associate Banks on Delayed Remittances of Govt Receipts into Govt Accounts.	Quarterly
16	Report on Central Government Employees Insurance Scheme	Annual
17	Report on introduction of new software Govt. Business Software Solutions (GBSS) in SBI	Quarterly
18	Proforma adjustment outside the books of RBI during the Financial year.	Annual
19	Expenditure report on Para Military Forces- SFFs Report	Monthly
20	Booking Status Report	Quarterly
21	Annual Accounts of Military Farm	Annual
22	Expenditure in Aid to civil power	Annual
23	Allotment of Sign Code to Defence Drawing and Disbursement Officer	Annual



List of Reports considered for merger /change in periodcity

<i>Sl. No.</i>	<i>Description of the Report &amp; Return</i>	<i>Periodicity</i>
<b>ACCOUNTS SPECIFIC REPORTS: 04</b>		
1	Implementation of e-payment system in Non-Civil Ministries/ Deptt.	Monthly
2	Submission of information in accordance to IGAS 2	Annual
3	Submission of information in accordance to IGAS 3	Annual
4	Level Playing Field for Private Sector manufacturers vis-a-vis DPSUs/OFB	Monthly

## Annexure 'C'

## List of Reports discontinued

<i>Sl. No.</i>	<i>Description of the Report &amp; Return</i>	<i>Periodicity</i>
1	Review of Sectional Compilation with details Imprest Account and Cash Assignment	Monthly
2	24G (IT Returns)	Quarterly
3	TBOs Report	Monthly
4	TE Report	Quarterly
5	Statement No. 5 & 13, summary of balances & statement of receipts, disbursement & balance under heads of accounts relating of debit RDR Heads.	Annual
6	Report on verification of DMS, MSS and Unlinked Cheque for the quarter	Quarterly
7	March Corrections report for Journal Entries.	Annual
8	Accounting Procedure in r/o NSG	Monthly
9	Anticipated Expenditure on Pay & Allowance of JCOs/Ors	Annual
10	Brochure on Pay & Allowances of JCOs/ORs	Annual
11	Expenditure Report for Budget Head Information Technology	Monthly
12	RE/ BE in respect of cash requisition, Interest receipt & Payment, and Deposit Linked Insurance Scheme	Annual
13	Monitoring of Defence Budget: Outstanding Accounts and Bills/Unaccounted Expenditure	Quarterly
14	Report on Foreign Exchange Business	Monthly