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रक्षा लेखा नियंत्रक, कार्यालय, गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,  
UDAYAN VIHAR, NARANGI, GUWAHATI-781171

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फैक्स/Fax-0361-2640204/2640810

Important Circular No.63

No.A/IV/215/Vol.-XL

Dated: 05/10/2018

To

All the compiling groups/sections in Main Office and  
the sub-offices

Subject :- Speedy clearance of Suspense Heads and DID Schedules due to targets set by the  
HQrs.Office,Delhi Cantt.

It is informed that one of the targets set by the HQrs.Office,Delhi Cantt. has been the speedy clearance of **Suspense Heads** and **DID Schedules** and in this regard, the action plan for clearance of suspense heads and DID schedules on due dates has been prescribed by HQrs.Office vide No.A/I/12273/Targets dated 17.08.2018 & A/II/TMM/Vol-I dated 27.08.2018(Available in HQrs. Office website). The details of the prescribed dates mentioned in ibid letters are reproduced as under :-

Sl.No.	Description	Due dates
01.	All the current period of suspense & DIDs i.e. suspense & DIDs during the period 2017-18 may be cleared and brought to nil to the extent possible as a short term target.	By 30.10.18
02.	Position of short-term target will be monitored & reviewed by HQrs.Office to assess the position of clearance of current period of suspense & DIDs(2017-18)	By 30.11.18
03.	All the suspense heads & DIDs of all previous years may be identified and action plan for clearance of the same may be worked by the Controllers' offices.	30.11.2018
04.	Previous year suspense & DIDs may be targeted as a medium term target.	From Nov., 2018 onwards
05.	For the situation where the suspense & DIDs cannot be cleared due to non-availability of records – Controllers' offices may take up the matter with the concerned authorities.	By 31.01.19
06.	Through analysis of progress made in last year will be done for medium term targets and all suspense & DIDs probably may be cleared by the deadline	By 30.11.19

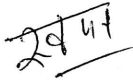
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In this connection, it is intimated that this office has already been issued letters to the concerned groups/sections of main office and the concerned sub-offices to clear the suspense heads & DID schedules expeditiously taking into account the targets set by the HQrs. Office vide this office letters bearing no.A/IV/204/Vol-XII dated 18.09.2018(For 020/99), A/IV/Misc.Corr/Vol-III dated 20.09.2018(For 018/01), A/IV/65/018/64/Vol-X dated 13.09.2018(For 018/64), A/IV/Misc.Corr/Vol-III dated 20.09.2018(For 022/10), A/IX/018/65/Jacket/Vol-IV dated 24.09.2018(For 018/60), A/II/41/Vol-XX dated 20.09.2018(For DIDS of AO.GE Tezpur) & A/II/35/Vol-XXIV dated 20.09.2018 (For DIDS of AN/III of MO). All these letters have been sent by E-mail & speed post.

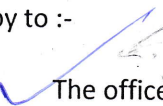
In view of above, all concerned are requested to review the outstanding suspense heads and DID schedules held at their end and clear the same at the earliest bearing in mind the targets set by HQrs. Office and intimate this office with requisite documents in due course of time. Officers-in-charge of sub-offices are requested to liaise with the executive authorities if the circumstances arise for clearance of suspense heads & DIDs.

Photocopy of HQrs. Office above mentioned letters are enclosed for ready reference.


CDA has seen.

  
( S.K.Das )  
Jt.CDA

Copy to :-

 The officer-in-charge,  
EDP Section(Local)

| For uploading in CDA Guwahati website please.  
|

  
Sr.AO(A/Cs)

कार्यालय, रक्षा लेखा महानियंत्रक,

उलान बटार मार्ग, पालम दिल्ली छावनी-110010

O/O THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS,

ULAN BATAR ROAD, PALAM, DELHI CANTT.-110010

दूरभाष : 011-25665548,25665583/84,25665736/37, फैक्स : 011-25674786

ईमेल : hqaccounts.cgda@gov.in

No. A/II/TMM/Vol-I

Dated: 27.08.2018

To

The PCsDA/PCA (Fys)/CsDA

**Sub: Action Plan on the Short Term And Long Term Targets of Accounts & Budget Section.**

One of the targets set by the CGDA has been speedy clearance of DIDs. In this regard a short and long term targets have been set up for liquidation of DIDs. Action plan for PCsDA/PCA (Fys)/ CsDA offices against the due dates prescribed are as under:

Sl No.	Description	Due Dates
01	All the current period DIDs i.e. DIDs during the period 2017-18 may be cleared and brought to nil to the extent possible as a short term targets.	By 30 <sup>th</sup> October, 2018
02	Position of short -term target will be monitored & reviewed at this HQrs office to assess the position of clearance of current period DIDs (2017-18).	By 30 <sup>th</sup> November, 2018.
03	All the DIDs of all previous years may be identified and action plan for clearance of the same may be worked out by PCsDA/PCA (Fys)/CsDA.	30 <sup>th</sup> November, 2018
04	Previous year DIDs may be targeted as a medium term target.	From November, 2018 onwards
05	For the situation where DIDs cannot be cleared due to non-availability of records - PcsDA/PCA (Fys)/CsDA may take up the matter with concerned authorities.	By 31 <sup>st</sup> January, 2019
06	Through analysis of progress made in last year will be done for medium term targets and all DIDs probably may be cleared by the deadline.	By 30 November, 2019.

Jt. CGDA (A&B) has seen.

  
(Sumit Gajbhiye)  
Sr. ACGDA (A&B)



कार्यालय, रक्षा लेखा महानियंत्रक,

उलन बटार मार्ग, पालम दिल्ली छावनी-110010

O/O THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS,

ULAN BATAR ROAD, PALAM, DELHI CANTT.-110010

दूरभाष : 011-25665548,25665583/84,25665736/37, फैक्स : 011-25674786

ईमेल : hqaccounts.cgda@gov.in

No. A/I/12273/Targets

Dated: 17.08.2018

To

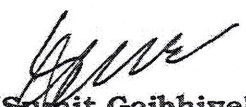
The PCsDA/PCA (Fys)/CsDA

**Sub: Action Plan on the Short Term And Long Term Targets of Accounts & Budget Section.**

One of the targets set by the CGDA has been speedy clearance of Suspense Heads. In this regard a short and long term targets have been set up for liquidation of suspense balances. Action plan for PCsDA/PCA (Fys)/CsDA offices against the due dates prescribed are as under:

Sl No.	Description	Due Dates
01	All the current period suspense i.e. suspense during the period 2017-18 may be cleared and brought to nil to the extent possible as a short term targets.	<b>By 30<sup>th</sup> October, 2018</b>
02	Position of short -term target will be monitored & reviewed at this HQrs office to assess the position of clearance of current period suspense (2017-18).	<b>By 30<sup>th</sup> November, 2018.</b>
03	All the suspense heads of all previous years may be identified and action plan for clearance of the same may be worked out by PCsDA/PCA (Fys)/CsDA.	<b>30<sup>th</sup> November, 2018</b>
04	Previous year suspense may be targeted as a medium term target	<b>From November, 2018 onwards</b>
05	Submission of Quarterly /Halfyearly Report	
06	For the situation where suspense cannot be cleared due to non-availability of records - PcsDA/PCA (Fys)/CsDA may take up the matter with concerned authorities i.e. RBI/SBI for clearance of the same.	<b>By 31<sup>st</sup> January, 2019</b>
07	Through analysis fo progress made in last year will be done for medium term targets and all suspense probably may be cleared by the deadline	<b>By 30 November, 2019.</b>

Jt. CGDA (A&B) has seen.

  
(Sumit Gajbiye)  
Sr. ACGDA (A&B)

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