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

**REGISTERED TTB**

No. A/IV/65/Rev Sc/Vol-XXI

Dated 07/03/2018

To

All AO GEs/Audit section & DDP/EDP Cell.

Subject: Non-compiling of Vouchers/expenditure.

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Of late, it has been noticed with concern that some cash vouchers and TEs operated by Audit Section are not being compiled in EDP Centre. Instances have also come to the notice of this office; where Cash Vouchers/TEs are not compiled in PM even after closure of March/supplementary accounts. This has resulted not only mismatch of figures between actual expenditure and compiled actual, but also reflects adversely on the department as a whole and specifically with respect to the accounting function.

Non-compilation of expenditure may happen due to the fact that while forwarding PM to EDP Centre, the cash book or the TE register are not consulted and the PMs are dispatch to EDP Centre without due process.

As per Para 169 of Defence Accounts Code (2014 Edition), the original copies of all Punching Media or PM data on OA from Main Office/Sub-offices are dispatched to the DDP/EDP Centre concerned on day to day basis. The last batch of Punching Media/soft PM data with the monthly voucher certificate is dispatched so as to reach the DDP/EDP centre concerned on due date of the month.

In view of above, it is instructed to ensure that no vouchers/TEs are left uncompiled in current Financial Year (2017-18). Lapses in this regard will be viewed seriously and may invite action as per rules.

This may please accord '**TOP PRIORITY**'.

**CDA has seen.**

*sd-*  
(S. K Das)  
Jt. Controller

Copy to

✓ EDP Cell  
M O (Local)

} It is requested to upload the memo on CDA Guwahati website

*[Signature]*  
Sr. Accounts Officer (A/Cs)