

OFFICE OF THE CONTROLLER OF DEFENCE  
ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI-781171

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No.E/I/ARMES/2017-18/XI

Dated: /05/2018

03

**IMPORTANT CIRCULAR**

To

1. All AO CCEs/GEs/AGEs (Army & Air Force) & All AAO BSOs

Subject : Finalization of Appropriation Accounts (Defence Services)-Review of Works Expenditure: 2017-18.

Reference: HQ CGDA letter no 18079/AT-X/ARWE/2017-18 DATED 24/04/2018 .

The requisite report i.e. Annual Review of works Expenditure for the year 2017-18 duly enclosed with all the statement except statement "F" Para 18 (Rent and allied charges) may please be submitted to this office at **not later than 21/05/2018** without fail so that consolidated report could be sent to HQ CGDA office on due date. Statement "F" Para 18 (Rent and allied charges) indicating the recoveries of License Fee, Rent and Allied Charges in respect of the rent bill issued upto February 2018 and the position of outstanding amount as on 30<sup>th</sup> June 2018 should reach to this office by 01/07/2018 without fail through Fax/e mail to E/I section so that the consolidated report could be sent to HQ CGDA office on due date

All the statements should be enclosed along with the Main report. Even NIL statement is also required to be submitted

Following points may be kept in view while preparing the report.

1. Each statement should be critically reviewed and analyzed before submission and detailed comments and detail of case should be furnished. Age wise analysis of the statements wherever required should be enclosed. with the report.
2. The figure shown in the ARWE report should be duly reconciled with the compiled actual. The closing balance as shown in the ARWE report for the year 2016-17 must tally with the opening balance of ARWE report of the year 2017-18
3. In Para 12 of the report , only Budget and expenditure under Works Head(Minor Head/Sub Head as applicable) may be taken into account. Budget and the Expenditure (Under Revenue and Capital) on works of NCC ECHS,RR and Joint Staff may also be included under the respective heads of account. The detail of allotment and expenditure incurred on DGMAP works (Army,Navy,and Air Force) should be given separately under Para 12 of the report.
4. In Para 15(A) Part I and 15 (B) Part II details of the case in respect of the amount outstanding against each category may be indicated in the report. Specific reason for delay in obtaining admin approval and action taken in this regard may also be indicated.
5. In Para 16 complete details of all operational work (OP/Task no/Admin Approval wise) carried out during the year with expenditure must be indicated in the report.
6. In Para 17 Age wise analysis in respect of loss statement awaiting sanction may please be indicated interalia action taken for regularization of outstanding cases.

7. Statement "F" Para 18 should be furnished indicating the recoveries of Licence Fee Rent & allied Charges in respect of Rent bill issued upto Feb 2018 and position of outstanding amount as on 30<sup>th</sup> June 2018. Action taken to liquidate outstanding Licence Fee and allied charges ,year wise breakup of the amount outstanding and specific reason for delay in clearance of outstanding amount under various categories should be indicated . The position of outstanding Licence Fee and allied charges reflected in the statement "F" Para 18 ARWE should be reconciled with statement 6A of AAC.
8. Para 22 - reason may be indicated wherein maintenance account in MEs division/Engineer Parks is not satisfactory.
9. Para 23- Statement "g" - Percentage may be work out separately for SSR 2004 &2010.
10. Mistake of Arithmetical calculations in the report/statements may be avoided.
11. No change in the reported figure would be accepted after the Report is rendered to HQrs Office

Further it is also noted that Quarterly follow up report on the ARWE report may please be submitted to this office so that necessary appraisal of the outstanding items may be made to the HQ CGDA office as desired.

Please Acknowledge Receipt

Encls (one)



( S.D. Sarkar)  
Sr Accounts Officer.(E/I)

Copy to

1. The CGDA, Ulan Batar Road, Palam, Delhi Cantt - 110010	For information please w.r.t his letter no 18079/AT/-X/ARWE/2017-18 DATED 24/04/2018.
2. The Officer in Charge EDP Section, MO CDA Guwahati	With a request to upload the same on the official website of the CDA Guwahati.

Sd/-  
( S.D. Sarkar)  
Sr Accounts Officer.(E/I)