

MOST IMPORTANT CIRCULAR

SPEED POST/REGISTERED/TTB

No.A/IV/18/Imp Cir/Vol-VI
Office of the CDA, Udayan Vihar,
Narangji, Guwahati-781171
Dated: 17/03/2016

To,

1. All compiling Section of MO & Sub Offices.
2. The O i/c DDP/EDP centre (Local).

Subject: **Annual closing Accounts for the year 2015-2016.**

Reference: **HQrs Office letter No.A/I/13311/ACA/2015-2016 dated 11.03.2016
(Accounts Important Circular No.128 of 03/2016).**

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As per guidelines by the CGA, Min. of Finance (Department of Expenditure), the accounts of FY 2015-2016, will be closed with some changes in the following phases:-

- a) From the year 2015-2016 March(Prelim.) and earlier March (Supplementary) accounts have been merged and **renamed as "March (Preliminary)"**
- b) Earlier March (Supplementary correction) (March Final) accounts would now be new **'Supplementary-I'**
- c) SCT would now be generated from Sy-I accounts, therefore, Supplementary-I accounts should have all transactions and annual adjustments like interest payments etc. in order to eliminate the possibility of JEs later on.
- d) Supplementary-II accounts would incorporate all the JEs and would be the last account for a financial year.

Accordingly, there will be no Manual Account. March Supplementary (Supplementary-I) will be treated as March Final Account.

The following dates have been fixed for submission of PM relating to closure of accounts for March (Preliminary) 2016, March (Supplementary-I) (March Final) 2016 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) 2016	08/04/2016
March (Supplementary-I) (March Final) 2016	29/04/2016

(Contd.....P/2)

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

3. The accounts for March (Supplementary-I) (March Fianal) 2016 should for all intents and purposes be regarded as the final accounts for the year 2015-2016 barring a few unavoidable adjustments that may have to be included necessarily in the Accounts for March Supplementary-I Accounts (March Fianal) 2016. Every endeavour should therefore, be made to speed up adjustments by taking prompt and timely action to obtain wanting particulars and vouchers etc. wherever necessary. **Cases of delay in re-adjustments and misclassifications will be viewed seriously.**

4. **It should be ensured that the undermentioned transactions (items) are completed before finalization of March Supplementary-I Accounts (March Fianal) 2016.**

(i) Primary Education Cess @ 2% Secondary and Higher Education Cess @ 1% in respect of eligible Tax collections (including Surcharge) are complied in the prescribed ratio of 2:1 correctly.

(ii) No amount remain outstanding under "Receipts Awaiting Transactions" i.e. NPS transactions under code heads 016/04 and 016/05 at the close of Accounts for the FY 2015-2016. In case the amount remain outstanding in these code heads the same are transferred to Miscellaneous Suspense Head 020/61 in March (Supplementary-I) (March Fianal) Accounts positively.

(iii) Amounts pertaining to charged expenditure have been correctly accounted for and complied.

(iv) Minus transactions are genuine.

(v) There are no compilations under Major Heads 8342.00.117 – Defined Contribution Pension Scheme for Government Employees.

5. It was noticed in the past that the PM for Supplementary and Corrections Accounts contained errors, fictitious code heads etc. It is, therefore, essential to scrutinize the Punching Medium very carefully as laid down in Para 71 of Defence Account Code (1994 edition). **Every endeavour should be made to avoid booking in March (Supplementary-I) (March Fianal) 2016 Accounts.**

In so far as sub-offices are concerned eg. AOs GE, PAO(ORs), DPDOs etc., which are at present authorized to send Punching Media direct to DDP/EDP Centres, their DDP/EDP may please ensure that Code Head Master is updated so that erroneous/fictitious code heads are identified/got rectified/compiled immediately and compilation data is transmitted to EDP Centre of HQrs Office on a daily basis.

6. In respect of Railways/Department of Post/MEA etc. only inescapable and important transactions of large magnitude (say Rs.1,00,000 and above) should be proposed for proforma adjustment outside the books of RBI in accordance with provisions contained **Para 109 of Defence Account Code, 2014**. An expeditious action is required to be taken to forward the vouchers/schedules in respect of individual transaction of Rs.1,00,000/- and above cross debits/credits which have not been advised to the RBI before close of their books for the current year 2015-2016 and which are likely to affect the appropriations of the year or may remain outstanding under the Remittance Head in the Defence Books, to the Civil Accounts Officers concerned and their acceptance for the debits/credits involved obtained well in time by pursuing the matter vigorously. On receipt of acceptance from the parties concerned the details of the transactions should be reported to this office (in duplicate) latest by 17/05/2016 in the proforma appended as Annexure 'C' to this circular to enable the HQrs. Office to obtain the approval of CGA Min. of Finance (Department of Expenditure) for inclusion in the current years accounts. NIL report are also required.

7. The **Annual review of Balances (AROB) for March Supplementary-I along with statements 5 & 13 for the year 2015-2016** may please be furnished by name to Shri Sujit Dey Sarkar, Sr.Accounts Officer, Accounts Section of MO so as to reach this office **not later than 06/06/2016**.

8. It should be ensured that all category code heads prefixed to Service/RD&R Heads are correct. **All transaction transferred to suspense head (Code Head 020/61)** due to wrong operation of code head/unbalanced PM may be cleared in the accounts of **2015-2016 itself**.

9. The outstanding balances under various Minor Heads below Major Head "8659-Suspense Account (Defence), "8787-Adjusting Account with Railways" at the end of 2015-2016 may be reviewed and suitable action taken to clear all outstanding items to bring down the outstanding balances.

10. If there are adverse balances in any of the heads, a brief description of action initiated to rectify the error/correction of accounts/steps taken for proper maintenance of accounts should be indicated.

11. There should normally be no minus transactions excepting suspense heads during the year. If there are any, full reasons thereof, may please be indicated in 'Action Taken Note' in the AROB.

12. As a result of change in the procedure for closing of accounts from the current year, interest on accumulations in various Provident Fund Accounts for the year 2015-2016 may please be compiled in the March Supplementary-I i.e. March Final Accounts, 2016 positively. For this purpose, all fund transactions taking place during 2015-2016 should be booked within March Preliminary and any rectification required should be carried out in March Supplementary-I, 2016 Accounts.

(Contd.....P/4)

13. After closing March Supplementary-I i.e. March Final Accounts, 2016, if a rectification/re-adjustment is necessary, the same will be carried out with the approval of CGA, Min. of Fin. (Department of Expenditure)/CGDA in exceptional cases subject to the following:-

a) A PM for Journal Entry is initiated for rectification of a misclassification/re-adjustment, and send to this office by 06/06/2016.

b) The rectification/re-adjustment proposed is not less than Rupees One Crore of amount in a single transaction unless rectification/re-adjustment is otherwise necessary for closing of annual accounts.

c) Reasons for not detecting the error during the month review and within the supplementary accounts are adequately explained with the recommendations.

14. The contents of this circular may please be brought to the notice of all concerned and acted upon promptly/accordingly.

The receipt of this circular may please be acknowledged by name to Shri Sujit Dey Sarkar, Sr.Accounts Officer, Accounts Section of MO.

CDA has seen.

Sd/-

(K. Lalbiakchungga)
Asstt. Controller(A/Cs)

~~N.O.O.~~

Copy to:-

- (I) The O i/c
Accounts Gp-I & II (Local)
- (II) The O i/c
Accounts Gp-III (Local)
- (III) The O i/c
Accounts Gp-VI & VIII (Local)
- (IV) The O i/c
Accounts Gp-V & VII (Local)

For information and suitable action with reference to the above, along with a copy of HQrs. Office circular No.128 of 03/2016 bearing No.A/I/13311/ACA/2015-2016 dated 11.03.2016.

For Accounts Gp-V & VII : Besides above, specific action as stated under Para 3 & 5(iii),(iv),(vi) of Annexure-'A' enclosed with HQrs. Office letter ibid may please be ensured.

- ✓ (V) The O i/c
EDP Centre (Local)

With a request to upload the important circular in CDA Guwahati website.

[Signature]

Sr.Accounts Officer (A/Cs)