

Office Of the Principal Controller of Defence Accounts(BR)
SEEMA SADAK BHAWAN RING ROAD, NARAINA DELHI CANTT.-110010

No. Work Cell/1132/TBO Corr.

Date: 15/09/2014.

To,

The All AO (P) /AO TFs

(As per standard)

C/O 56/99 APO

Sub: - Monthly report on clearance of outstanding under the head "Transfer Between offices" (Code Head 00/022/10).

Of late, following shortcomings has been noticed in the monthly TBO report submitted to this office:-

- (i) Monthly TBO report is not being submitted in the prescribed format by some of the Sub-Offices.
- (ii) The detail of outstanding / Responding items of TBOs under Code Head 00/022/10 (+RT) is not being reflected in the monthly report.
- (iii) Actual status of responding/ originating against AO (P)/ AO TF is not clear.

It is therefore requested that the TBO report may be forwarded to this office by 1st week of the following month to which it belongs as per Annexure 'A' to Annexure 'C.'

The copy of the format for monthly TBO report is enclosed herewith.

Please acknowledge the receipt.

Sandhu
15/9
ACDA (Works Cell)

Annexure 'A'

Details of TBOs Originating Items during the Month of _____

Sl No.	Name of Originating Office	No & Date of Advice	TE No. & Month	Amount	Name of Responding Office	Remarks
1.						

Annexure 'B'

Details of TBOs Responded Items during the Month of _____

Sl No.	Name of Responding Office	TE No. & Month	Amount	Name of Originating Office	TE No. & Month	Amount	Remarks
1.							

Annexure 'C'

Statement showing the details of outstanding transactions under Head Transfer Between Offices (TBOs) - Code Head 00/022/10 (+CH) upto the month of _____

Name of Project/ TF	Total Outstanding Upto the Debit (-) Credit	Year wise breakup of outstanding					Remarks
		2014-15	2013-14	2012-13	2011-12	2010-11	
	Credit						
	Debit						

AO (P) / AO TF

Note:-

1. Figures should be reconciled with the balance held in the Register of 'E' Section and those as per compiled Actual viz figures maintained by accounts Section.
2. An Annexure 'A' may be attached with the Report indicating the Originating (P)/TF Advice and the particulars of Responding (P)/TF .
3. Another Annexure 'B' may be attached indicating the un-responded Debits raised by other (P)/TF. Brief reason for outstanding be indicated against each un-responded Debit giving detail of latest action.