

**OFFICE OF THE PCDA (BR), SEEMA SADAK BHAWAN, RING ROAD, NARAINA  
DELHI CANTT-110010**

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**No.BR/Bud/900/Circular/2013-14**

**Dated:12/03/2014**

**Important Circular No. 1 of 2014**

To,

JCDA (BR) Chandigadh  
CDA (BR) Guwahati  
All AO(P) /TFs  
C/o /DAD Cells

**Sub:-** Annual Closing Of Accounts for the Year 2013-14

The dates of Annual closing of Accounts have been Communicated by CGDA, Computer Centre, Ulan Batar Road, Palam, Delhi Cantt-10 vide their circular No A/I/113311/ACA/2013-14 dated 03.03.2014 which are detailed below :-

<b>Month's Accounts</b>	<b>Date by which last batch of Punching Medium to reach DDP/EDP Centre (with requisite certificates)</b>	<b>Date by which the Punching Medium data should reach CGDA, Computer Centre, Ulan Batar Road, Palam, Delhi Cantt-10</b>	<b>Date of closing of accounts by the CGDA Computer Centre, Ulan Batar Road, Palam, Delhi Cantt-10 and despatch of printed compilation to all concerned.</b>
<b>March (Preliminary)2014</b>	<b>10-04-2014</b>	<b>12-04-2014</b>	<b>24-04-2014</b>
<b>March (Supplementary)</b>	<b>25-04-2014</b>	<b>30-04-2014</b>	<b>06-05-2014</b>
<b>March Supplementary correction 2014</b>	<b>05-05-2014</b>	<b>08-052014</b>	<b>12-05-2014</b>

HQrs office has impressed upto the fact that A/c's of March(Supplementary)2014should for all intents and purposes be regarded as the final accounts for the year 2013-14 barring a few unavoidable adjustment that may have to be included necessarily in the Accounts for March (Supplementary Corrections). Every endeavour should, therefore, be made to speed up adjustment by taking prompt and timely action to obtain wanting particulars and vouchers etc. wherever necessity.

It has also been intimated by HQrs office that due to wrong classification or booking or the left over transaction not included in the month of transaction are proposed for Journal Entries which need to be discouraged rather eliminated completely with a view to ensure that the accounts are closed without the eventuality of Journal Entries. During the preceding financial year 2011-12,2012-13 this office had to propose a number of journal entries to rectify the accounts due to wrong booking by some of our offices which invited all-around criticism and was not appreciated at any level.

In view thereof you are advised to review your compilation from the March of 04/2013 and confirm that all the transaction have been properly Compiled or wherever any discrepancy exist the same is rectify in the PM for 3/2014.

A detailed list of all operative Major heads & Charges under which budgetary allotment is given to ensure error free booking which is given below for your ready reference:-

S No	Major Head	Code Heads
1.	MH-3451	066/21, 066/29, 066/30, 066/31, 066/27, 066/23, 066/25, 066/24
2.	MH-3054	066/02, 066/10, 066/09, 066/07, 066/03, 066/08
3.	MH-5054	069/17 069/18 & 069/19, 069/01, 069/14, 069/15, 069/16, 069/04, 99/069/01
4.	MH-3054	066/05, 066/06,
5.	MH-3601	067/08,
6.	MH-5054	069/12, 069/02
7.	MH-2061	050/07
8.	MH-3605	0/50/08, 0/50/09
9.	MH-4552	053/00
10.	MH-4055	00/44/28,
11.	MH-2076	451/01
12.	MH-2078	756/01, 760/04, 760/05
13.	MH-4076	902/40, 902/51

You are also advised to ensure that if any of CP Vouchers, is wrongly booked to an incorrect Code head/head without budgetary allotment or dispensed head the necessary rectification carried out in the March 2014, the same is promptly rectified.

It may be noted a that no rectification will be entertained after (March Supplementary) and the concerned officers will be personally held responsible for any such lapse.

*Go (Budget) has been.*

  
SAO(Bud)

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