



कार्यालयरक्षालेखाप्रधाननियंत्रक(मध्यकमान), करियप्पामार्ग, लखनऊछावनी 226002
Office of the Principal Controller of Defence Accounts (Central Command) Cariappa Road,
Cantt., Lucknow, Pin Code – 226002

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Most Important Circular
(Through E mail/Website)

No. A/I/3089/Annual Accounts

Date 28 .02.2023

To

All Sub Offices under PCDA (CC) Lucknow
All Sections of Main Office

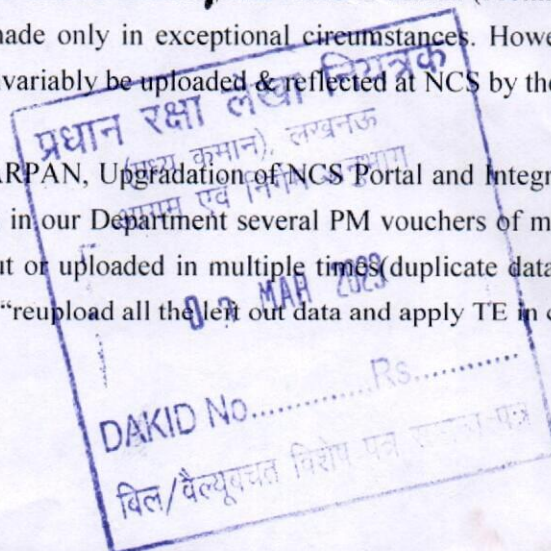
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Sub: Annual closing of Accounts for the year 2022-23.

Ref: HQs Office important circular no. A/I/13311/ACA/2022-2023 dated- 23.02.2023.

The dates by which last date of punching medium for the **March (Preliminary) 2023, March (Supplementary-I) (March Final) and Time Window for March Supplementary-I Accounts (March Final) have been fixed by HQs office as 06.04.2023 and 28.04.2023 respectively.** For timely compilation of PM, it may please be ensured that the prescribed dates are strictly adhered to.

1. There will be no Manual Account. March Supplementary-I will be treated as March Final Account.
2. It may please ensure that the PMs are invariably uploaded in NCS on daily basis and any PM should not be omitted in the March Preliminary Accounts. It is further requested to verify your each compilation data's successfully reflected on NCS Portal. Those section/office is still not able to login NCS portal, may kindly approach immediately to OA cell of Main Office for further facilitation.
3. Detailed instructions to be followed in this regard may be downloaded from HQs Office website (viz. cgda.nic.in) under file Annual Closing of Accounts for the year 2022-23 (CGDA > All Circular ID 5124).
4. It may also be ensured that the maximum leftover bookings are made in March (Prelim) Accounts itself. Booking in March Supplementary-I are made only in exceptional circumstances. However, March Final closes on **28.04.2023** and all PMs should invariably be uploaded & reflected at NCS by then positively.
5. Due to implementation of PRABAL DARPAN, Upgradation of NCS Portal and Integration of NCS and DOLPIN/Tulip and other operating system in our Department several PM vouchers of many office/section were found either appeared missing/left-out or uploaded in multiple times (duplicate data) in some month. Accounts section vigorously persuaded for "reupload all the left out data and apply TE in case of duplicate



Cont page-2


data". Since financial year closure is approaching now, a thorough check is required for ensuring not a single case leftover after closure of financial year.

6. No proposal of Manual adjustment would be accepted after 28.04.2023 and any case of delay in readjustment and misclassification will be viewed seriously.

7. It is also requested to ensure that the budget support coverage is available during admitting ting any bills/claim/advance etc since financial year closure is approaching now.

The instructions for PCsDA enclosed as Annexure 'A' and 'B' to HQs Circular to be downloaded from CGDA website and those detailed in para 04 & 05 should be followed strictly.

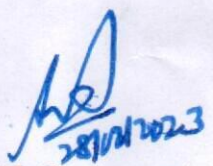
Please acknowledge the receipt.


(S M Sonkusare)
Jt. CDA(CC)

Copy to:

✓ The OI/C
OA Cell (Local)

- : 1. For uploading on PCDA (CC) website and enclosing HQs Office letter No. A/I/13311/ACA/2022-2023 dated 23.02.2023.
2. Please arrange to provide login-id and Password to each section/sub-office for accessing their compilation data of NCS Portal so as to ensure the correctness of compilation. Further, it is also requested to facilitate to educate the surfing and extracting compilation data from NCS Portal.


(SM Sonkusare)
Jt. CDA(CC)



कार्यालय रक्षा लेखा महानियंत्रक
Office of the Controller General Of Defence Accounts
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Ulan Batar Road, Palam, Delhi Cantt.-110010
लेखा एवं बजट अनुभाग Accounts & Budget Section
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Email ID - hgaccounts.cgda@gov.in.



No A/I/13311/ACA/2022-2023

Dated:- 23-02-2023

To

- 1.All Pr. Controllers/ Controllers
- 2.NADFM, Pune
3. Director, RTCs
4. Zonal Office (DPD), Chennai,
- 5.AO (DAD), Ministry of Defence (Civil)
- 6.All DAD Cells
- 7.All EDP/DDP Centre's,

SUBJECT:- ANNUAL CLOSING OF ACCOUNTS FOR THE YEAR 2022-23.

As per guidelines issued by the CGA, Ministry of Finance (Department of Expenditure) vide their OM No.P-23001/1/2021-DAMA-CGA/483 dated 14.02.2023, the closing date of Accounts for the FY 2022-23 is 31st March 2023. The following dates have been fixed for the submission of accounts for the financial year 2022-23.

Month's Accounts	Date by which daily Punching Medium Data should be incorporated in the Compilation System of CGDA, Computer Centre, Ulan Batar Road, Palam, Delhi Cantt-10 by EDP/DDP Centres.	Date of closing of accounts by the CGDA Computer Centre, Ulan Batar Road, Palam, Delhi Cantt-10.
March (Preliminary)'2023	06 .04.2023	11.04.2023
March (Supplementary -I) (March Final)	28.04.2023	02.05.2023

2. The closing dates for submission of the following documents is listed against each in the under-mentioned table:

Sl No.	Item of work	Due date
1	Submission of proposal for adjustment on proforma basis outside the books of RBI	12.05.2023
2	Last date for submission of Journal Entries	07.06.2023

3. The detailed guidelines for closing of accounts are contained in Annexure 'A' and 'B' to this circular.

4. Controller Offices may also ensure suitable arrangements to avoid non-inclusion of PM in the March (Prelim.) and March Supplementary -I i.e. (Sy-I) (March Final). It may also be ensured that maximum leftover bookings are made in March (Prelim.) Accounts itself. Bookings in March Supplementary -I are to be made only in exceptional circumstances.

5. Interest on accumulations in various Provident Fund Accounts for the year 2022-2023 may be compiled in the March Prelim. Accounts, 2023 positively. For this purpose, all fund transactions taking place during 2022-2023 should be booked within March Preliminary and any rectification required should be carried out in March (Supplementary-I), 2023 Accounts. It may be ensured that Interests on accumulations in various Provident Fund Accounts including those maintained by PAO(ORs) have been compiled. Non compilation should result in administrative action against the concerned officials.

6. **Central transfers of authorized heads** will be carried out by the EDP Centre of HQrs Office in March (Prelim.) 2023. In this connection, necessary instructions are contained in **Annexure 'B'** to this circular.

7. The Controller Offices may ensure that no rectifications/adjustments are proposed after closing of March (Supplementary -I) Account. However, in exceptional and unavoidable cases, where rectifications/adjustments are necessary, Journal Entries are to be forwarded with due explanation and approval of the PCDA/CDA for approval of CGDA. The detailed instructions in this regard are given in Annexure 'A' to this circular.

8. A copy of the circular may be forwarded to the concerned Pr. Dte of Audit (Defence Services) and Command HQrs/ Formation HQrs.

9. The contents of the circular may be got noted by all concerned and kept on record.

10. Please acknowledge receipt.

Maulishree Pande
(Maulishree Pande)
Jt. CGDA (A&B)