

कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान) करियप्पा मार्ग, कैण्ट लखनऊ-266002
Office of the Principal Controller of Defence Accounts (Central Command)
Cariappa Road, Cantt., Lucknow, Pin Code - 226002

कार्यालय दूरभाष सं०- 0522-2451547 कार्यालय फैक्स सं०- 0522-2451993
Office Phone NO. 0522-2451547 Office Fax NO.0522-2451993

Most Important Circular

No.A/1/3089/Annual Accts

Date 21/03/2018

To

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

Sub: Annual closing of Accounts for the year 2017-18.

Ref: Hqrs Office important circular no. 140 of 03/2018 bearing no. A/I/13311/ACA/2017- 2018 dated 15.03.2018.

The dates by which last batch of punching medium for the March (Preliminary)-2018, March Supplementary (March Final) and Time Window for March Supplementary-I Accounts (March Final) have been fixed as **03.04.2018, 16.04.2018 and 20.04.2018** 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. The punching medium may be addressed by name to **Shri Digambar Singh, AAO, A/C-I section** and their receipt in the section ensured by the all concerned. PM may also send through e-mail **aconepcdacc@gmail.com**.
3. Detailed instructions to be followed in this regard may be downloaded from Hqrs Office website (viz.cgda.nic.in) under file Annual Closing of Accounts for the year 2017-18 (cgda>Accounts Important Circular)
4. It may also please 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 **19.04.2018** and all PMs should invariably be forwarded by then positively.
5. **No proposals of Manual adjustment would be accepted after 19.04.2018** and any case of delay in readjustment and misclassification will be viewed seriously.

The instructions for PCsDA enclosed as Annexure 'A' to Hqrs Circular to be downloaded from CGDA website and those detailed in para 04 should be followed closely.

Please acknowledge the receipt.

Note: PAO (ORs) Offices may forward their PMs direct to Shri Ajay Kumar, AAO, ORs Cell of this office as per detail prescribed above.

Sd x x

(Tabish Shams)
Dy Controller

Copy to:

1. The O/C
OR Cell (Local)

For information and necessary action w.r.t. above.

2. The O/C
OA Cell (Local)

For uploading on PCDA (CC) website and enclosing Hqrs Office letter No. A/I/113311/ACA/2017-18 dated 15.03.2018.

(Tabish Shams)
Dy Controller