



कार्यालय रक्षा लेखा प्रधान नियंत्रक (सेना) करियप्पा मार्ग, लखनऊ छावनी-226 002
Office of the Principal Controller of Defence Accounts (Army)
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सुनिश्चित
ONE EASY ONE HAPPY ONE FUTURE

महत्वपूर्ण परिपत्र

सं.लेखा/1/3089/OCA/Corrs

दिनांक 09.02.2024

सेवा में

मुख्य कार्यालय के आधीन सभी अनुभाग/उप-कार्यालय

विषय :: Journal Entry for Financial Year 2023-24

संदर्भ :: 1). मुख्यालय कार्यालय का पत्रांक A//13311/15/PM/2023 एवं 2024, दि.-26/09/24.

2). इस कार्यालय का पत्रांक- लेखा/1/3089/OCA/Corrs दिनांक-05/10/2023.

3). मुख्यालय कार्यालय का पत्रांक- A//13311/15/PM/2024 दिनांक-30/01/2024.

मुख्यालय कार्यालय के संदर्भित पत्रों के माध्यम से पूर्व वित्तीय वर्षों में Journal Entries की अत्यधिक संख्या पर चिंता प्रकट की गयी है। इस विषय में अधिक सतर्कता बरतने का निर्देश मुख्यालय कार्यालय द्वारा निरंतर दिया गया है जिससे वर्षांत में **Journal Entries** की आवश्यकता नहीं होना सुनिश्चित किया जा सके।

2) इस विषय में मुख्यालय कार्यालय के संदर्भित पत्र (1) के क्रम में 'Monthly Certificate on Review of Sectional Compilation' में यथाप्रस्तावित check-list का परीसंचरण इस कार्यालय द्वारा संदर्भित पत्र (2) दिनांक-05/10/2023 के माध्यम से सभी उप कार्यालयों/अनुभागों को किया गया था। पुनः सभी PM का संकलन सुनिश्चित करने अलग से एक त्रैमासिक संकलन सर्टिफिकेट मुख्यालय के द्वारा आरंभ किया गया। इस संबंध में मुख्यालय के द्वारा चेक लिस्ट भी जारी किया गया। अतः अनुरोध है कि उक्त check list के आलोक में सभी अभिलेखों का मिलान संकलन से करने के पश्चात ही निर्धारित प्रारूप में "Monthly Sectional Compilation certificate (Last voucher certificate सहित)" एवं quarterly certificate का समयबद्ध प्रेषण सुनिश्चित करें।

3) पुनः अनुरोध है कि वर्तमान वित्तीय वर्ष के सभी संकलन की पुनरीक्षा करें एवं किसी भी त्रुटि की स्थिति में सुधारात्मक कार्यवाई करें। साथ ही शेष वित्तीय वर्ष में सभी प्रविष्टियों में विशेष सतर्कता बरते ताकि मुख्यालय

कार्यालय द्वारा दिये गए निर्देशों का पूरी तरह से पालन किया जा सके।

4) इस संबंध में मुख्यालय कार्यालय से प्राप्त निर्देश (reminder) तथा संदर्भित पत्र संलग्न की जा रही है तथा यह निर्देश दी जा रही है कि इसे शब्दशः पालन करें। वर्षात यदि कोई मामला अथवा त्रुटि संज्ञान में आने की स्थिति में संबंधित अधिकारी की जवाबदेही तय की जाएगी।

संशुद्ध निर्देशक महीना द्वारा अनुमोदित।

संलग्नक--उक्त संदर्भित पत्रों की छाया प्रति।



—ह०—
व लेखाधिकारी(लेखा)

प्रतिलिपि:-

स्वचलन कक्ष(स्थानीय)

र ले प्र नि (सेना) लखनऊ की वेबसाइट पर अपलोड करने हेतु।

~~पुनीश~~
व लेखाधिकारी(लेखा)

 <p>सत्यमेव जयते</p>	<p>OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS ULAN BATAR ROAD, PALAM, DELHI CANTT -110 010 Tel:0 25665548 Fax: 011-25674786 E-mail:hgaccounts.cgda@gov.in</p>	
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No/ A/I/13311/15/PM/2023

Dated:- 26/09/2023

To,

All PCsDA/CsDA
 PC of A (Fys) Kolkata
 AN- VI (Local)
 ZO (PD) Chennai
 AO (DAD) MoD (Civil)

Subject : Journal Entries for the FY 2023-24.

The meeting through video conferencing, held on 26.09.2023 at 04:00 PM under the chairpersonship of Jt. CGDA (A&B), may be referred to. In this regard, it is enjoined upon all that the persistent reasons for JEs may be taken care of and all out efforts should be made as per the explanations given during the meeting and listed in the copy of presentation enclosed.

2. In this regard it is stated that the provisions contained under Para 29 of Defence Accounts Code, 2014 may be adhered to. Also the monthly sectional compilation must be reviewed meticulously and any rectification of misclassification or adjustment entries must be carried out through transfer entries before the close of financial year. Also, it must be ensured that no punching medium of Class-I, V or IX is left to be compiled before close of the financial year. The checklist issued vide HQrs office circular No. A/I/13640/Rev. of Sec. Comp./22-23/Vol.-II Dated 09.12.2022 must be adhered to.

3. The detailed explanation in this regard was deliberated during the meeting and all the Controller Offices have agreed to comply with the directions given during the meeting.

This issues with the approval of Jt. CGDA (A&B).


 Sr. AO (A&B)

JOURNAL ENTRY

Para 29 of Defence Account Code, 2014

After closing of annual accounts, if a rectification/readjustment is necessary, the same will be carried out with the prior approval of CGA, Ministry of Finance (Department of Expenditure) in exceptional cases subject to the following:-

- Journal Entry is initiated for rectification of a misclassification / readjustment within the time limit prescribed by the CGA;
- The rectification / readjustment necessitated is not less than one Crore of amount in a single transaction unless rectification/ readjustment is otherwise necessary for closing of annual accounts.
- Suitable action is invariably taken against all concerned for not detecting the error during monthly review and within the supplementary accounts.

Issues



- Sectional Compilations are not being reviewed regularly. Monthly certificates are being issued in a casual manner. This is resulting in misclassifications and other errors remaining unrectified till close of accounts.
- Rectification/ Adjustment are not completed within March Final accounts and JEs are forwarded after close of accounts.
- JEs are forwarded in respect of Class I, V and IX Punching Media which are required to be punched within March-Pre accounts.
- In spite of regular meetings held under the Chairmanship of Addl. CGDA during the FY 2022-23, such cases persisted.
- Classification of vouchers proposed for JE should be as per nature of transaction. For example, a Class –I Voucher should not be projected as Class –II for inclusion in JE
- The Code Heads mentioned in the PM for JE must be checked before forwarding the JE

Advice

- The monthly sectional Compilation must be reviewed meticulously to avoid any possibility of JE.
- The checklist issued vide HQrs office circular A/I/13640/Rev of Sec Comp/22-23/Vol.II dated 09.12.2022, must be adhered to.
- The provisions contained in Para 29 of Defence Account Code, 2014 must be adhered to.
- No Class- I, V or IX voucher should be proposed under JE even by wrongly classifying the PM as Class II.

336418/2024/ACCOUNTS PCDACC

- Through PCDA(Army) Website -

	<p>कार्यालय रक्षा लेखा प्रधान नियंत्रक(सेना), करियप्पामार्ग, लखनऊ छावनी-226002 Office of the Principal Controller of Defence Accounts (Army) Cariappa Road, Cantt., Lucknow, Pin Code - 226002</p> <p>कार्यालय दूरभाषसं०-0522-2451084 कार्यालय फ़ैक्ससं०-0522-2453038 Office Phone NO. 0522-2451084 Office Fax NO. 0522-2453038 E-Mail ID: accountspcdacc.dad@hub.nic.in</p>	
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No.A/I/3089/OCA/Corr.

Dt:-05/10/2023

To,

The Officer-in-charge

1. All Sections of Main Office
2. All Area Accounts Office
3. All AO/AAO GE Office
4. All Pay Accounts Office

Sub :: Rendition of Quarterly Review of Correctness of Sectional Compilation w.r.t Compiled Expenditure.

Ref :: HQrs Office letter no. A/I/13311/15/PM/2023 & 2024, dt.26/09/2023.

In order to explore the feasibility to minimize/completely eliminate the possibility of preparation of Journal Entries at the end of Financial Year, a VC meeting conducted by HQrs Office on dt.26/09/2023. The instruction issued in this regard by HQrs Office is forwarded herewith for strict compliance.

2. To streamline the system for avoiding misclassification of expenditure or booking of expenditure at the closing of Financial Year through Journal Entries, HQrs Office had issued some directives. The copy of directives is also forwarded herewith for strict compliance.

3. In this Connection, HQ Office has introduced a Quarterly Report regarding rendition of certificate that "Bookings in respect of all the transactions made have been Compiled and reflected in the Sectional Compilation and there is no misclassification found in the Codehead and Amounts". To render a consolidated report w.r.t PCDA(Army) Lucknow, It is requested to render the certificate of first two quarter ending i.e. report of QE-06/2023 & 09/2023 in the prescribed format attached under Annexure-"A". It may be ensured during rendering this report that all other checks prescribed in Defence Accounts Code, OM as well as guidelines issued from time to time by HQrs Office (especially dt.09/12/2022 which has been circulated under this office letter of even no, dt.15/12/2022, copy enclosed) regarding Review of Sectional Compilation is strictly adhered to

The report may be forwarded by 16th October for consolidation and onward submission to HQrs Office.

This issues with the approval of CDA(Army),Lucknow.

Enc:- As Above


Sr. Accounts Officer (A/Cs)

Rendition of Quarterly Review of Correctness of Sectional Compilation w.r.t
Compiled Expenditure


Office/Section Name :-

QE :-

"Bookings in respect of all the transactions made in QE - /2023 have been Compiled and reflected in the Sectional Compilation and there is no misclassification found in the Codehead and Amounts".

Name of the Officer-in-Charge

Designation

“ हर काम देश के नाम ”	
	कार्यालय रक्षा लेखा महानियंत्रक उलान बटार रोड, पालम, दिल्ली छावनी- 110010
Controller General of Defence Accounts Ulan Batar Road, Palam, Delhi Cantt.- 110010	
Phone: 01125665548	email: hqaccounts.cgda@gov.in

A/I/13311/15/PM/2024

Date:-26.09.2023

To

All PCsDA/ CsDA
 PCA (Fys) Kolkata
 AN-VI (Local)
 ZO (PD) Chennai
 AO (DAD), MoD (Civil)

Subject:- Correctness of Sectional Compilation wrt Compiled Expenditure- Quarterly Review.

In order to minimize/completely eliminate the possibility of preparation of Journal Entries at the end of each Financial Year, a review of Journal Entries proposed by Controller offices during the FY 2022-23 has been carried out in HQrs office.

2. It is observed that although most of the Controller Offices proposed Journal Entries for misclassification of expenditure, there were also some instances of left over expenditure, which should have been compiled upto the month of March(Pre)2023 but instead was proposed for inclusion in Journal Entry. As per laid down procedure, the amount of such rectification/ readjustment requiring J.E should not be less than Rs. One Crore in a single transaction unless rectification/readjustment is otherwise necessary for closing of annual accounts. There is no scope for fresh booking of expenditure at the closing of Financial Year. Therefore such negligence at any point, including the fag end of the financial year is not acceptable and has been viewed adversely by the higher authorities.



3. To streamline the system, Pr.Controllers/ Controllers are directed to issue the undermentioned points to their Audit/Account Section for strict compliance:-

(i) Utmost care should be taken by the Audit Sections while preparation of Punching Medium, so as to avoid any misclassification/rectification of Code Head at later stage. It is to be emphasized that it is the primary responsibility of the compiling section concerned to ensure that the classification given in the Punching Medium is absolutely correct.

(ii) Utmost care should be taken during data feeding to ensure the accuracy of amount compiled.

- (iii) All the code heads under which receipts have been booked awaiting transfers to other agencies or code heads, must be cleared before the end of Financial Year.
 - (iv) Audit Sections are to review Sectional Compilation periodically and issue to their Account Section a Certificate confirming that there is no left out booking at the closing of respective month, especially towards the end of the Financial Year.
 - (v) Any lapse/lethargic approach in timely review of Sectional Compilation will be dealt with strictly.
3. In addition to the above, for regular scrutiny of each transaction booked with reference to Punching Medium, a Quarterly Report is introduced to be rendered by each Controller office under a Certificate that "Bookings in respect of all the transactions made have been Compiled and reflected in the Sectional Compilation and there is no misclassification found in the Code Head and amount.
4. Further, a Nodal Officer may be nominated by each Controller office for reviewing and ensuring the correctness of Compilation of transaction. The details of the officer nominated along with his/her Mobile No. and E-mail address may be forwarded to HQrs office by 10/10/2023 .
5. It may also be ensured that all other checks prescribed in Defence Accounts Code, Office Manuals as well as guidelines issued from time to time by HQrs office in the matter on Review of Sectional Compilation must be adhered strictly to avoid instances of J.Es.


Jt.CGDA (Accounts)

	“ हर काम देश के नाम ”	
	कार्यालय रक्षा लेखा महानियंत्रक उलान बटार रोड, पालम, दिल्ली छावनी- 11001	
	Controller General of Defence Accounts Ulan Batar Road, Palam, Delhi Cantt.- 110010	
Phone: 01125665548	Fax: 01125674786	email: hqaccounts.cgda@gov.in

A/I/13640/Rev.of Sec.Comp./22-23/Vol.II

Date:09.12.2022

To

All PCsDA/ CsDA
 PCA (Fys) Kolkata
 AN-VI (Local)
 ZO (PD) Chennai
 AO (DAD), MoD (Civil)

Subject:- Monthly Certificate on Review of Sectional Compilation- regarding.

Reference:- HQrs office letter No.A/I/13640/Rev of Sec. Comp./22-23/Vol.II dated 17/10/2022

HQrs office letter No.A/I/13640/Rev of Sec Comp dt 23/11/2016.

HQrs office letter No.A/I/13640/Rev of Sec Comp dt. 17/06/2016.

HQrs office letter No.A/I/13640/Rev.of Sectional Compilation dt. 01/09/2015

HQrs office letter No. A/I/13640/Rev. of Sectional Compilation dt.04/02/2015

The above mentioned reference letter on the captioned subject may kindly be referred to.

2. During the recent reviews of monthly certificate on Sectional Compilation received from PCsDA/ CsDA offices, it was observed that although the monthly reports are being sent by Controller offices, some of the Controller offices are not adhering strictly the instructions contained in Para-289 of O.M Part-II on “Review of Sectional Compilation”. Accordingly, a need was felt to prepare a check-list for the Controller offices, based on the discrepancies raised by Audit / CGA from time to time. The Check-list is enclosed. It is requested that Sectional Compilations be reviewed keeping in view the points mentioned in the check-list along with other guidelines issued from time to time and laid down in the prescribed manuals.
3. This issues with the approval of Jt.CGDA (Accounts).


Sr.AO (Accounts-I)

Check-list for PCsDA/CsDA on Review of Sectional Compilation

- i. No amount appears under a fictitious code head i.e. Non operative code head or which has been deleted from the financial accounts during the course of the year.
- ii. No minus figure ordinarily appears under a head other than a deduct head or a plus figure under a deduct head.
- iii. The Defence Exchange account heads both for original and responding items, allotted to a Controller; do not appear in his own compilations.
- iv. No fresh receipts are compiled under the heads like "Defence saving provident fund" (Code Head 0/015/03) etc.
- v. No amount appears as "Charges" under the head "National Defence Funds Suspense" (Code head 0/020/92).
- vi. The heads under "Section" M- Remittances normally close monthly with "Nil" balances.
- vii. The balances under the Defence Account heads, as also the heads for Deposits, Advances and Suspense Accounts are reduced to the absolute minimum.
- viii. The "Transfer between Offices of the MES" Code Head (0/022/10) is closed with the Nil balance.
- ix. As far as possible, Main Head & Sub Head G. MES Advance (Code Head No. 510/00) closes with a Nil balance.
- x. No amounts on account of pre-partition charges are compiled under Major Head 4076- Defence Capital Outlay
- xi. 'Nil' figures appear in the compilation of the Controller of Defence Accounts (Army) Meerut for March Supplementary under the following heads:
 - (i) Indian Military Services Family Pension Fund (Transferred) (Code Head 020/93).
 - (ii) Indian Military Widows and Orphans Fund (Transferred) (Code Head 020/94).
- xii. The entire charges complied by Regional CDA etc. to the Head "Advances –Pay Accounts Offices" (Code Head-018/65) during the course of a year, should be transferred by HQrs EDP Centre through Systems as prescribed in Appendix 4 of Defence Accounts Code to the books of CDA Concerned (as the case may be) in March Supplementary Accounts.

- xiii. No bookings to be made to conversion codes 005/00, 006/00, 006/01, 006/02, 007/00 & 011/00 by Office of PCsDA / CsDA.
- xiv. Compilation under 015/60 (+) Ch should be in multiples of Rs.15000/-
- xv. System check to ensure that GST @2% is deducted when the amount booked under Budget Head is more than 2.5 lakhs or the amount as specified by Govt. of India time to time.
- xvi. Ensure each employee contribution under NPS heads (Code 016/04) @ 10% is having corresponding Govt. contribution under relevant NPS head (016/05) @ 14% and ensure nil balance at the end financial year under these two heads.
- xvii. Ensure that there should be no fresh credit (receipt) booking under code head 016/02(Rt) and 016/03(Rt).
- xviii. Ensure that Health & Education Cess is levied @ 4% of Income Tax (including surcharge) under code heads 003/11, 097/12 and 098/36.
- xix. Ensure that no booking under charge side of Motor Conveyance Adv and Other Motor conveyance Adv code heads 012/12, 012/22, 095/85 098/85 and 012/13, 012/23, 095/89, 098/94 etc.
- xx. Code heads to be operated specially on the charge / receipt sides, not to be operated otherwise eg., 020/80 only on charge side and 020/81, 020/91 on receipt side.
- xxi. Code head operative only on receipt side should not be operated on change side and vice-versa in punching medium
- xxii. Category Code 28 is to be prefixd to 021/00 in respect of transaction taking place in Public Sector Banks.
- xxiii. Ensure that the head of account operative exclusively by certain specified Controllers do not appear in the compilation of other Controllers.
- xxiv. Ensure that clearances from suspense (020/61) is to be done by plus or minus from this same entry and not by contra entry.
- xxv. System will point out the Imprest accounts not compiled during the month.
- xxvi. No expenditure is made under Major Heads 2552, 4552 and 6552 (Except Ministry of Development of North Eastern Region).

- xxvii. All transactions are booked as Revenue Expenditure (Charged) only under Major Heads '2048-Appropriation for reduction or avoidance of debt' and '2049 – Interest payments'.
- xxviii. No progressive positive booking should be made under deduct minor heads from 901 to 913 (Deduct Heads).
- xxix. All residual transactions reported by RBI should also be included in March (Prelim.) accounts itself.
- xxx. All receipts realized / became due through book adjustments or otherwise on or before 31st March, but yet to be accounted for should be incorporated in the same financial year.
- xxxi. All minus transactions other than those which are authorized should be reviewed to ensure that there is no misclassification.
- xxxii. Any misclassification noticed during reconciliation process should be rectified before submission of Sy-I Accounts.
- xxxiii. No balance should remain under the Major Head 8000 – Contingency Fund at the end of the financial year.
- xxxiv. Any transactions accounted for in a wrong Grant No. should be rectified through normal transfer entries only. Journal Entries (JEs) are not allowed for this purpose in the software system.
- xxxv. All annual payments like interest on CGEGIS, Insurance amount etc. should be accounted for in March Prel. Accounts itself.
- xxxvi. Under major head 8670 – Cheques and Bills, if the clearance during the year is more than the outstanding balance at the end of previous year or the clearance is being booked against the already existing adverse balance, the same should be reviewed and misclassification should be rectified through TE.
- xxxvii. Negative compilation under Unclaimed Fund code heads should be reviewed before closing of March Final Accounts.
- xxxviii. Ensure that there should be no compilation under IOFWP Fund code head 015/11 as this code head has been discontinued.
- xxxix. Bookings under 003/07, 003/08 (Rt), 004/21 & 004/26 (Ch) to be critically examined.
- xl. Prefixing of category codes which are either not existing or meant for other heads to be avoided.

- xli. Amount booked to codes 020/55; 020/62 ; 020/63 to be supported with collateral evidence.
- xlii. Amounts booked to 021/71 (write off from balance heads) to be critically examined.
- xliii. PAOs to ensure that section codes are prefixed only in respect of 022/15 and 018/65.
- xliv. For operation of 00/020/72 with Category prefix 26, DID Schedules to be invariably called for even without waiting for Annual Consolidated Abstract of Progress Register.

“हर काम देश के नाम “



कार्यालय रक्षा लेखा महानियंत्रक
 उलन बटार रोड, पालम दिल्ली छावनी -110010
Office of The Controller General of Defence Accounts
 Ulan Batar Road, Palam, Delhi Cantt.-110010



Phone: 01125665548

email: hgaccounts.cgda@gov.in

No. A/I/13311/15/PM/2024

Dated: /01/2024

To

सभी रक्षा लेखा प्रधान नियंत्रक/ रक्षा लेखा नियंत्रक

Sub:- Journal Entry for the Financial Year 2023-24


According to Paragraph 29 of the Defence Account Code, 2014, a journal entry must be initiated to correct misclassification/re-adjustments. However, in recent years, the PCsDA/CsDA offices have routinely suggested JEs. The CGDA has taken this matter very seriously. As a result, all are required to rigorously adhere to the following guidelines when closing monthly and annual accounts.

1. Audit Sections should carefully prepare the Punching Medium to prevent misclassification/rectification of Code Heads later on. It is repeated that the compiling division bears primary responsibility for ensuring that the classification provided in Punching Medium is completely accurate.
2. The Sectional Compilation must be evaluated promptly after the monthly accounts are closed. Any discrepancies must be resolved within the next month, and no adjustments should be made beyond the conclusion of March-Final Accounts.
3. The certificate of correctness must be approved by the relevant PCDA/CDA and submitted to the headquarters office.
4. Ensure all Class-I vouchers are punched and uploaded on the NCS portal by the end of March-Pre Accounts. It has been noted that Class-I PMs are accidentally left to be accounted for until the close of March-Pre accounts and then recommended to be included in JE, which is unacceptable and should be avoided. In such cases, the individual in question must bear accountability. According to the protocol, the amount of any proposal for rectification/readjustment needing in JE should not be less than Rs. 1 crore in a single transaction, unless the rectification/readjustment is otherwise required for the closing of yearly accounts.

5. Imprest holders must submit accounts on schedule to ensure accounting entries are executed before the March-Pre Accounts close date.
6. Adjustments/rectifications must be completed by the March-Final Account close date.
7. For "Receipts Awaiting Transfer" Code Heads, transfer balances to NIL.
8. Proposals for JEs are limited to extreme circumstances and must be approved by the PCDA/CDA.
9. Strictly follow the requirements for the 2023-24 Annual Closing of Accounts, which will be circulated shortly.
10. Ensure timely submission of various reports.

In light of the foregoing, it is reminded that any lapse/casual approach to the timely and correct examination of Sectional Compilation would be firmly dealt with, as it has previously been negatively commented on by the DGADS and the Parliamentary Accounting Committee (PAC).

This issues with the approval of Addl. CGDA (A&B).


रक्षा लेखा उप महानियंत्रक (ले. एवं बजट)