

(Through website)



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.
ई-मेल/e-mail:cda-guw@nic.in फ़ैक्स/FAX:0361-2640204 फ़ोन/Ph: 0361-2640394, 2641142.



CIRCULAR No. 81

No. CDAGUW/IT&SW/383/NCS/2023

Dated: 12/06/2023

To

All sections of Main office CDA Guwahati
All sub-offices under CDA Guwahati

Sub: Unique DAK ID format for manual uploading of Punching Medium to NCS server

Ref: HQrs office most important circular regarding Budget Control Module for PRABAL dated 30/03/2023 (Copy enclosed)

Please refer to HQrs office important circular cited above. In this regard, all concerned Controllers have been directed to bring necessary changes in the format of DAK ID so that each PM is uniquely identified through the associated DAK ID number. The same DAK ID should be reflected in the third column of PM file i.e. 'COMLIACODE' field while uploading in NCS portal. The structure of modified DAK ID required for uploading of PM data to NCS Portal is as under:

1	2	3	4	5	6	7
FY	CDA	OAS	Month	Section	Serial No.	@DD/MM/YYYY
2324	21	MANUAL/TULIP/DOLPHIN	MM	AOGE/AN III etc.	1-99999	@DD/MM/YYYY

For Example: 2324/21/MANUAL/06/AOGE/00001@12/06/2023

(1) /(2)/ (3) /(4)/ (5) / (6) / (7)

In this regard, all sections and sub-offices under the jurisdiction of CDA Guwahati is hereby instructed to forward Punching Medium incorporating the DAK ID no. in the aforementioned format to this office for manual uploading of the same in the NCS portal. Format is to be strictly maintained (Special characters (,!,@, #, \$, %, ^, &, *) not to be used).

Encl: as above


(Nangkoj Gohain)
Dy. CDA(IT&S)

“हर काम देश के नाम”

रक्षा लेखा विभाग(र.ले.वि.) मुख्यालय



उलान बटार रोड, पालम, दिल्ली छावनी-110010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665586, 25665591 Fax: Fax- 011-25675030 Email: cgdanewdelhi@nic.in

MOST IMPORTANT CIRCULAR

No. Mech IT&S/Comp/326/XV

Date:30/03/2023

To,

All PCsDA/CsDA/PCA (Fys)
(Through CGDA Web Site)

Sub: Budget Control Module for PRABAL

As directed by the competent authority, a Budget Module has been developed and a pilot run with DG Infantry is scheduled to be start w.e.f. 01.04.2023. By this system, DG Infantry will be allotting funds through the Budget Module thereby negating the requirement for manual fund allocation letters. List of Code Heads for which the allotments are being made by the DG Infantry is placed at **Annexure 'A'**. Necessary changes are being made in TULIP so that unit wise budget is checked from Central Budget Master. Further, to bring this into effect, it is required to implement following activities immediately:

1. **Unique Unit IDs across DAD on PAN-India Level**
2. **Unique DAK-ID on PAN-India Level**
3. **Central Section Master**

1. Unique Unit IDs across DAD on PAN-India Level

- (i) It has been decided to make unit ID of units unique by using the format given below.

Unit ID: YYYZZXXXXXXXXXX

Details of 14 digit unit code is as under:

- YYY-First 3 digit will indicate the Organisation and type of service like PARA, INF, AMC, ASC. Here, the 1st digit will indicate Organisation next two digit will indicate type of service.
- ZZ-Next 2 digit represent CDA code
- XXXXXXXXXX-Next 9 digits unit code (in case of 04 digit unit code, preceding blank spaces to be filled with five (0) zero's before existing unit code.

2. Unique DAK –ID on Pan-India Level

With the intention of maintaining DAK wise details of bills received in CsDA/PsCDA and their sub-offices at central database at CGDA Office and in order to improve the granularity of data in NCS, it is important that PMs are generated for each voucher and each PM is uniquely identified. In first phase towards this end, it is proposed that all Class I vouchers and their PM are identified uniquely through the associated DAK ID. For further granularity, it is proposed that DAD ID is also uniform across all systems. For bringing uniformity in class II voucher, necessary changes in DAK ID format would follow in further course of time. Following format of DAK ID is proposed:

(i) :

For TULIP:

DAK ID	FY/CDA/TULIP/Existing DAK ID
For other OAS:	DAK ID:FY/CDA/SYSTEM/ Month Type_Section/Serial_number
	Where FY : four digits i.e. 2223 (for current financial year)
CDA	Two digit code prefix zero in case of single digit CDA Code Eg: CDA code for CDA (A) Meerut will be 03
SYSTEM:	Name of office Automation System (OAS) eg. For DOLPHIN it will be DOLPHIN
Month	Two digits code eg. 01,02 for January, February etc
Type of section	e.g. Pay, Store etc
Serial No	five digit No starting from 00001 to 99999

- (ii) Concerned Controllers has to bring necessary changes in the existing OAPs for generation of DAK ID of the above mentioned format. The same dak ID should be captured in the comliacode field of PM i.e. third column of PM file to be uploaded into NCS. Only those PM data will be accepted in compilation in NCS which will follow above mentioned DAK ID format.

3. Central Section Master

- (i) For fruitful data analysis and sanitation of data in NCS, it is important that section-wise data is maintained in NCS. For the same, a central section master mapped to sub-offices and CDA/PCDA offices needs to be maintained in NCS. Creation of Central Section master has been developed for making system user friendly while uploading data on NCS server which would be advantageous for:
- Tracking/linking/validation of transaction
 - To find out the group of code head used by particular nature of section
 - Enrich the MIS/report for better data management and monitoring of office/sub-office/section wise
- (ii) To achieve the purpose of Central Section Master, it is important that Section should be uniquely identified. For unique identification of section it has been decided that CDA code will be prefixed with the existing section code to make six digit unique section code.

Action required at the controller's end is placed at 'Annexure 'B'.

For any technical assistance on the above matter, HQrs IT&S Cell may be contacted please.

This issues with the approval of Jt.CGDA (IT&S).



Sr.ACGDA(IT&S)

Copy to:

HQrs Accounts Section

For information

- sd -
AO(IT&S)

Annexure 'A'

List of Code Heads

1. 43301
2. 43302
3. 43305
4. 43306
5. 42901
6. 56501
7. 56900
8. 04408
9. 04409
10. 04410
11. 04411
12. 04412
13. 04416

Action point at Controller's End

- (i) PM data will be validated against unique unit master, central section master and DAK ID w.e.f. 01-04-2023. Controllers may ensure that valid unique unit code, section code and Dak ID is used in the corresponding fields of PM.
- (ii) On behalf of controllers, HQrs Office, IT&S Cell has updated unique unit master as per list provided by Controllers as one time measure. Controllers Office may ensure that list is updated and if any amendment is required same can be done using front end utility available in NCS. Same will be treated as final Unit code and it will not be changed in future even during movement of unit.
- (iii) On transfer of a unit from jurisdiction of one CDA to jurisdiction of another CDA, existing unique unit code will be used by new CDA. Concerned Controllers has to perform LAC-IN/LAC-OUT using front-end utility available in NCS. CDA may create unit only in the case of raising of new unit in Central system, so that centralized data matches with TULIP/OAPs.
- (iv) Controllers may also ensure that there is no duplicity in unit code. In case of any discrepancy in unit code such as duplicity of unit, controllers may add/delete/update unit code of units using a front-end-utility available in NCS for the user (SOP is attached for guidance).
- (v) Controllers may ensure that necessary information/guidelines about newly created 14 digit unique unit code have been issued to all units under their jurisdiction. Units have to use 14 digits unique unit code in place of 4/5/9 digit old unit code.
- (vi) HQrs Office has contacted the ITSDC Secunderabad for carrying out necessary changes in TULIP to accommodate newly created six digit section code. For OAP other than TULIP, Controllers may contact the development team to ensure that necessary changes in the existing OAPs have been incorporated to capture new six digit unique section code and same will be used in the section code field of PM to be uploaded in NCS. PM data will be validated at NCS for six digits unique section code. A front-end utility has been developed and incorporated in NCS for addition/deletion of section code. (SOP is attached for guidance of the users).
- (vii) For any assistance regarding addition/deletion/updation of unique unit code, HQrs IT&S Cell may be contacted.