

CIRCULAR

TTB / BY HAND

No. A/IV/65/Rev 50/Cor/vol-XXII

Office of the CDA,

Udayan Vihar, Narangi,

Guwahati - 781171

Dated - 24/02/2015.

To,

(i) All Compiling Section of M.O.

(ii) All Compiling Sub Office.

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

Reference : HQrs. Office No. A/1/13640/Rev of Sec Comp dated 04/02/2015. (Copy enclosed with Annexure A)

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In the light of HQrs. Office no. cited above, the monthly Certificate on Review of Sectional Compilation has since been revised as under :-

"It is certified that the bookings made in the compilation for the month of ---- have been reviewed and found correct. Re-adjustment wherever required has been carried out in the next day's compilation. Amounts compiled to the fictitious code heads & misclassifications have also been rectified in the next day's accounts."

All concerned offices / Sub offices are requested to ensure that necessary checks may be carried out in conformity with the provision continued in Para 71 of Defence Accounts Code with due diligence before submitting the above Certificate to M.O. (A/Cs Section) and it should reach this office by 2nd of the month, following the month of Compilation.

Further, a Certificate to the effect that no DAD contingent expenditure has been booked to service heads is also required to be submitted along with the above Certificate. NIL report is also required.

In addition to above, the status of uncompiled Cash Accounts / Imprest Account is required to be submitted as per proforma reproduced below from Annexure 'A' by the respective sections / sub offices.

| S. No. | Nature of Accounts | Total No of Monthly Accounts | Opening balance | No. of Accounts received during the month | No. of Accounts compile during the month | Closing balance (No. of accounts not compiled) | Oldest month / year | Month wise breakup uncompiled accounts under Column 7 | Reason for outstanding account |
|--------|---|------------------------------|-----------------|---|--|--|---------------------|---|--------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | Cash Assignments (GEs) | | | | | | | | |
| 2 | Cash Assignments (ECHS) | | | | | | | | |
| 3 | S&S Imprest | | | | | | | | |
| 4 | Military Farm Public Fund Cash Accounts | | | | | | | | |
| 5 | Other Imprest Accounts | | | | | | | | |

Add. CDA has seen

(R.M. Das) 24/2
Sr. Accounts Officer



OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
ULAN BATAR ROAD, PALAM, DELHI CANTT -110 010

No. A/1/13640/Rev of Sec Comp

Dated: - 04-02-2015

To

All PCsDA /CsDA
PCoA(Fys), Kolkata
AN-VI (Local)
ZO (DPD), Chennai
AO (DAD), MeD (Civil)

CDA Guwahati
[Signature]

Sub: - Monthly Certificate on Review of Certificate Compilation- regarding.

Please refer to HQrs Office letter No A/I/12273/RDR-I dt 23-04-2013 under which a certificate on review of compilation was prescribed. Under the new compilation system, Punching Medium data is uploaded in the system on a daily basis. Therefore, readjustment rectification of fictitious heads/misclassifications can now be carried out in the next day's account. As such, under the revised compilation procedure, certificate of review requires modifications.

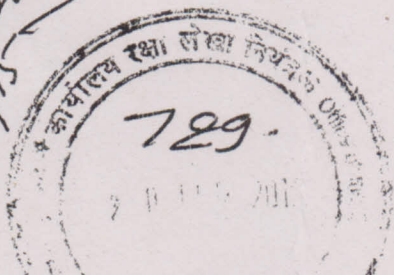
Similarly, a monthly report with regard to outstanding Cash Accounts was introduced vide HQrs letter No. A/III/13348/FPB/XXIII dt 11-06-2013 as a monitoring mechanism for monitoring compilation of accounts. Of late, it has been experienced that report does not embrace all information relating to Cash Accounts. Therefore revision of the existing format has also been felt.

Further, vide Para 71 of Defence Account Code, 2014, certain checks have been prescribed for SOs (A)/AAOs/AOs/SAOs and Group Officer of the Account Section to be followed meticulously. But it is not clear whether those checks are being carried out by all concerned.

With a view to streamline the review of compilation procedure, necessity has been felt to bring all information under one report. Accordingly, in supersession of above letters, the review of Sectional compilation certificate will be given in the format prescribed in the enclosed Annexure "A".

The review certificate will be furnished by 5th of the month following the month of compilation.

ACGDA (A&B)



*A/Cs section
to be strictly
compiled with
& circulated
to all concerned.
23/1/15*

Monthly Certificate on Review of Sectional Compilation

(A) It is certified that the bookings made in the compilation for the month of ---- have been reviewed and found correct. Re-adjustment wherever required has been carried out in the next day's compilation. Amounts compiled to the fictitious code heads & misclassifications have also been rectified in the next day's account.

(B) It is certified that no DAD contingent expenditure has been booked to Service Heads.

(C) It is certified that accounting checks prescribed in Para 71 of Defence Account Code have been carried out by the concerned SOs(A)/AAOs/AOs/SAOs and Group Officer of the Accounts Section.

(D) The status of uncompiled Cash Accounts / Imprest Account is as under:-

| Sl No. | Nature of Accounts | Total No of Monthly Accounts | Openin g balance | No. of Account s received during the month | No. of accounts compile d during the month | Closing balance (No. of accounts not compiled) | Oldest month / year | Month wise breakup uncompiled accounts under Column 7 | Reason for outstanding account |
|-----------|---|---------------------------------------|------------------------|--|---|---|---------------------------|---|--------------------------------------|
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| 1 | Cash Assignmen ts (GEs) | | | | | | | | |
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| 3 | S&S Imprest | | | | | | | | |
| 4 | Military Farm Public Fund Cash Accounts | | | | | | | | |
| 5 | Other Imprest Accounts | | | | | | | | |