

Speed Post

# Office of the CGDA

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No. A/I/12273/Targets

Dated 04- 04-2018

To

PCDA/CDA (By Name)

**Subject: - Action Plan on the Short term and long term targets of Accounts & Budget Section.**

One of the targets set by the CGDA has been speedy clearance of Suspense heads. A Committee has also been formed to deliberate on this matter and suggest measures required to be taken. In order to profile and detail the year wise data on suspense heads for specific targeting, requisite information is being called for from the PCsDA/CsDA.

2 Your office is requested to render year wise breakup of the Suspense heads and DID Schedules on the formats enclosed herewith by 16<sup>th</sup> of April 2018 to enable us to consolidate the same and issue necessary directions on this matter to the PCsDA/CsDA for further action. This is a sample and the details are required to be furnished in respect of all the Code heads under Major Head 8659, 020/81-Cheques & bills. 020/80-Remittance into Banks & Treasuries, 93/20/91, 018/60-Advances-Imprest Holders Accounts, 018/65-Advances-Pay Accounts Offices and DEA code heads (both originating and responding).

3. These heads are common to the Regional Controller offices. Therefore, PCsDA/CsDA are requested to undertake review of their AROBs and the heavy balances under the RDR heads other than specified above, depending upon their peculiar functionality, may also be identified and be taken up for detailed action and clearance. The year wise details of these code heads may also be furnished on the format enclosed.

4 While detailed directions will be issued subsequently, it is suggested that PCsDA/CsDA may also initiate necessary action on priority for clearance of the Suspense heads specified above.



(Alka Sharma)  
Jt.CGDA(A&B)

