



“हर काम देश के नाम”
कार्यालय, खा लेखा महानियंत्रक

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

उलान बटार रोड, पालम, दिल्ली कान्ती-110010

Ulan Batar Road, Palam, Delhi Cantt.- 110010



Phone: 01125665548, 01125665584

email: hqab1.dad@gov.in

No A/I/13311/ACA/2024-2025

Dated: - 10 -03-2025

To

- 1.All Pr. Controllers/ Controllers
- 2.NADFM, Pune
3. Director, RTCs
4. Zonal Office (DPD), Chennai,
5. AO (DAD), Ministry of Defence (Civil)
6. All DAD Cells
7. All EDP/DDP Centres

SUBJECT:-ANNUAL CLOSING OF ACCOUNTS FOR THE YEAR 2024-2025.

As per guidelines issued by the CGA, Ministry of Finance (Department of Expenditure) vide their OM Letter No. P-23001/1/2021-DAMA-CGA/E-15742/574 dated 05.03.2025 the closing date of Accounts for the financial year 2024-25 is 31st March, 2025. The following dates have been fixed for the submission of accounts of financial year 2024-25.

Month's Accounts	Date by which daily Punching Medium Data should be incorporated in the Compilation System of CGDA, IT&S Wing, Ulan Batar Road, Palam, Delhi Cantt-10 by EDP/DDP Centres.	Date of closing of accounts by the CGDA IT&S Wing, Ulan Batar Road, Palam, Delhi Cantt-10.
March (Preliminary) 2025	07 .04.2025	09 .04.2025
March (Supplementary - I) (March Final) 2025	23 .04.2025	25.04.2025


2. The closing dates for submission of the following documents is listed against each in the under-mentioned table:

Sl No.	Item of work	Due date
1	Submission of proposal for adjustment on proforma basis outside the books of RBI	05 .05.2025
2	Last date for submission of Journal Entries	09.06.2025

3. The detailed guidelines for closing of accounts are contained in Annexure 'A' and 'B' to this circular.
4. **Controller Offices may ensure suitable arrangements to avoid non-inclusion of PM in the March (Prelim.) and March Supplementary -I i.e. (Sy-I) (March Final). It may also please be ensured that maximum leftover bookings are made in March (Prelim.) Accounts itself. Bookings in March Supplementary -I are made only in exceptional circumstances.**
5. Interest on accumulations in various Provident Fund Accounts for the year 2024-2025 may please be compiled in the March Prelim. Accounts, 2025 positively. For this purpose, all fund transactions taking place during 2024-2025 should be booked within March Preliminary and any rectification required should be carried out in March (Supplementary-I), 2025 Accounts. GO (Accounts) may ensure at his level that Interests on accumulations in various Provident Fund Accounts including those maintained by PAO(ORs) have been compiled. Non compilation should result in Administrative action against the concerned officials.
6. **Central transfers of authorized heads** will be carried out by the IT&S Wing of HQrs Office in March (Prelim.) 2025. In this connection, necessary instructions are contained in Annexure 'B' to this circular.
7. **The Controller Offices may please ensure that no rectifications/adjustments are proposed after closing of March (Supplementary -I) Account.**
8. A copy of the circular may please be forwarded to the concerned Pr. Dte of Audit (Defence Services) and Command HQrs/ Formation HQrs.
9. The contents of the circular may please be got noted by all concerned and kept on record.
10. Please acknowledge receipt.

Note 1: All Controller offices may ensure that bookings made through Punching Mediums are compiled and uploaded on NCS. In case, PMs are not uploaded on NCS due to any technical error, IT&S Wing of HQrs office may be contacted immediately for resolving the issue before closing of accounts of FY 2024-25.

Note 2: It may 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 are adhered to strictly to avoid instances of JEs in the current year and ensuing years.


Jt. CGDA (A&B)

Copy forwarded to:

1.	The High Commission for India in UK Accounts Department, India House, Aldwych, London WC	a.) For ensuring that monthly remittances and classified Receipts and Disbursements Accounts for the year 2024-2025 to reach to Pr. CDA, New Delhi by 07.04.2025. b.) Receipt of this communication may please be acknowledged.
2	Ministry of Defence (Fin/Bud-I & II). (Fin/MO)/DFAs.	Necessary instructions may please be issued to all units/formations that vouchers/cash accounts for all inter-departmental transactions, which are settled through RBI/adjustments and compiled by the PCsDA/CsDA concerned, are finalized well in time before 31.03.2025 and sent to the concerned PCsDA/CsDA immediately so that the same are accounted for within the current financial year. Instructions may also be issued to the units/formations that Vouchers/Cash Accounts may be forwarded to the concerned PCsDA/CsDA/Sub-Office through courier if any delay is anticipated. The Cash in Hand/Bank which remains unutilized has to be deposited through MRO by the Imprest holders by 31-03-2025 positively.
3	Dte General of Financial Planning, GS Branch, Integrated HQrs of Min. of Def (Army), SenaBhawan, New Delhi-110011	
4	Dte of Naval Plans Integrated HQrs of Min of Def (Navy), South Block, New Delhi-110011	
5	Dte of Financial Planning, Integrated HQrs of Min of Def (AF), Vayu Bhawan, New Delhi-110106	
6	DOO (C&S), 10-A,S.K.Bose Road, Kolkata-700001	
7	Dte of Budget, Finance and Accounts "A' Block, DRDO Bhawan, HQrs DRDO, New Delhi-110105	
8	HQrs IDS, Kashmir House, New Delhi-110011	
9	Dte. Gen. of Audit (Defence Services), 7 th Floor, A- Block, Defence Officers Complex, Africa Avenue New Delhi-110023	
10	DDG (Budget), DGQA,'G' Block, New Delhi-110011	
11	ADG (A), Dte Gen of NCC, West Block-V, R.K. Puram, New Delhi-110066	
12	Dte. Gen. Coast Guard HQrs, National Stadium Complex, New Delhi-01	
13	DGBR, Ring Road, Naraina, Delhi Cantt-110010	
14	Audit Section GP-III (Local).	
15	All Groups in Accounts and Budget Section (Local)	
16	Master File.	
17	SPS to CGDA	
18	SPS to Addl.CGDA	
19	PA's to all Jt.CGDA in HQrs Office	
20	EDP Section (Local).	For information and request to upload on the website please


(Rakesh Kumar)
SAO (Accounts)

Instructions for Pr. Controllers and Controllers of Defence Accounts

The accounts for March (Sy-I) 2025, should for all intents and purposes be regarded as the final accounts for the year 2024-2025. Every endeavor should, therefore, be made to speed up adjustments by taking prompt and timely action to obtain wanting particulars and vouchers etc. wherever necessary.

2. It was noticed in the past few years that compilation for March (Prelim.) and March Supplementary-I Accounts contained errors, fictitious code heads, code heads which are not to be operated by the Controller originating the Punching Medium etc. It is therefore, essential to scrutinize the Punching Medium very carefully as laid down in **Para 71 of Defence Account Code (2014 Edition)**. In so far the sub offices are concerned e.g. AOs GE, and PAO(ORs), DPDOs etc. which are at present authorized to upload Punching Media direct to NCS, it is their responsibility to ensure that Code Head Master is updated so that erroneous/fictitious code heads are identified/got rectified/compiled immediately and compilation data is transmitted to IT&S Wing of HQs Office on a daily basis.
3. In respect of Railways/Department of Post/MEA etc. only inescapable and important transactions of large magnitude (Say Rs. 1,00,000 and above) should be proposed for proforma adjustment outside the books of RBI in accordance with provisions contained in **Para 109 of Defence Account Code, 2014**. An expeditious action is required to be taken to forward the vouchers/Schedules in respect of individual transaction of Rs.1,00,000/- and above, gross credits/debits which have not been advised to the RBI before close of their books for the current year 2024-2025 and which are likely to affect the appropriations of the year or may remain outstanding under the Remittance Heads in the Defence Books, to the Civil Accounts Officers concerned and their acceptance for the debits/credits involved, obtained well in time by pursuing the matter vigorously. On receipt of acceptance from the parties concerned the details of the transactions should be reported to this office (in duplicate) latest by 02.05.2025 in the proforma appended as **Annexure 'C'** to this circular to enable us to obtain the approval of CGA, Ministry of Finance (Department of Expenditure) for inclusion in the current year accounts. Nil reports are also required.
4. Before finalization of March Supplementary-I, the following actions should be ensured:-
 - (i) No amount remains outstanding under "Receipts Awaiting Transactions" i.e. NPS transactions under code heads 016/04 and 016/05 at the close of Accounts for the FY 2024-25.
 - (ii) Amounts pertaining to charged expenditure have been correctly accounted for and compiled.
 - (iii) Minus transactions are genuine.
 - (iv) Bookings under Charge side of Code Head 015/60 should be in the multiples of Rs. 15000/30000/60000. However, it has been observed that in spite of the regular directions in this regard, the net bookings are not as per the guidelines. It must be ensured that the bookings made under the Code Head 015/60 must be brought to the appropriate amount. Any misclassification must be got rectified before the close of March Final accounts.
 - (v) There are no compilations under Major Heads 8342.00.117- Defined Contribution Pension Scheme for Government Employees.
 - (vi) There are no adverse balances in compilation specifically under Major Heads 7610, 8444, 8551, 8670, and 8782.
 - (vii) It may be ensured that all Annual Adjustments on account of Interest on Provident Fund have been carried out.
 - (viii) The Punching Medium for Capital and Revenue sections must be prepared separately. Also single PM for each transaction should be prepared.
 - (ix) PMs related to Pay & Allowances should not be clubbed with PMs for non-Pay & Allowances transactions .
 - (x) Service wise separate PMs should be prepared.
 - (xi) Bulk uploading of PMs should be avoided for the following reasons:
 - a) Probability of misclassification.
 - b) Due to non-availability of budget in one head, system may disallow whole PM, despite budget availability in other code heads.

5. As the end of the financial year approaches, all efforts must be made to ensure that expenditure remains within the allocated budget/ BE/RE/MA as the case may be. Towards this end, PCsDA/CsDA are requested to ensure the following:-

- a) For LCH where bills are pre-audited, payments must be made after checking funds availability against unit level allotment. But at the same time ensuring the allotment is within the minor head/ sub head budget figure available on NCS.
- b) For CCH where bills are pre-audited, payments must be made after checking funds availability certified by the budget holder against the minor Head/ sub head budget figure available on NCS.
- c) For LCH where funds are released by PCDA/CDA through cash requisitions, allotment must be checked against Unit and also against minor head/ sub head balance budget on NCS .
- d) For S&S Imprest accounts for ASC/Op Works, funds must be released against unit allotments. Where such allotments are exhausted, funds may be released only upon the Imprest Holder's certificate that funds to cover the imprest amount has been sought from concerned budget holder.
- e) For AOs GE where SBI CMP is in operation, payment must be authorized only against available funds in the unit allotment or as a provisional payment duly approved by the competent authority. AOsGE must further ensure that payments are not processed where the relevant minor head in NCS is showing inadequate balance. Such cases must be invariably reported to the concerned PCDA/CDA for a decision.
- f) For other cases of Cash Assignment, it must be ensured that the Cash Assignment amount is vetted against the funds availability under relevant budget heads.
- g) Suitable instructions may be issued to Cash Assignment/Imprest/S&S Imprest holders for timely rendition of the accounts/vouchers to enable PCDA/CDA office to book the same within the closing date of March (Pre), 2024-25.

PCDA/CDA must ensure that all vouchers of Class 1, 4, 5, 6 and 9 are compiled within March-Pre Accounts.

6. In addition to above, the following specific instructions are also issued for strict compliance by all PCsDA/CsDA Offices:-

- (i) The provisions contained in Para 289, 290 and 291 O.M. Pt.II Vol-I (Chapter-III Accounts Section) in regard to review of compilation should be adhered to. As regards category codes prefixed to Service/RD&R Heads it should be ensured that correct category is prefixed to the code heads. Category prefixes allotted to CHB heads are not operable with RDR Heads.
- (ii) No booking under heads relating to transactions susceptible to adjustments centrally by one CDA be done by another CDA in March Supplementary-I Account.
- (iii) The net amount compiled during the year under the Head "Deposits with the Reserve Bank{(Code Heads 021/00, (096/40 in the case of AO DAD MOD (CIVIL) and (099/25 in the case of CDA (CSD))} excluding the amount adjusted on Proforma basis outside the books of the RBI,CAS Nagpur should agree with the net closing balance intimated by the RBI,CAS, Nagpur in March 2025 Accounts at the close of Accounts for March (Prelm). Difference if any should be transferred to PSB Suspense (020/76) and RB Suspense (Unclassified) (020/83) and proper record of each discrepancy should be recorded in RB Deposits Register.

- (iv) Expeditious action shall be taken to adjust the debits received from Civil Accounts Offices to the final heads of Accounts for 2024-2025. In case where vouchers/particulars in support of the debits have not been received, the same may be called for and pursued to finality with a view to ensuring adjustment of the debits in question in the accounts for 2024-2025 themselves. In cases where debits are awaited from Civil Accounts Officers (wherever known) the same should be called for and vigorously pursued to facilitate adjustment in current year's accounts.
- (v) It may please be ensured that the Annual report on "Charged Expenditure" for the year 2024-2025 be rendered by 31.08.2025 positively keeping in view the instructions contained in this office circular No. A/II/11909/CH. Expdr. dated 21.05.2002.
- (vi) The Annual Review of Balances (AROB) for March Supplementary-I along-with statements 5&13 for the year 2024-2025 may please be furnished to this office not later than 27.06.2025. This may be addressed to **Shri Sameer Saxena, SAO(Accounts)/Shri. Rakesh Kumar, Sr.AO (Accounts)**, Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt.-110010 with copies to all concerned with the following action:-
- a) The outstanding balances under various Minor Heads below Major Head "8659"- **Suspense Account (Defence)**, "8787- Adjusting Account with Railways", at the end of 2024-2025 may be reviewed by the Controllers and suitable action may please be taken to clear all outstanding items to bring down the outstanding balances. The specific action taken during the year should also be mentioned in the "Action Taken Note" in the AROB.
 - b) If there are adverse balances in any of the heads, a brief description of action initiated to rectify the error/correction of accounts/steps taken for proper maintenance of accounts may be indicated.
 - c) There should normally be no minus transactions except under suspense heads during the year. If there are any, full reasons thereof may please be indicated in the "Action taken Note" in the AROB.
 - d) It may please be ensured that proper records of outstanding balances reflected in the Annual Review of Balances are kept in the relevant ledgers/prescribed registers and the balances reflected in the Annual Review of Balances agree with those of ledgers/prescribed registers. In this connection HQrs. office circular No. A/II/12273/ROB/Gen/2007-08 dated 05-11-2009 (Circular No.44 of 11/2009) may please be referred to.

7. All out efforts must be made to ensure that all the required rectifications/ adjustments are carried before closing of the March Final Accounts. After closing March (Supplementary-I) Accounts, 2025 if rectifications/adjustments are still necessary, the same will be carried out through JE with the approval of CGA, Ministry of Finance (Department of Expenditure)/CGDA in exceptional cases subject to the following:-

- (i) A Punching Medium for Journal Entry is initiated for rectification of a misclassification/readjustment, and sent to HQrs Office latest by 09.06.2025.
- (ii) Reasons for not detecting the error earlier during monthly review and within the Supplementary accounts shall be adequately explained with the recommendations of the PCDA/CDA.
- (iii) While forwarding the proposals for Journal Entry, it will be ensured that the PM is complete in all respects viz. CDA Code, Section Code, Month, Voucher No. etc.
- (iv) Separate PMs may be prepared for the transactions pertaining to Revenue and Capital Heads.

- (v) Single PM should be prepared for each transactions. Transactions should not be clubbed.

Note 1 :-The adjustments through Journal Entries (JEs) in respect of very important unavoidable transactions and of large magnitude say Rs.One Crore and above will be forwarded to the HQrs Office under the personal orders of the PCDA/CDA/ Head Office so as to reach this office on or before 09.06.2025 for obtaining the orders of CGDA. A Consolidated Punching Medium for all proposals of rectifications through Journal Entries for the organization as a whole under the orders of PCDA/CDA with reasons for non-booking in the March (Prelim.) and March (Sy-I) will be prepared and original copy of the Punching Media forwarded so as to reach the HQrs Office through E-mail in Excel format in original by name to **Smt. Shivalli M. Chouhan, IDAS, Jt.CGDA (A&B)** duly approved by PCsDA/CsDA. **Proposals received after 09.06.2024 would not be accepted.**

Note 2:- It may 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 are adhered to strictly to avoid instances of JEs in the current year and ensuing years as lapses/casual approach leading to initiation of JEs has been taken very seriously by the higher authorities.

8. It has been seen that there have been repeated instances of expenditure being in excess over the allocated budgetary provisions. It has been observed by DGADS as a violation of the fundamental principles of GFR 2017/FR. In view of the same, it must be ensured that in no case the expenditure exceeds the budgetary allocation in any code head.

9. It has been our experience in the past that such proposals were sent to HQrs Office very late (without indicating Controller's approval). The main reason for delay in sending proposal of corrections through Journal Entries generally attributed to postal delays. In fact the proposals were dispatched on the last date prescribed for rendition of data or thereafter. Therefore, the Punching Media/other documents should be sent through Speed Post & e-mailed at hqab1.dad@gov.in The same may also be intimated telephonically to the Competent Authority of this HQrs office.

10. **Contact number of the concerned SAO/AAO** must be indicated in the forwarding letter while forwarding the JE proposal.

Instructions for IT & S Wing, CGDA, Ulan Batar Road, Palam, Delhi Cantt-10.

It will be ensured by the Controllers' offices that no Punching Medium will be accepted after 07.04.2025 in normal course. PM for corrections will be accepted on NCS portal only with the prior approval of PCsDA/CsDA concerned. In this way, the accounts will be finally closed on 23.04.2025. After 23.04.2025, PM will be accepted on NCS portal only on prior approval of Jt. CGDA(A&B).

2. It is requested that the dates for closing of compilations for March (Prelim.) and (Supplementary-I),2025 for the Controllers' offices may be intimated within their jurisdiction at their end.

3. While finalizing compilation for March (Prelim.), it may be ensured that all **central transfers** in respect of Fund heads, Advances-Pay Accounts Offices etc. centrally done by IT&S Wing of HQrs Office, as per extant orders, are invariably affected in this Accounts. The balances compiled under Cat. Prefix "77" representing readjustment/rectification of error of past years will, however, be allowed to stand in the compilation, unless otherwise advised.

4. The DDP/EDP Centre should ensure that Punching Media received from each PCDA/CDA are numbered serially, and there is no break in the continuity of serial number and printed compilation is generated in the normal manner as for other months.EDP/DDP Centre should be advised to make special arrangements so that PM data is punched on a daily basis and uploaded daily in the Compilation System. DDP/EDP/Computer Centre of CGDA Computer Centre, Delhi Cantt may ensure watching last voucher certificates to ensure that no PM is left over.

5. It may, however, be mentioned that Punching Medium intended for March (Supplementary-I)' 2025 uploaded on NCS portal, after prescribed date, and which could not be included in the same account, may be returned to Controller's Offices concerned.

6. The IT&S Wing, CGDA Delhi Cantt should monitor the Punching Medium/daily data for March (Supplementary-I) Accounts and try to settle discrepancies before finalization of compilation. Any incorrect/doubtful compilations, fictitious code heads or Controller's own exchange account head which come to notice at the time of finalizing of compilations for March (Prelim.)' 2025 and March (Sy-I)'2025,

which cannot be rectified in consultation with the Controllers concerned, should be transferred to Suspense Head (00/020/61-Misc Suspense,29/020/61-Fictitious RDR Heads,75/020/61-Fictitious Service Heads) as the case may be and complete details of such transfers furnished to **Controllers concerned and this office.** In this connection the HQrs. Office Most Important Circular No. A/III/11365/020/61/Gen dated 04-05-2000, as amended vide HQrs Office even No. dated 01.12.2000 may please be referred to.

Regional Controllers/CDA (CSD)

The time schedule for submission of Commercial Annual Accounts of Military Farms/CSD for 2024-2025 will be notified separately by the concerned Section.

