



**OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS,  
ULAN BATAR ROAD, PALAM DELHI CANTT-110010**

Tel: 011-2566500, 25665555/56, 25666665/66, Jt.CGDA (A&B) Tel-25674819, Fax: 011-25674786

**MOST URGENT CIRCULAR No 118 of 02/2015**

**A/III/12157/CMP/Vol-IV**

**Dated 27-02-2015**

**To**

All Regional PCsDA/CsDA

**Sub: - Daily booking of Class IV Vouchers by AOs, GE/ CCE: Actionable point No 6 on Accounts and Budget Presentation made on 14.11.2014 to CGDA.**

The issue with regard to daily booking and compilation of expenditure and uploading of compiled data by the AOs GE was receiving attention at this HQrs. It has, therefore, been decided to run a pilot project for daily compilation of expenditure in the month of March, 2015.

2. Under the revised compilation procedure, instead of compiling expenditure through single monthly Punching Medium as contemplated in Para 102 of AOs GE Manual, the AOs, GE/CCE will prepare daily Punching Medium from daily basis from 02-03-2015. An Abstract of Receipts and Charges will be prepared on a daily basis based on the entries made in the Cash Book in support of having issued the cheques. Based on the Abstract of Receipts and Charges, a Punching Medium (PM) will be prepared on a daily basis and allotted consecutive serial voucher number through Class IV Register in the usual manner and PM data will be sent on the same day to the concerned EDP/DDP for its compilation.

3. In the new compilation system, PM data can be uploaded on a daily basis. All PCsDA/CsDA are uploading data in the compilation system on a daily basis. Reports can be downloaded on daily basis except RD&R compilation which is prepared on monthly basis on account of balances to be tallied each month. Therefore, in AOs GE /offices, where project 'Vishwak' is not operational on a daily basis and VPN connectivity is also not available, they can send data to their respective DDP Centre/Controllers through e-mail/Fax etc for its urgent uploading and compilation under new System.

4. On receipt of Cash Book from the GE/CCE, a consolidated Abstract of Receipts and Charges will be prepared in terms of Para 101 of AOs GE Manual. Each entry made in the consolidated Abstract of Receipts and Charges will be verified and reconciled with reference to the daily Abstract of Receipts and Charges, Cash Book as well as from daily Punching Medium already compiled. Any discrepancy noted in any of the abstracts (daily/monthly) at this stage will be verified/reconciled and rectified/finally settled through a Class IV PM in the same day's account. Copies of daily PM duly

supported with copies of the daily Abstracts of Receipts and Charges and a copy of Consolidate Monthly Abstract of Receipts and Charges will form the part of the Cash Account and will be forwarded to the 'E' Section under a separate Top Sheet duly reconciled with the Cash Book. This Top Sheet along with connected documents will be forwarded to the Accounts Section of the PCDA/CDA Office for further necessary action.

5. PCsDA/CsDA are, therefore, requested to issue suitable instructions to all concerned so that all vouchers paid from 26-02-2015 to 28-02-2015 are classified and compiled on 02-03-2015 itself and afterwards on daily basis. A feedback on the pilot project may please be forwarded by 17<sup>th</sup> April 2015.

This issues with the approval of Addl CGDA (BS).

*RK Kaena*  
JtCGDA (A&B)

Copy to:-

EDP Centre,  
(Local)

For information with reference to their UO Note No Mech/EDP/326/NewComp dt 24-02-2015.

Fund Cell  
(Local)

With reference to their UO No FC/14502/Project Nidhi-VI dt 24-02-2015. For issuing necessary instructions at their end for working out modalities for disposal of GPF Schedules duly reconciled with the daily compilation of data.

AT -XII  
(Local)

For information .

*- sdx -*  
ACGDA (A&B)