



Most Urgent

Office of the C.G.D.A.

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IMPORTANT CIRCULAR

No. MECH/EDP/322/ACA

Dated: 13-03-2014

To

The EDP & System Manager
(As Per List)

Subject: **Annual Closing of Accounts for the Year 2013-2014**

Reference : Accounts Section Important circular 101 no A/I/113311/ACA/2013-2014 dated 03-03-2014. and Amendment dated 05-03-2014

The Accounts Section of HQrs office vide their above quoted letter has intimated the following dates for closing of Accounts for March Preliminary (03/2014), March Supplementary (13/2014) and March Supl Correction (14/2014). It may please be ensured that dated are strictly adhered to enable this center to close the accounts on the prescribed dates.

2. Attention is also invited to EDP section circular no Mech/EDP/302/Circulars dated 18-12-2013 relating to submission of weekly data for March 2014. The date for receipt of last batch of PM(Sixth) for 3/2014 is 11-04-2014.

Month's Accounts	Date by which last batch of Punching Medium to reach DDP/EDP Centre (with requisite certificate).	Date by which last batch of Punching Medium Data should reach CGDA Computer Centre, Palam, Delhi Cantt-10.	Date of closing of accounts by CGDA Computer Centre, Palam, Delhi Cantt-10. And dispatch of printed compilation to all concerned.
March (Preliminary) 2014 , i.e. 03/2014	11-04-2014	14-04-2014	24-04-2014
March (Supplementary) 2014 ,i.e. 13/2014	25-04-2014	30-04-2014	02-05-2014
March (Supplementary Correction) 2014 , ie 14/2014	05-05-2014	06-05-2014	09-05-2014

3. The DDP/EDP Centre should also scrutinise the Punching Medium file for March (Supplementary Correction) Accounts and try to settle discrepancies before printing of compilation. **Any incorrect/doubtful compilation under fictitious code-heads or Controllers' own exchange accounts** head which come to notice at time of printing of compilation for March (Supplementary) 2014 & March (Supplementary Correction) 2014 and which cannot be rectified in consultation with Controller concerned, should be transferred to suspense head (29/020/61 & 75/020/61) as the case may be.

[Note:- **Data file for March Manual Corr (15/2014)** should reach to Hqrs A/cs Section by **13.05.2014** positively in 'CD' & email (in .dbf format of foxpro i.e. mtrns.dbf format)]

Please acknowledge receipt.

Sr. Dy. CGDA(IT)

Copy to:

1. Accounts Section (local) for information
2. DFA(Budget), South Block, New delhi
3. AN-6(Local) for information & necessary action pl
4. Website (www.cgda.nic.in) for uploading.

Sr. Dy. CGDA(IT)