<u>**Important Circular**</u>

To,

1. The PCsDA/CsDA, PCOA(Fys)
2. EDP Manager

(All DDP/EDP Centres)

Subject: - **Discrepancies in Data for All India Compilation of Defence expenditure.**

Reference: - HQrs office letters of even number dated: 25th May 2011, 16th March 2010 and 10th Dec 2012.

From time to time, HQ Office has issued instructions regarding forwarding compilation data correctly and timely. In this connection, HQ Offices' letters of dated 25/05/2011, 16/03/2010 and 10/12/2012 may be referred.

2.   However, in spite of the repeated instruction being issued to forward the compilation data correctly and timely, data is received with rather delay and that too contains errors due to which wrong and delayed information gets conveyed to MoD(F) and other concerned authorities, ultimately, resulting in adverse comments from all the authorities including Public Accounts Committee.

3.   Following major errors are repeated by almost all the offices. It is requested that while sending the PM data, these errors and any other errors may be kept in mind so that the correct data is sent to HQ Office.

    a.   Many columns such as **category, rc, cda, section etc** are left blank or wrong codes are entered.

    b.   Many times wrong category codes are used. To avoid these following general rules may be applied.

        i. Do not use "01" category for RDR Heads.

        ii. Do not use "00" category for Service Heads.

        iii. For identification of expenditure on the purchase of stores, following Command category numbers may be prefixed to

relevant Service Heads in respect of Local Purchase and Other Locally controlled heads (both revenue and capital). In this connection, may refer to classification hand book page no.298.

1. For Air Force:-
   a. Western Air Command   51
   b. Eastern Air Command   52
   c. Central Air Command   53
   d. S.W. Air Command   54
   e. Southern Air Command   55
   f. Maintenance   56
   g. Training   57
   h. Others   58

2. For Army:-
   a. Northern Command   83
   b. Southern Command   84
   c. Eastern Command   85
   d. Western Command   86
   e. Central Command   87
   f. Others   88
   g. South Western Command   89

3. For Navy:-
   a. W.N.C   90
   b. E.N.C   91
   c. S. N. C   92
   d. Others   93

c. Sometimes Amount field contains − or + sign. Amount should be without any sign. For − or + sign, there is separate field named "sign".

d. Fictitious code head are operated frequently. Due to this suspense increases. This is an avoidable mistake as code master database has been provided to all the centres. The corrections to the code master database, forwarded by the Accounts Section of HQ Office, must always immediately be made to avoid fictitious code heads.

e. Following conversion code head should not be used as these code heads can only be used by HQ EDP.

   i. 00600, 00601, 00602, 00700, 00701, 01100.

f. Following code heads can only be used by AO(DAD), PCDA (HQ), New Delhi (CDA-14).

    i. Code head 09500 to 09799.

g. Following code heads can only be used by CDA, CSD, Mumbai (CDA-15).

    i. Code head 09800 to 09953.

h. Responding heads of own controllers are also treated as fictitious code heads and are transferred to suspense heads if not rectified upto March 14 account.

i. Complete 15 digits or 6 digit schedule number is entered in the responding file to avoid any rejection while linking. To avoid the mistake, the responding file may be got verified from account section before forwarding the same to the HQ Office.

j. Before punching data, it may be ensure that the previous records from the database table (MTRNs) have been deleted with pack command of foxpro as it has been found that previous records have also crept in with the new/latest data.

4. Further, it has been observed that duplicate records pertaining to previous month or batch are also forwarded which result in very wrong information generation causing adverse effect on monitoring of progress of expenditure as well as on the estimation of budget.

5. It may please be ensured that no data is left from inclusion in the compilation. Many times data is left to be included in the compilation and the revised data is sent. This leads to delay in the submission of compilation to the Ministry.

6. In view of the position explained above, it may be seen that instructions have been issued from time to time to avoid mistakes and delay in the submission of compilation data. However, errors are still found in the data. This data is the most important data and its importance needs no mention

as it is a known fact that all budget estimates are based on it and the progress of expenditure is watched at Ministry level through our compilation. We have also received adverse comments from concerned higher authorities including PAC recently about the delay and wrong information in the compilation data. Therefore, Principal Controller and Controllers are requested to look into the matter with a view to ensure that the mistakes are not repeated again and again.

Addl CGDA (IT)

Copy to:

Jt. CGDA (A/c & Budget)