

IMPORTANT CIRCULAR

कार्यालय, रक्षा लेखा प्रधान नियंत्रक (प. क.) चंडीगढ़ - 160 009
OFFICE OF THE PRINCIPAL CDA (WESTERN COMMAND) CHANDIGARH-160009
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No. A/I/244/AROB/ 2017-18

Dated: 22/03/2018

To

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|---------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 1. Shri Sahil Goyal, IDAS
DCDA
Main Office,
PCDA (WC) Chandigarh. | 4. Manjeet Kaur, IDAS
DCDA
AAO (Pay), Jalandhar |
| 2. Shri Anmol Amar Singh, IDAS
ACDA
Main Office,
PCDA(WC), Chandigarh. | 5. Shri Mulakh Raj Paul, IDAS
DCDA
AAO(WC), Pathankot |
| 3. Smt. Mugdha Kaur Jaggi, IDAS
DCDA
AAO(Pay) WC & COD , Delhi Cantt. | 6. Akshata A Rao, IDAS
ACDA
PAO(ORs), RRRRC, Delhi Cantt. |
| 7. The Officer In-Charge
All AOsGE/CCEs/DEOs | |

Sub: Proper compilation of Punching Mediums.

On general scrutiny of previous year's as well as current Financial year compilation of Punching Mediums it is observed that some punching mediums had not been compiled payments for which had been made. On the other hand certificate of Review of Sectional Compilation is being rendered in a casual manner without even ensuring that payments made during the month have been actually compiled in their sectional compilation or not.

Non-compilation of monthly data lead to creation of suspense especially under code head **00/020/81** (Cheque & Bill) and **93/020/91** (Pay and account office Electronic advise) which has been adversely commented upon by the Competent Authority.

It is requested that all Punching Medium of current Financial year be thoroughly checked cent percent with sectional compilation before rendering

“certificate of Review of Sectional Compilation” and ensure that misclassification if any/non-compilation of data is rectified in the current financial year itself. During analysis of compiled figure with paid cheques it is observed that there is difference of **Rs. (-)500 Crore** between compiled and debit scroll received from RBI/ FPB as on date.

With a view to ensure correctness it is once again instructed to all Group officer of Main Office , Officer In-charge of Area Accounts Office, PAO's and AOGEs to personally ensure that all Punching Medium are compiled in the system before closing of March (Preliminary) 2018 and also to furnish a certificate that all Punching Medium during the financial year has been compiled and rectification /Misclassification if any rectified before closing of the financial year on or before **06/04/2018** positively. Any laxity will invite disciplinary action against the Officer / Staff responsible for the same.


(Dr. Amit Gupta)
Addl. CDA

Copy forwarded to:

1. IT&S Section (Local): with a request to upload on the website *and Email to all AO, AOE, R.*


SAO (A/Cs)