

IMPORTANT CIRCULAR

Office of the Principal Controller of Defence Accounts
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Accounts Circular No. 37

Dated:02 / 03 /2022

Sub: Annual Closing of Accounts for the year 2021-2022

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HQrs Office Accounts Circular no. A/I/13311/ACA/2021-2022 dated 28.02.2022 together with Annexure 'A' on account of Annual Closing of Accounts for the year 2021 – 22 is circulated by uploading in PCDA Bangalore website for information, guidance and strict compliance.

As per guidelines by HQrs , accounts of financial year 2021-22 will be closed in following phases

- (a) March (Preliminary)
- (b) March (Supplementary) (March Final)

Accordingly, there will be no Manual Account. March Supplementary -I will be treated as March Final Account. However, 3 to 4 days time window for reporting any exceptional manual corrections have be provided before finalizing of March Supplementary-I Account (March Final) in terms of Para 29 of Defence Account Code, 2014. The closing date of Accounts for FY 2021-22 is 31st March, 2022.

The following dates have been fixed for the submission of accounts for the financial year 2021-2022. **It may please be ensured that the prescribed dates are strictly adhered to.**

Month's Accounts	Date by which last batch of P.M. to reach Accounts Section	Date by which last batch of P.M. to reach DDP / EDP Centre (with requisite certificates).	Date by which daily P.M. Data should be uploaded in the Compilation System of CGDA, Computer Centre, Ulan Batar Road, Palam, Delhi Cantt - 10 by EDP/DDP Centres.	Date of closing of accounts by the CGDA Computer Centre, Ulan Batar Road, Palam, Delhi Cantt - 10 and dispatch of printed compilation to all parties concerned.
March (Preliminary) 2021	05-04-2022	08-04-2022	08.04.2022	12.04.2022
March (Supplementary -I) (March Final)	25.04.2022	29.04.2022	29.04.2022	03.05.2022

S.No.	Item of Work	Due Date
1	Submission of Proposal for adjustment on proforma basis outside the books of RBI	12.05.2022
2	Last date for submission of Journal Entries through E-Lekha	10.06.2022

The detailed guidelines for closing of accounts are contained in Annexure 'A' and 'B' to this circular.

The Punching Media for March (Prelim.) and March Sy-I Accounts 2022 are to be dispatched by all concerned duly typed to the concerned DDP /EDP Centre/Sections on daily basis in convenient batches. The last batch for the time window should be dispatched/handed over to the DDP / EDP Centre on 24.04.2022, so that data are uploaded in the Compilation System by 27-04-2022. Suitable arrangements may, therefore, kindly be made to dispatch Punching Media to the EDP/DDP on the prescribed dates. **All Sub Offices/Section in Main Office may also 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 Preliminary) Accounts itself. Bookings in March Supplementary-I are to be made only in exceptional circumstances.**

Interest on accumulations in various Provident fund Accounts for the year 2021-22 may please be compiled in March Prelim. Accounts, 2022 positively. For this purpose, all fund transactions taking place during 2021-22 should be booked within March Preliminary and any rectification required should be carried out in March (Supplementary-I), 2022 Accounts.

Central transfers of authorized heads will be carried out by the EDP Centre of HQRs Office in March(Prelim),2022. In this connection, necessary instructions are contained in annexure 'B' to this circular.

The Sub Offices/Section in Main Office may please ensure that no rectification/adjustments are proposed after closing of March (Supplementary-I) Account. After closing of March (Supplementary-I) Account i.e. March(Final), however, in exceptional and unavoidable cases, where rectifications/adjustments are necessary, Journal entries are to be prepared with the approval of PCDA. The details instructions in this regard are given in Annexure "A" to this circular.

The contents of the circular may please be got noted by all concerned and kept on records.

Time Schedule prescribed above may please be strictly adhered to.

Please acknowledge receipt.

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DISTRIBUTION : All the concerned Sections in Main Office.
All the Sub Offices under PCDA Bangalore
OA Cell → for uploading in PCDA Website along with
enclosures.

PCDA has seen

Nirmala BK
DCDA (Accounts) 03/03/22

REMARKS:

The detailed guidelines for closing of Accounts are contained in Annexure 'A' and 'B' to HQrs letter; which may be viewed / downloaded in PCDA Bangalore / HQrs website.