

IMPORTANT CIRCULAR

No. E/I/1502/ARWES/Vol-XI  
Office of the PCDA  
Bangalore-560 007  
Dated: 09/05/2016

TO

ALL AO GEs

SUB: Finalisation of Appropriation Accounts (Defence Services)- Review  
of Works Expenditure 2015-2016

REF: Hqrs No.18079/AT-X/ARWE/2015-2016 Dated: 04/04/2016

\* \* \* \* \*

As per time schedule fixed by MOD(Fin), the Hqrs Office has instructed this office that the Annual Review of works expenditure (ARWE) report for the year 2015-2016 be furnished latest by 10<sup>th</sup> June 2016 and advised this office for strict adherence to the due date since its non-adherence is likely to delay the placement of appropriation accounts in Parliament. A copy of Hqrs letter under reference along with enclosures is enclosed for necessary action.

2. In view of the above, it may strictly be ensured that the various statements except Statement-F Para-18 together with its supplementary details connected with ARWE report, are furnished positively by 25<sup>th</sup> May-2016 to this office so that the same can be consolidated and transmitted to the Hqrs office before due date.

3. Statement-F Para-18 Outstanding License fee of allied charges bills issued upto 28/02/2016 but not cleared upto 30/06/2016 may please be submitted by 30/06/2016 by hand / through FAX message / mail.

4. Certain deficiencies /short comings noticed by Hqrs Office while preparing the consolidated report 2015-2016 are listed in the Annexure to Hqrs letter under reference. It may please be ensured that these deficiencies are not repeated in the report for the year 2015-2016. The AO GE should personally check the details furnished in the statement and ensure that the same are correct and furnished as per the set of formats enclosed with suitable remarks, wherever required, to avoid any back reference from this office. It was noticed with concern during scrutiny of figures reported by some of the AOs GE that the figures were not tallying with the opening balances and earlier reported figures etc. Please take utmost care and ensure that all statement are error free while furnishing the report with supporting documents to MO.

5. Statement-F Para-18 should be furnished indicating the recoveries of Licence Fee, Rent & Allied charges in respect of Rent bills issued upto 28<sup>th</sup> FEB 2016 and position of outstanding amount as on 30/06/2016. Action taken to liquidate outstanding Licence Fee and Allied charges, year wise break up of the amount outstanding and reasons for irrecoverable amount, if any should be indicated with suitable narrations for non-recovery. The position of outstanding Licence Fee & allied charges reflected in the statement 'F' Para-18 ARWE should be reconciled with statement 6A of AAC and there should not be any difference in the figures reported under various categories of outstanding LF & Allied charges in the two reports.

6. The position of outstanding rent & allied charges may be reviewed by the AO's GE immediately and wherever recoveries are outstanding for long, the matter may be taken up with the units in respect of Private parties and with PAO's/CDA(O)/Pay Accounts Offices of AF/Navy with a copy to this office for pursuing with the Departments so as to achieve maximum clearance up to . Action taken in the matter may be confirmed to this office by

7. It may be ensured that all works under Para 10,11 & 12 DWP 86 (Para 34,35,36 of DWP 07) where the regular Admin Approval from the CFA are awaited are included in statement of Para 15(E) of the report with details, to enable this office to furnish the required information to Hqrs office. It is seen from the past years that such cases, though existing, were not reported by AO GEs. This should be invariably reflected in the current report with action taken.

8. In the case of Demands against contractors, please ensure that the demands in respect of their own GEs are only taken to avoid multiplicity of the reporting of the same by different AO GEs. Year wise breakup of the outstanding may also be furnished duly reconciling the figures with the outstanding as on 31/03/2016 but not cleared upto 2016. The Demands O/s may be reviewed and recovery wherever possible from ISD/ASD or SD for WPT/ATT may be made and maximum clearance may be achieved.

9. It may also be ensured that closing balances in r/o Para 17,19,21(e) of statement C-Para 15(a) and 15(b) as shown in the ARWE for the year 2014-2015 are tallied with opening balances of 2015-2016 ARWE.

10. In r/o Statement D Para 21(a) (b) (c) & (d), delay in submission of Contract and DO cases intimated by this office are to be included in the report instead of merely reporting the figures furnished by GE Office.

11. In spite of instructions issued vide this office letter No. E/I/1502/ARMES/R&A dated: regarding personal attention of the AOs GE to take immediate steps to liquidate the outstanding LF & allied Charges, not much progress is shown in the follow up report for QE

and the brief of the action taken and the results achieved is not furnished along with the report for submission of the same to the PCDA/Hqrs Office.

Hence you are once again requested to look into the matter personally and take immediate steps to liquidate the outstanding LF & Allied charges and a brief of the action taken report may be rendered along with Yearly report before the due date as mentioned above for submission of the same to PCDA/Hqrs Office.

Please acknowledge receipt.

ENCL: As above

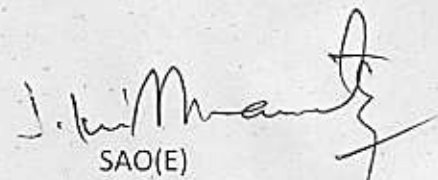


ACDA(E)

COPY TO:

1. RAO MES, BANGALORE
2. LAO (A) PANAJI
3. LAO DAD BELGAUM

For information



SAO(E)

6/5/16  
SAD

**IMPORTANT CIRCULAR**  
No. 18079/AT-X/ARWE/2015-16  
Office of the CGDA,  
Ulan Batar Road,  
Palam, Delhi Cantt-10  
Dated: 4<sup>th</sup> April 2016

To

Sh. M Anjaneyulu, IDAS  
PCDA  
O/o the PCDA Bangalore

**Subject:** Finalisation of Appropriation Accounts (Defence Services) -  
Review of Works Expenditure-2015-16.

**Reference:** This HQ office important circular No. 18079/AT-X/ARWE/2014-  
15 dated 20<sup>th</sup> April 2015.

It is stated that Draft material of Section IV- Review of Works Expenditure for the year 2015-16 is required to be submitted to MOD/DGADS by 3<sup>rd</sup> August 2016 for incorporation in Appropriation Accounts (Defence Services).

2. PCsDA/CsDA are therefore requested to arrange to furnish the various statements together with its supplementary details connected with the ARWE for the year 2015-16, so as to reach HQ office by 10<sup>th</sup> June 2016 positively (except details in respect of Para 18-Rent & Allied charges) for timely compilation/consolidation of the ARWE and onward submission to MOD/DGADS by due date as its non-adherence may lead to delay in placement of Appropriation Accounts in the Parliament. Details in respect of Para 18 (Rent & Allied charges) may be submitted in 1<sup>st</sup> week of July 2016.

3. Notwithstanding the fact that PCsDA/CsDA have been requested in the past to go through the observations raised by this Hqrs. office on the reports submitted in the earlier years and ensure that the same are not repeated, it was observed that Reports for 2014-15 received from Controller's offices were not free from deficiencies. The short comings noticed are listed in the enclosed

ANIAL 1048

Annexure. It may therefore be ensured that such errors and omissions are avoided in the Report of the year 2015-16, to enable this HQrs office to finalize the Report within the stipulated time schedule.

4. The following points may also be kept in view while preparing the Report :-
  - a) Each statement should be critically reviewed and analysed before submission and detailed comments/detail of cases should be furnished. Age wise analysis of the statements, wherever required, should be enclosed with the report.
  - b) The figures shown in ARWE should be duly reconciled with compiled actual. The closing balance as shown in ARWE Report for the year 2014-15 must tally with the opening balance of ARWE Report of the year 2015-16.
  - c) In Para 12 of the report, only Budget and expenditure under works Head (Minor Head / Sub Head as applicable) may be taken into account. Budget and Expenditure (under Revenue and Capital) on works of NCC, ECHS, RR and Joint Staff may also be included under the respective heads of account. The details of allotment and expenditure incurred on DGMAP works (Army, Navy and Air Force) should be given separately under Para 12 of the report.
  - d) In Para 15 (A) Part I & 15 (B) Part II, detail of the cases in respect of amount shown outstanding against each category may be indicated in the report. Specific reason for delay in obtaining admin approval and action taken in this regard may also be indicated.
  - e) In Para 16, complete details of all operational work (OP/Task No/Admin approval wise) carried out during the year with expenditure may be indicated in the report.
  - f) In Para 17, Age wise analysis in respect of loss statement awaiting sanction may please be indicated interalia action taken for regularization of outstanding cases.
  - g) Statement 'F' Para 18 should be furnished indicating the recoveries of Licence Fee, Rent & Allied charges in respect of Rent bills issued upto

February 2016 and position of outstanding amount as on 30<sup>th</sup> June 2016. Action taken to liquidate outstanding Licence Fee and Allied charges, Year wise breakup of the amount outstanding and specific reasons for delay in clearance of outstanding amount under various categories should be indicated. The position of outstanding Licence Fee & allied charges reflected in the statement 'F' Para 18 ARWE should be reconciled with statement 6A of AAC.

- h) Para 22 – Reasons may be indicated wherein maintenance of accounts in MES Divisions/Engineer Parks is not found satisfactory.
- i) Para 23-Statement 'G' – Percentage may be worked out separately for SSR 2004 & 2010.
- j) Abbreviation used in the report must be supported with full form of the abbreviation.
- k) Mistake of Arithmetical calculations in the report/statements may be avoided.

5. Since the information related to Annual Review is collected only once in a year and there is no follow up Report during the year, the necessary follow up reports may be called for from the AOs/AOs GE to update information specifically in regard to outstanding Licence Fee & allied charges, Losses, Barrack damages etc. PCsDA/CsDA are requested to monitor the major cases reported in Annual Review and apprise the HQ Office about the action taken and outcome thereof.

6. No change in the reported figures would be accepted after the Report is rendered to HQrs office. Hence, it is requested that utmost care may be taken while rendering such an important report.

Please acknowledge receipt.

  
(Mohinder Singh)  
Jt.CGDA (P&W)

ANNEXURE

1. **Para 13 (Part I and II)**
  - i. All columns were not filled.
  - ii. Specific reasons for variation for the actual expenditure over original allotment not given.
  - iii. Details of Non Budgeted works costing Rs. 10 & above were not given.
2. **Para 14**
  - i. Details of variation over 10% between original cost and actual final cost in r/o work costing Rs 25 lakhs and above and reasons for variation was not indicated.
  - ii. All columns were not filled.
3. **Para 15 (A) Part I**
  - i. Action taken to reduce the closing balance on account of want of Admin Approval & excess over Admin Approval were not indicated.
  - ii. Contract wise details of the amount outstanding as on 31.03.2015 under each category not indicated.
4. **Para 15 (B) Part II**
  - i. Detailed analysis of statement was not enclosed.
  - ii. All columns were not filled.
  - iii. Contract wise details of the amount outstanding as on 31.03.2015 under each category not indicated.
5. **Para 16**
  - i. Executing Agency viz MES or Engineer Regt was not indicated.
  - ii. Complete detail of each operational work with Allotment/expenditure carried out during 2014-15 was not given.
6. **Para 17**
  - i. Efforts made to clear the outstanding amount were not indicated.
  - ii. Age wise analysis was not shown.
7. **Para 18**

- i. Year wise break up of the amount outstanding and action taken to liquidate outstanding Licence Fee and Allied Charges under various categories was not given.
  - ii. Reasons for outstanding amount were not indicated.
8. Para 19
- i. Efforts made to clear the outstanding amount were not indicated.
  - ii. Age wise analysis was not shown.
  - iii. Reasons for the outstanding were not given.
09. Para 20
- i. Variation in total expenditure & totaling mistakes were noticed.
  - ii. Percentage of expenditure for each quarter was not worked out correctly.
10. Para 21(e)
- i. Reasons for outstanding amount and action taken to liquidate the amount outstanding on account of overpayment/ short or non recovered from contractor were not indicated.
11. Para 21 (a), (b), (c), (d)
- i. Reasons for extension of contract period were not given in support of the statement.
  - ii. Analysis of statement was not enclosed.
12. Para 22
- i. Various columns of the statement were left blank/did not fill up properly.
  - ii. Reason for not carrying stock verification was not been mentioned.
13. Para 23
- i. Percentage was not worked out separately for SSR 2004 & 2010.
14. Para 24
- i. Detail of Deposit works under taken by MES were not given.