

Office of the Principal Controller of Defence Accounts No.107, Lower Agram Road, Bangalore – 560007	
Phone No.080-25545101	Fax : 080-25543810
No.S//Gen Corr	Dated : 01/07/2015

To

01	The GOC, K&K Sub-Area, Bangalore.	02	The Commandant, ASC Centre & College, Bangalore
03	The Commandant, 515 Army Baseworkshop, Bangalore	04	The Commanding Officer, Station HQrs EME Workshop Bangalore
05	The Commanding Officer, Station HQrs EME Workshop Belgaum	06	The Officer Commanding, Military Hospital, Belgaum
07	The Officer Commanding, Military Hospital, Panaji	08	The Officer-in-Charge, NCC Directorate, Bangalore
09	The Officer-in-Charge, NCC HQrs, Belgaum	10	The Controller, Controllerate of Quality Assurance (E), PO No.606, JC Nagar, Bangalore-06

Subject : General audit observations in various type of bills & other related requirements

Ref. : This office Circular issued under letter of even No. and dated 27/01/2015

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In continuation to this office circular cited under reference above, the following points which have also been observed, are enumerated below for compliance please

1. CFA's sanction and Supply order format may strictly be followed as per the prescribed format given at Appendix-'K' & Appendix-'D' (Defence Procurement Manual) respectively
2. Monthly Expenditure Report which is being sent by Accounts Section of this office may please be paid due attention in reconciliation with your records. In case of any discrepancy, this section may please be informed immediately for further verification and rectification, if needed.

3. Post-audit bills either for 100% booking or release of 5% payment should be submitted to this office by 10th of the following to which it pertains to avoid low or excess booking in a particular month. Monthly accounts of expenditure from S&S Imprest account should also be submitted for reconciliation
4. CFA' s sanction should be attached for each procurement irrespective of Pre-audit or post-audit bills as per DFPDS-2015 and any Amendment being made from time to time.
5. Ration Money Allowance claim is being countersigned by different officer on the same date
6. Details of Funds Allotted, Spent and Balance excluding the bills under submission may be made available on the top of the Contingent bill to avoid submission of bill without fund's availability
7. As far as Ration Money Allowance is concerned, passed amount is credited to the concerned unit's Public Fund Account which is permanent whereas recently, details of Public Fund Account mentioned in the Contingent bill differs from the Master and on returning the bill, it has been observed their Imprest account is declared as Public Fund Account. The OC of the unit may ensure not to recur such wrong information otherwise the matter will be taken to the appropriate higher level.
8. Transport Indent Form (IAFZ-2150) should be strictly followed while submitting Civil Hired Transport bills and all the parts of the form are completed in all aspects
9. While submitting the bills for MT Repairs, Type of vehicles and its Registration Number and should invariably be mentioned in each bill

Other Important Information :

1. Frequent visit is being made by the Officers/Staff from different units (Local/Outstation) for a copy of Cheque slip after passing and releasing the payment. Cheque slip can be downloaded through our website www.pcdablr.gov.in by entering the respective unit code as the Login User-id and password on the bottom left corner of the Home page. The cheque slip will be available on the website upto one month from the date of issue.

2. Submission of bills may please be made in accordance with the Gol, MoD Order No. CoordA-102 dated 20/04/2015 on Delegation of Financial Powers to Defence Services effective from 01/05/2015 and its Addendum issued vide Gol MoD (Fin) letter No.CoordA-102 dated 22/06/2015 to avoid rejection of bills due to non-fulfillment of certain procedures formulated in the above revised rules for Delegation of Financial Powers to Defence Services.
3. All related circulars are uploaded in our office website by clicking on "Circular" provided at the right bottom corner of the Home page of our website www.pcdablr.gov.in and the same may please be visited frequently for immediate information/other guidance.

GO(Stores) has seen.

सुभास डी. गोखले
Accounts Officer (S)

Copy to :

01	The GOC-in-C, ATNK&K Area, Chennai.	For kind information please.
02	The DG EME, HQrs EME, New Delhi	For kind information please.
03	The Director, AFMSD, Mumbai	For kind information please.
04	The SQAO, SQAE(L), DGOT Complex, SK Garden, Benson Town, Bangalore-46	For kind information please.

सुभास डी. गोखले
Accounts Officer (S)