



कार्यालय: रक्षा लेखा प्रधान नियंत्रक
Office of the Principal Controller of Defence Accounts
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Accounts Circular No. **59**
File No: A/II/1583/Circ./XIX

Dated: **09**/03/2023

To,
All Section and Sub-Offices under PCDA Bangalore

Sub: Annual Closing of Accounts for the year 2022-23.

Ref: HQrs Office letter no. A/II/13311/ACA/2022-2023 dt. 23.02.2023

Please refer to the HQrs Office letter cited above wherein it is intimated that the closing date of Accounts for the F.Y. 2022-23 is 31st Mar 2023. As per guidelines the following dates have been fixed for the submission of accounts for the F.Y. 2022-23:

Month's Accounts	Date by which last batch of P.M. 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) 2023	03.04.2023	04.04.2023	06.04.2023	11.04.2023
March (Supplementary -I) (March Final)	17.04.2023	20.04.2023	28.04.2023	02.05.2023

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

S.No.	Item of Work	Due Date
1	Submission of Proposal for adjustment on proforma basis outside the books of RBI	12.05.2023
2	Last date for submission of Journal Entries through E-Lekha	07.06.2023

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

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 2022-23 may please be compiled in March Prelim. Accounts, 2023 positively. For this purpose, all fund transactions taking place during 2022-23 should be booked within March Preliminary and any rectification required should be carried out in March (Supplementary-I), 2023 Accounts.

Central transfers of authorized heads will be carried out by the EDP Centre of HQRs Office in March (Prelim), 2023. In this connection, necessary instructions are contained in Annexure 'B' to this circular.

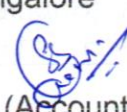
The Sub Offices/Section in Main Office may please ensure that no rectification/adjustments are proposed after closing of March (Supplementary-I) Account. After closing of March (Supplementary-I) Account i.e. March (Final), however, in exceptional and unavoidable cases, where rectifications/adjustments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

For exhaustive details it is requested to refer to the Hqrs Office letter mentioned *ibid.*

Time Schedule prescribed above may please be strictly adhered to.

Please acknowledge receipt.

<u>Encl</u>	:	As above			
<u>Copy to</u>	:	The Officer-in-Charge,	-	For uploading in Website of	
		✓EDP Section (Local)		PCDA Bangalore	
		File No. A /II/574/ROB/2022-23	-	For filing	
					
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