

No.A/II/11366/DIDS/XXXVIII(OutWard)

Office of the CGDA,

Ulan Batar, Road

Palam, Delhi-Cantt-10

Dated:- 7<sup>th</sup> June 2010

To

The PCsDA/CsDA

Subject:- Defence Exchange Account –Clearance of DID Schedules (Outward).

Reference:- EDP Centre Meerut letter No EDP/0580/OS dated 29-09-2009

The DID Schedules (Outward) are those DID Schedules which have been Originated by your office against other Controllers. For early clearance of these DID Schedules (Outward) matter has to be taken up with Responding Controllers.

2. -----DIDS (Outward) Post 94 items and -----DID (Outward) Pre 94 items with oldest date----- raised by your office against other Controllers offices are still outstanding for responding action.

3. It has been observed that the DID Schedules raised by your Audit Sections/Sub offices are being noted down in the outward DID Schedules Register but their clearance is not being monitored. The preservation of these outward DID schedules is also not being given proper attention. At times copies of the DID Schedules are not forwarded to the Responding Controllers timely. This is affecting the prompt clearance of these DID Schedules.

4. A certificate on Annexure B as per this HQrs office letter NoA/II/11366/ACAPR/2002-2003 dated 3<sup>rd</sup> June 2004 is being rendered by the Controllers offices annually. In this certificate Controllers offices are certifying that the copies of the DID Schedules have been dispatched to the concerned Controllers offices. In spite of rendering of the said certificate to this HQrs office, it has been observed that the Controllers offices are still reporting non receipt of the DID Schedules from the Originating Controllers

as the primary reason for non adjustment of the DID Schedules indicating thereby that the DID Schedules are not being dispatched by the Originating Sections/Sub offices to the Responding Controllers timely. In certain cases the DID Schedules originated as far back as 2006-07 are still being reported outstanding for non receipt of the DID Schedules. This is leading to delay in adjustment of the DID Schedules by the Responding Controllers which is a matter of concern.

5                    This aspect may therefore, be looked into and it may be ensured that the originating Audit Sections/Sub offices forward the DID Schedules to the Responding Controllers within the month of the origination of the DID Schedule itself. In this regard your office may also call for a certificate on the pattern of Annexure B from each Audit Section/Sub office on quarterly basis and certificate may be rendered to this HQrs subsequently on quarterly basis.

6                    As copy of the DID Schedules originated by your Audit Sections/Sub offices is also received in the Accounts Section of the Main office, it is therefore, essential that the copies of the DID Schedules (Outward) so received by your office are verified w.r.t the originating items report on monthly basis and matter may be referred to the Audit Sections/Sub offices in case copy of the DID Schedules are not received by your office within the month of the originating action. The month wise/Section & Sub office wise list of the DID Schedules in which case copies of the DID Schedules have not been received by your office from the Originating Audit Sections/Sub offices as Accounts Section of the Originating Controller may also be rendered to this HQrs office.

7                    The list of the DID Schedules originated by your Audit Sections/Sub offices during the period 2008-09 to 2009-10 may be furnished alongwith the No & date of the forwarding memo under which the DID Schedules have been dispatched to the Responding Controllers by the Audit Section/Sub-office concerned

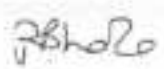
8                    On receipt of list of outstanding outward DID schedule from the EDP Center, Meerut, the outstanding DID Schedules(Outward) both Pre and Post 94 items, should be reviewed to ascertain the following facts.

- (i) Whether the supporting Documents/Vouchers are available in respect of all DID Schedules raised by your office.
- (ii) The reasons for delay on the part of the Responding Controllers be ascertained demi-officially and matter pursued till clearance of the DID Schedules. In case the DID Schedules/ supporting vouchers are misplaced/awaited at the Responding Controllers end, then same may be provided at an early date and acknowledgements watched.
- (iii) In case of erroneous response matter may be taken up with Responding Controllers for necessary rectification action.
- (iv) In case of delay /in action on the part of the Responding Controller, matter may be taken up demi-officially at the highest level (i.e at Addl CDA/CDA level) under intimation to HQrs office.
- (v) The outward DID schedules Register may be reconciled with outstanding list and updated accordingly. The position of clearance of DID schedules may be apprised to the Hqrs office in a months' time

9                      These DIDS (Outward) alongwith all relevant documents may be preserved till clearance from the outstanding list by EDP Center, Meerut. These documents should not be destroyed until cleared from the outstanding list and/or without prior concurrence of the Account Section of Main Office. In this regard Para 524 of O.M Pt-I may please be referred to.

It CGDA (A&B) has seen

Please ack receipt.

  
For CGDA