



Office of the Controller General of Defence Accounts
(Accounts & Budget Division)
Ulan Batar Road, Palam, Delhi Cantt

Important Circular No. 70 of 03/2011

No. A/B/II/11244/Mont-EDP-III

dated: 25/03/2011

To

All Army Controllers (except Gauhati & Imphalpur)
PCDACAF D.Dun CDACAF N.Delhi PCDA (R&D) N.Delhi (Reg) Hyderabad
PCDA N.Delhi, PCDA (NAVY), PCA (F&S), PCDA (CBR) & CDAC (IDS)
N.Delhi

Subject: Usage of correct category prefix codes with Service Heads

Based on user requirements, a list of Category Prefix Codes is available in Annexure 'B' & 'C' to Classification Hand Book (DS), 2007 Edition. The intention is to know the bookings relating to a specific Project/Dte/Command etc. and the source of procurement of stores etc. While correct usage of the prefix codes would give desired information, incorrect or non-usage of the same defeats the very purpose for which these are intended. This HQr, in its various earlier communications, has been stressing the need to ensure correct usage of category prefix codes. In this regard this office Important Circular bearing no. 65 of 01/2011 also refers. However, instructions issued by this office in this regard from time to time seem to have been overlooked.


A review of compilation for and upto the month of Feb' 2011 reveals that category prefix codes which are non-existent in the Classification Hand Book (DS) 2007 Edition have been used with Service Heads by some of the Controllers offices. A list of few such cases is enclosed at Annexure 'A' to this letter for ready reference.

Since incorrect usage or usage of redundant/superfluous prefix codes with Service Heads results in wrong depiction of information on the compilation reports generated by the EDP Centre, the position needs to be reviewed at an appropriate level. It is therefore requested that compilation pertaining to your Command may please be reviewed and cases of incorrect usage of prefix codes got rectified urgently in the accounts in hand.

Further, generally there is mismatch between expenditure figures available with the spending authorities and those shown in the printed compilation. It may therefore kindly be ensured that there is no delay in booking of expenditure.

Necessary instructions may also please be issued to the sections/sub-offices under your jurisdiction to ensure correct usage of category prefix codes and concurrent booking of expenditure.

Please acknowledge receipt.


Jt. CGDA (A/Cs & Budget)