# OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCONTS ULAN BATAR ROAD, PALAM, DELHI CANTT-110010

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Circular No. 127 of 12/2015

No. A/I/12273/Accounts/2014-15/Vol-V

Date: 14.12.2015

To

ALL PCSDA/PCA(FYS)/CSDA

Sub: Quarterly report on clearance made under suspense balances.

Ref: This office letter no. A/I/12273/Accounts/2014-15 bearing important circular no. 109 of 6/14Dt. 20.06.2014.

Of late It has been noticed that quarterly suspense report introduced vide referenced letter in pursuance to CGA OM is not fulfilling the requirement of monitoring of clearance of suspense heads. As such, the said report as prescribed in HQrs. office letter no. A/I/12273/Accounts/2014-15 bearing important circular no. 109 of 6/14 Dt. 20.06.2014 may be discontinued.

A revised format of quarterly suspense report is hereby introduced with the approval of competent authority in Part I and Part II (Annexure enclosed) w.e.f quarter ending December 2015. The above quarterly suspense report may be furnished to this HQrs office latest by 10th of the following month of preceding quarter positively in the format prescribed duly reconciled with the compiled actual and AROB.

It has been our experience that reports are sometimes delayed by some PCsDA/CsDA on grounds that information is awaited from the sub offices. With a view to ensure that a consolidated report is furnished to this HQrs on the prescribed date and format, suitable instructions may be issued to sub offices under your organisation to obtain the report through Fax/Speed Post well in advance or through personal liaison, as considered necessary.

Please acknowledge receipt.

(Dr. Jaipal Singh) PCDA, OSD(A&B)

Statement snowing the progress of an the Suspense Heads under Major Head 8659, 8670 and 867	1
Name of the Controller office	
Quarter ending	
Grading evaluated for clearance of total suspense[(a) Excellent (b)Very Good (c) Good (d) Average (e) Below Average	e]

### Part I

## Part-I A (Clearance achieved in the current financial year for the outstanding up to previous financial year)

SI No	Nomenclature of Major, Suspense Head	Opening balances as per AROB (RT)	Opening balances as per AROB (CH)	Progressive clearance achieved during the quarter (RT)	Progressive clearance achieved during the quarter (CH)	Closing balances (RT)	Closing balances (CH)	% of clearance achieved w.r.t Col	% of clearance achieved w.r.t Col	Year of outstanding amount (RT)	Year of outstanding amount (CH)
1	2	3	4	5	6	7	8	9	10	11	12
Major Head- 8659						3					
Major Head 8670	4 · · ·				Q.						
Major Head 8677											

## Part-I B (Clearance achieved for the current year bookings)

Sl No	Nomenclature	Opening	Opening	compilations	compilations	Clearance	Clearance	Closing	Closing	Remarks
	of Major,	balances	balances	during the	during the	achieved	achieved	balances	balances	
	Suspense	(RT)	(CH)	quarter (RT)	quarter (CH)	during the	during the	(Rt.)	(Ch.)	
	Head					quarter(Rt.)	quarter(Ch.)			
1	2	3	4	5	6	7	8	9	10	11
Major										
Head-					4.1					**
8659										
Major										
Head										
8670		and stores or the store of the store of	ALL CONTROL CONTROL							
Major										
Head					*					
8677							-			y!

#### Statement showing the progress of all the Suspense Heads under Major Head 8659, 8670 and 8677

Name of the Controller office
Quarter of the month

- Descriptive comment on each Code Head as mention in Part-I should be given with particular reference to:-
  - (i) Oldest year of the outstanding amount
  - (ii) Reasons for the outstanding amount.
  - (iii) Action initiated by the Accounts/Audit Sections for clearing the outstanding amounts. No and date of the references made to the concerned parties for realization of the outstanding amounts needs to be mentioned.
  - (iv) Bottleneck if any being experienced with suggestions on the points other than non-availability of records.
  - (v) Procedural and systemic deficiency if any, with specific suggestions.
  - (vi) Special feature, if any.