

**Office Manual Part-XIII, Vol-I  
Duties & Functions  
of  
Principal Controller of Defence  
Accounts(Border Roads)**

**Controller General of Defence Accounts**

Edition :2<sup>nd</sup> Edition ,2013

*For use of Defence Accounts Department only*

***DEFENCE ACCOUNTS DEPARTMENT***

***OFFICE MANUAL***

***PART-XIII, VOL-I***

*Duties & Functions*

*of*

*Principal Controller of Defence*

*Accounts (Border Roads)*

Edition :2<sup>nd</sup> Edition ,2013

## **Preface**

*After establishment of CDA (BR) in the year 1991, the first edition of Office Manual Part-XIII was brought out in the year 1993. Since then PCDA (BR) has undergone both structural and functional changes and a strong need has therefore been felt for the updation of the manual. The manual has now been trifurcated into three volumes based on the functional requirements of PCDA (BR). Volume-I [Containing detailed instructions of work relating to functioning of Main Office, CDA (BR) Guwahati & JCDA (BR) Chandigarh], Volume-II [Containing detailed instructions of work relating to functioning of PAO (GREF) Pune] and Volume-III [Containing detailed instructions of work relating to functioning of AOs (P)/AOs TF and AOs (Support Service Units)].*

2. *This manual (OM Part-XIII Vol- I) contains instructions for audit and payment of bills/claims, monitoring of internal audit and editing internal audit reports, analysis of works reports and upkeep of records. There have also been several policy related and procedural changes like introduction of Office Automation system, e-payment system and New Pension Scheme. Efforts have been made to reflect these changes in the updated manual. The manual will help in speedy and proper disposal of cases in the office of the PCDA (BR), CDA (BR) & Jt. CDA (BR). All officers and members of staff serving in the organization of PCDA (BR) should make themselves conversant with the contents of this manual.*

3. *The instructions contained in the manual are supplementary to Audit and Account Codes both civil and Defence, Border Roads Regulations, FRSR, DPM, Office Manuals for DAD and Regulations of MES and other Govt. orders/instructions issued from time to time.*

4. *The Principal Controller of Defence Accounts (Border Roads) New Delhi will be responsible for keeping the manual updated. For this purpose, they will propose corrections wherever necessary and send the draft amendments to the Controller General of Defence Accounts in duplicate for approval, quoting the orders on which the corrections proposed are based.*

5. *This is the first edition of the "Office Manual Part-XIII, Vol-I".*

*Place: New Delhi  
Dated: /11/2013*

*(Avinash Narain Saxena)  
Addl. Controller General of Defence Accounts*

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## Abbreviations

1	AA	Administrative Approval
2	AAC	Annual Audit Certificate
3	AAO	Assistant Accounts Officer
4	ACDA	Assistant Controller of Defence Accounts
5	Addl.CDA	Additional Controller of Defence Accounts
6	AE	Approximate Estimates
7	AEE	Assistant Executive Engineer
8	AFMSD	Armed Forces Medical Service Department
9	AG	Accountant General
10	AHSP	Authority Holding Sealed Particulars
11	AMA	Authorised Medical Attendant
12	AMC	Annual Maintenance Charge
13	AO	Accounts Officer
14	AON	Acceptance of Necessity
15	APAR	Annual Performance Appraisal Report
16	APP	Annual Procurement Plan
17	APR	Audit Progress Register
18	ASC	Army Supply Corps
19	ATG	Annual Training Grant
20	AWP	Annual Works Plan
21	BCC	Bridge Construction Company
22	BD	Base Depot.
23	BE	Budget Estimate
24	BGB	Bank Guarantee Bond
25	BOO	Board of Officers
26	BRO	Border Roads Organisation
27	BRDB	Border Roads Development Board
28	C&AG	Controller & Auditor General of India
29	CA	Construction Accounts/Cash Assignment
30	CAO	Chief Accounts Officer
31	CAP	Contract Action Plan
32	CAS	Central Accounts Section
33	CB	Contingent Bill/Cash Book/Closing Balance
34	CBI No	Cash Book Index Number
35	CCS	Central Civil Service
36	CDA	Controller of Defence Accounts
37	CDA(BR)	Controller of Defence Accounts (Border Roads )
38	Cdr	Commander
39	CE(P)	Chief Engineer (Project)
40	CEA	Children Education Allowance
41	CFA	Competent Financial Authority
42	CGA	Controller General of Accounts
43	CGDA	Controller General of Defence Accounts

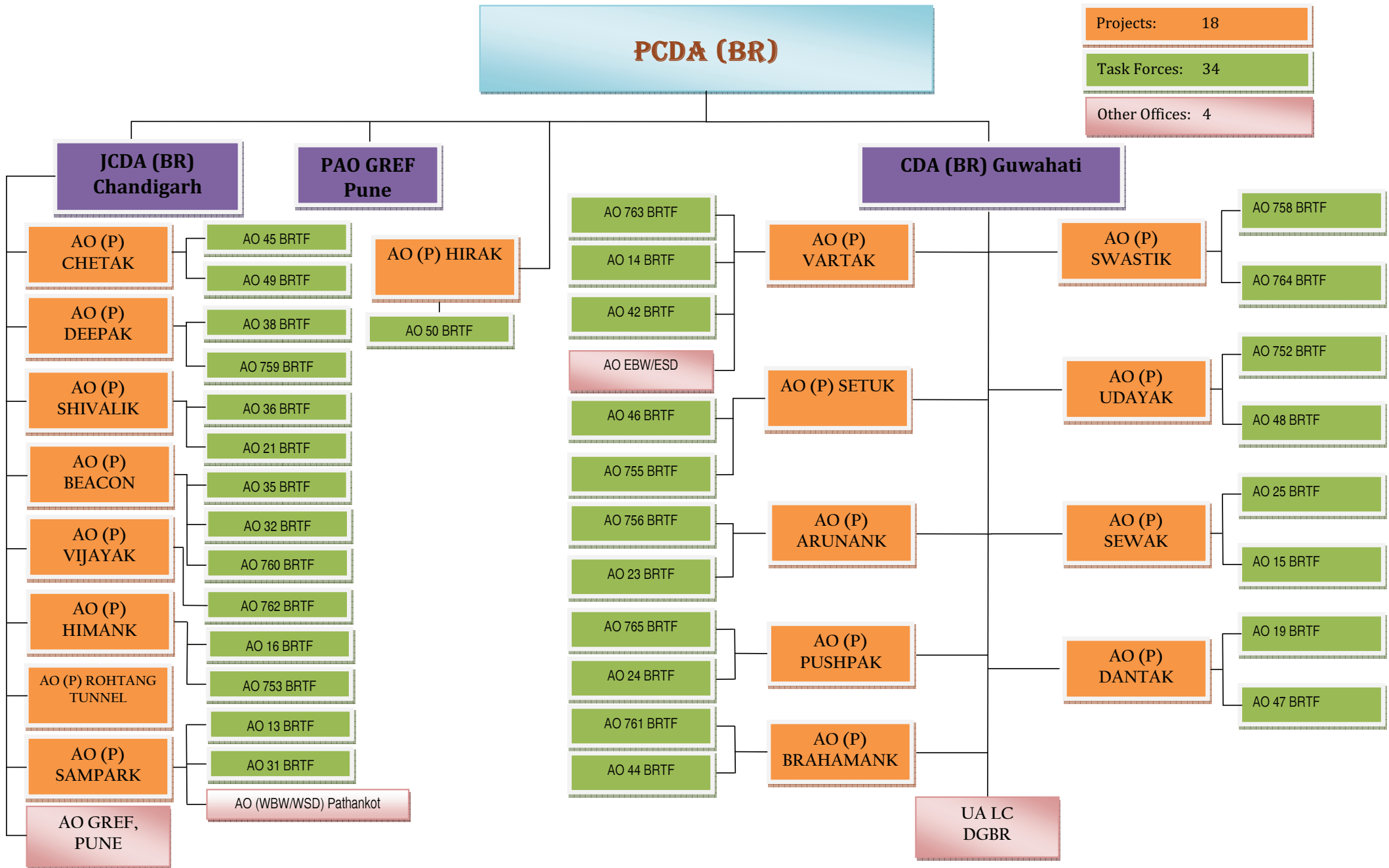
44	CGEIS	Central Government Employees Insurance Scheme
45	CGHS	Central Government Health Scheme
46	CID Sch	Civil Inter Departmental Schedules
47	CL	Casual Leave
48	CML	Ceiling Monetary Limit
49	CNC	Contract Negotiation Committee
50	CP Vrs	Central Purchase Vouchers
51	CPWD	Central Public Works Department
52	CPL	Casual Paid Labourer
53	CRA	Central Record Keeping Agency
54	CRV	Certificate Receipt Voucher
55	CSD	Canteen Stores Department
56	CSMA	Civil Service Medical Attendant
57	CST	Comparative Statement of Tender/Central Sales Tax
58	CTG	Composite Transfer Grant
59	CTS	Cheque Truncation System
60	CVC	Central Vigilance Commission
61	DA	Daily Allowance/Dearness Allowance
62	DAD	Defence Accounts Department
63	DADS	Director of Audit, Defence Service
64	DAVP	Department of Advertisement and Visual Publicity
65	DAC	Defence Accounting Circle
66	DCDA	Deputy Controller of Defence Accounts
67	DDO	Drawing and Disbursing Officer
68	DGADS	Director General of Audit, Defence Service
69	DGBR	Director General Border Roads
70	DGS&D	Director General of Supplies and Disposals
71	DGQA	Director General of Quality Assurance
72	DID Sch	Defence Inter Departmental Schedule
73	DO	Deviation Order
74	DO letter	Demi Official letter
75	DOs Part II	Daily Orders Part II
76	DMS	Datewise Monthly Statement
77	DNI	Date of Next Increment
78	DP	Delivery Period
79	DPM	Defence Procurement Manual
80	DSE	Defence Service Estimate
81	DSS	Daily Strength Statement
82	DV	Disbursing Voucher
83	DWP	Defence Works Procedure
84	EC	Essentiality Certificate
85	ECS	Electronic Clearing Scheme
86	EDP	Electronic Data Processing
87	EFT	Electronic Fund Transfer
88	EL	Earned Leave
89	EMD	Earnest Money Deposit
90	EOL	Extra Ordinary Leave

91	ERV	Exchange Rate Variation
92	ETG	Educational Training Grant
93	FA (MoD)	Financial Adviser( Ministry of Defence)
94	FPB	Focal Point Branch
95	FOR	Free on Railway
96	FR	Financial Regulation/Fundamental Rules
97	FRSR	Fundamental Rules Supplementary Rules
98	GFR	General Financial Rules
99	GO	GREF Officer/Group Officer
100	GOI	Government of India
101	GPO	General Post Office
102	GPF	General Provident Fund
103	GREF	General Reserve Engineer Force
104	GS	General Staff
105	GST	General Sales Tax
106	HBA	House Building Advance
107	HPL	Half Pay Leave
108	HSRs	Hospital Stoppage Rolls
109	HTLTC	Home Town Leave Travel Concession
110	IA CELL	Internal Audit Cell
111	IAM(BR)	Internal Audit Manual(Border Roads)
112	IAR	Internal Audit Report
113	ICPL	Imported Casual Paid Labourer
114	ID Sch	Inter Departmental Schedule
115	IDAS	Indian Defence Accounts Service
116	IFA	Integrated Financial Adviser
117	IRLA	Individual Running Ledger Account
118	IRMD	Immediate Repair of Monsoon Damage
119	ITJ	Indian Trade Journal
120	JCDA	Joint Controller of Defence Accounts
121	JCOs	Junior Commissioned Officer
122	LD	Liquidated Damages
123	LP	Local Purchase
124	NSDL	National Security Depository Limited
125	LTAN	Local Test Audit Note
126	LTAR	Local Test Audit Report
127	LTC	Leave Travel Concession
128	LPC	Last Pay Certificate
129	MB	Measurement Book
130	MCO	Material Control Officer/Movement Control Officer
131	MER	Monthly Expenditure Return
132	MEA	Ministry of External Affairs
133	MES	Monthly Expenditure Statement/Military Engineering Service
134	MFAI	Major Financial & Accounting Irregularity
135	MHA	Ministry of Home Affairs
136	MIS	Management Information System
137	MOF	Ministry of Finance

138	MORT&H	Ministry of Road Transport & Highways
139	MOU	Memorandum of Understanding
140	MPR	Monthly Progress Report
141	MRO	Military Receivable Order
142	MTS	Multi Tasking Staff
143	MWO	Master Warrant Officer
144	NCC	No Claim Certificate
145	NDC	No Demand Certificate
146	NEC	North Eastern Council
147	NEFT	National Electronic Fund Transfer
148	NIT	Notice Inviting Tender
149	NPS	New Pension Scheme
150	OA	Office Automation/Original Application
151	OC	Officer Commanding
152	OEM	Original Equipment Manufacturer
153	OF	Ordnance Factory
154	OM	Office Manual
155	OMROs	Original Military Receivable Order
156	O&M Group	Organisation & Methods Group
157	OPD	Outdoor Patient Department
158	ORs	Other Ranks
159	OTE	Open Tender Enquiry
160	PAC	Proprietary Article Certificate/Public Accounts Committee
161	PAO	Pay Accounts Office/Principal Accounts Officer
162	PBG	Performance Bank Guaranty
163	PBOR	Personnel Below Officer Rank
164	PCDA	Principal Controller of Defence Accounts
165	PERT	Programme Evaluation and Review Technique
166	PDC	Probable Date of Completion
167	PF	Public Fund
168	PLI	Postal Life Insurance
169	PM	Punching Media
170	PMW	Periodical Maintenance Works/Petty Minor Works
171	PNC	Price Negotiation Committee
172	POL	Petrol Oil and Lubricants
173	PSB	Public Sector Bank
174	PSU	Public Sector Undertaking
175	QRs	Quality Requirements
176	QSA	Quarterly Statement of Accounts
177	RAA	Revised Administrative Approval
178	RAE	Revised Approximate Estimate
179	RAR	Running Account Receipt
180	RCC	Road Construction Company
181	RBI	Reserve Bank of India
182	R&D	Research and Development
183	RDR	Revenue Debt and Remittance
184	RE	Revised Estimate

185	RFP	Request for Proposal
186	RH	Restricted Holiday
187	RMES	Regulations for the Military Engineering Services
188	RTGS	Real Time Gross Settlement
189	RTR	Remittance Transfer Receipt
190	RTS	Revised Technical Sanction
191	SAS	Subordinate Accounts Service
192	S.D.	Store Division
193	SAIL	Steel Authority of India, Limited
194	SAO	Senior Accounts Officer/Sub Audit Officer
195	SAO's A/Cs	Sub-Audit Officer's Accounts
196	SBI, GAD	State Bank of India, Government Account Department
197	SDLES	Standard Demand List of Engineer Stores
198	SO(A)	Section Officer (Accounts)
199	SIU	Staff Inspection Units
200	SLP	Special Litigation Petition
201	SRMD	Special Repairs of Monsoon Damage
202	SSD	Standing Security Deposit
203	SSR	Standard Schedule of Rates
204	STE	Single Tender Enquiry
205	SW/SSW	Surveyor of Works/Senior Surveyor of Works
206	TA	Travelling Allowance
207	TBOs	Transfer Between Offices
208	TCH	Treasury Chest Holder
209	TE	Transfer Entry
210	TEC	Technical Evaluation Committee
211	TF	Task Force/Tuition Fee
212	TIV	Transfer Issue Voucher
213	TPC	Tender purchase Committee
214	TS	Technical Sanction
215	USR	Unstamped Receipt
216	VAT	Value Added Tax
217	WO	Work Order/Warrant Officer





# INDEX

## Chapter I

### ORGANISATIONAL SET-UP

#### OF

### PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS(BORDER ROADS)

Para	Contents	Page No
1	Objectives	1
2	Functions	2
3	Budget for DAD Expenditure	2
4	Sections in PCDA(BR) Main Office	2

## Chapter II

### Record Section

Para	Contents	Page No
05	Objectives	3
06	Duties	3
07	Inward dak : Receipt, Opening and Sorting	3
08	Registration	4
8.1	Letters	4
8.2	Bills	4
8.3	Valuable documents	4
8.4	FAX	4
8.5	Special dak—	4
8.6	Top Secret,Secret and confidential dak	4
8.7	Demi-official communications	5
09	Distribution	5
10	Marking disposals	5
11	Preparation of outstanding list	5
12	Outward dak-despatch	5
13	Franking of dak and franking accounts	6
14	Library	8
15	Stationery & Forms	8
16	Local purchase of stationery	8
17	Stationery Account	9
18	Custody and issue of stationery	9
19	Supply of Forms	9
20	Custody and issue of Forms	9
21	Records and record room	10
22	Preservation and destruction or disposal of records	10
23	Books and Regulations	10
23.1	Supply of Books of Regulations and other Instructions.	10
23.2	Receipt and distribution of Books.	11

24	Corrections to Books and Regulations.	11
25	Printing	12
25.1	Forms	12
25.2	Misc. printing	12
25.3	Recurring printing	13
26	Clearance of stores consigned by Rail to PCDA(BR) Office	13
27-30	Blank	

### **Chapter- III**

#### **Administration Section**

31	Objectives	14
32-33	Duties	14-15
34-41	Pay Bills of Officers & Staff serving in M.O PCDA(BR) & IFA(BR)	15-18
42	Permanent Advance or Imprest	19
43	Contingent & Misc. Expenditure	19
44	Contingent Register(IAFA-481)	19
45	Nature of charges debitable to contingent and miscellaneous grant	20
46	Sanction of contingent expenditure	20
47	Financial Power for according sanction to contingent expenditure	20
48	Contingent Bill for Petty Cash Bills	21
49	Custody, Disbursement & Accounting of Cash	21
50	Cash Book	21
51	Surprise Check of Cash Book	22
52	Register of cash received	22
53	Scrutiny and countersignature of TA Claims of Officers & Establishment	22
54-56	Preparation of Pension Claims & Verification of service	23-25
57-60	Nomination Papers for DCRG & Family Pension	25-26
61	Bills on account of reimbursement of Medical Expenses	27
62	Children Education Allowance	27
63	Advances of Pay and TA on transfer	28
64	Advances from GP Fund & Final withdrawal	29
65	Life Insurance Policies financed from GPF	30
66	Advance for purchase of conveyance	30
67	Motor Car Advance	31
68	Personal Computer Advance	32
69	Motor Cycle Advance	33
70	Bicycle Advance	33
71	House Building Advance	34
72	Leave salary and Pension contributions in respect of persons lent to and from the DAD	34
73	Application for outside employment	35
74	Preparation of Budget Estimates in respect of Major Head 5054 and Cash requirement estimates of the DAD	36
75	Cash Requirement Estimates	36

76	Control and distribution of welfare Grand-in-Aid	37
77	Application for admission to the PLI	37
78	Scheduling of vouchers received from other PCsDA/CsDA	37
79	Care, custody, repair & maintenance of office accommodation of PCDA(BR)	38
80	Allotment, occupation/vacation of DAD residential accommodation	38
81	Monitoring of CAT/Court cases	39
82	Issue of IAF(CDA-13)	39
83	P&A and other claims in respect of DAD officers and staff serving in sub-offices.	39
84	Sanction of leave to DAD officers and staff	39
85	Approval of tour programmes	40
86-90	Blank	

## Chapter –IV

### Accounts & Budget Section

<b>Section – I : Accounts Section</b>		
91	Objectives	52
92	Duties	52
93	Preparation of Schedules from Punching Media and supporting vouchers in respect of remittance Heads	53
94	Maintenance of Debt, Deposit, Advance Heads Register	53
95	Posting of Registers	54
96	Recovery of Advances	55
97	Calculation of Interest	55
98	Acknowledgement of Advances	55
99	Suspense Account	55
100	Mortgage Bond Register	55
101	Procedure regarding adjustment of transactions relating to Defence Proforma Account	56
102	Defence transactions at Bank/Treasury	57
103	Remittance into Banks and Treasuries on MROs	63
104	Remittance into Defence Service from Bank and Treasuries i.e. cheques drawn on Banks and Treasuries	65
105	Issue of no-payment certificate	66
106	Transactions originating in the Books of Railways/Department of Posts and due for final adjustment in the BRO Books in Defence Proforma	68
107	Transactions originating in the BRO Books which are adjustable against balances of Railways/Department of Posts in Defence Proforma	69
108	Settlement of transactions with Civil Ministries/State AGs including J&K and on cash basis	70
109	Treatment of incorrect and incomplete Debits/Credits	72
110	Adjustment of transactions relating to the month of February and	73

	March	
111	Transactions of large magnitude affecting other Departments of the Central Government coming to light after the close of the books of the Reserve Bank	73
112	Reconciliation of balances in the Books of the Reserve Bank	73
113	Verification and reconciliation of outstanding, under the suspense and remittance Heads	74
114	Exchange Accounts	74
115	Procedure in originating Controllers Office	75
116	Procedure in responding Controller's office	76
117	Objections on inward items	77
118	Clearance of outstanding items	77
119	Statement of unadjusted items	78
120	Inclusion in March Final Account	78
121	Defence Accounts Department receipts and expenditure	78
122	Register of Loans and Advances	78
123	Annual Statement of expenditure under Head 2049	79
124	Appropriation Account	79
125	Review of Compilation	79
126	Transfer Entries	80
127	Defence Ledger	80
128	Posting of Defence Ledger	81
129	Closing of Books	81
130	Review of Balances	81
131	Certification of Balances	82
132	Regimental Funds	82
133-140	Blank	
<b>Section-II : Budget Cell</b>		
141	General	116
142	Introduction	116
143	Principles	116
144	BRO Budget	117
145	Preparation of Budget Estimates, Works Executed by BRO & Source of Funds	117
146	Allotment of Funds	119
147	Appropriation	119
148	Register of Appropriation	119
149	Provision of Funds for Charged Expenditure	120
150	Procedure for payment	120
151	Re-appropriation/distribution of Budgetary Grants to lower formations	121
152	Watching expenditure against Budget Allotment in BRO	122
153	Budget Estimates for DAD & GREF(Pension)	122

154	Preparation and submission of Budget Estimates	123
155	Checking of Estimates	124
156	Preparation and submission of Cash Requirement Estimates of 'DAD'	124
157	Cash Assignment	124
158	Procedure for placing demand for Cash Assignment	125
159	Method for working out net Cash Availability	126
160	Opening of New Cash Assignment Account	127
161	Verification of Specimen Signature	127
162	Authorisation of Cash Assignment	127
163	Reduction of Cash Assignment	128
164	Register of Cash Assignment	128
165	Monthly Expenditure Statement	128
166-170	Blank	

### **Chapter- V : Disbursement Section**

171	Objectives	135
172	Duties	135
173	Cash Assignments	135
174	Receipts, Custody, Accounting, etc. of Cheques	136
175	Disbursement	136
176	Despatch of cheques and cheque slips	142
177	Preparation of Schedule-III	143
178	Cheque Truncation System (CTS)	144
179-180	Blank	

### **Chapter- VI : Pay Section**

181	Objectives	175
182	Duties	175
183	Pay bills of MES Officers on Deputation	175
184	Supplementary Pay Bills	177
185	Advance of Pay	177
186	GPF Withdrawals	177
187	Pre-audit and authorization of payment of GPF Temporary Advance	178
188	GPF Part Final Withdrawal & Final settlement	178
189	Scrutiny of GPF Part Final Withdrawal & Final settlement	178
190	Travelling Allowance	178
191	Leave Travel Concession-Home Town/Any Where in India	181
192	Advance for travelling allowances for availing LTC/HTLTC	182
193	Medical Reimbursement Claims	183
194	Ration Money	185

195	Outfit Allowance Claim	186
196	Renewal Outfit Allowance Claim	186
197	Pre-audit and authorization of payment of Outfit Allowance/Renewal Outfit Allowance	187
198	Advances	187
199	Audit of Cash Requisitions	187
200	Maintenance of DO Part II Orders	188
201	Verification of Length of Qualifying Service	188
202	Adjustment of Original Copy of MRO	189
203	Contingent and miscellaneous charges	189
204-205	Blank	

## Chapter- VII : Works Section

206	Objectives	191
207	Duties	191
208	Administrative Approval	192
209	Audit of Administrative Approval/RAE/RAA	192
210	Technical Sanctions	193
211	Technical Control	193
212	Issue of Technical Sanction	194
213	Components of Technical Sanction in B.R.O	194
214	Powers of Engineering Authorities for issue of Technical Sanction in BRO	194
215	Points to be seen during scrutiny of Technical Sanctions	195
216	Scrutiny and analysis of Monthly Expenditure Return (MER)	196
217	Scrutiny & analysis of Monthly Liability Report	197
218	Scrutiny & Analysis of Monthly Report on CP Vouchers	198
219	Scrutiny & analysis of Quarterly Transfer Entry Report	198
220	Scrutiny of Monthly Report on outstanding TBOs	198
221	Scrutiny and critical analysis of Quarterly Physical & Financial Report	199
222	Reconciliation of Financial Reports	199
223	Resource Management	200
224	Scrutiny and analysis of 'Quarterly Utilization Report of V/E/P'	200
225	Scrutiny and critical analysis of Annual Census of V/E/P	200
226	Scrutiny and analysis of Monthly Liquidated Damage Report	201
227	Scrutiny of Annual Census Report of Measurement Books	201
228	Scrutiny of Lease Agreement	201
229	Scrutiny of Quarterly Report of BRO land Holding	202
230	Scrutiny of Security Deposit lodged by "SS" class contractors	202
231	Safe custody of Security Deposit lodged by "SS" class contractors	203
232	Stock Verification of Securities	203
233	Release of Security Deposits lodged by "SS" class contractors	203

234	Monitoring of IFA Works done by sub-offices	204
235	Project Appraisal/Project Review	204
236	Completion Report Part-‘A’ & ‘B’	205
237	Cost Control	205
238	Receipt of Govt. Letters/Orders	205
239-240	Blank	

## Chapter -VIII : Stores Section

241	Objectives	208
242	Duties	208
243	Categorisation of stores	208
244	Category ‘A’ Stores	208
245	Procurement of Category ‘A’ Equipments and Stores	209
246	Category ‘B’ Stores	209
247	Procurement of Category ‘B’ Stores	209
248	Mode of procurement	210
249	Verification of Specimen Signatures in case of Government Sanctions for purchase of stores	210
250	Register of the working of Supply Orders/Contracts	210
251	Scrutiny of Supply Orders/Contracts	211
252	Maintenance of Supply Orders File and Contracts	215
253	Maintenance of Supply Order/Contract Scrutiny Register	215
254	Measures for security against fraudulent alterations	215
255	Audit of Supplier’s/Contractor’s Bills	215
256	Audit of Inspection Note	217
257	Liability on Account of Taxes etc in the Event of Grant of Extension of Delivery Period	218
258	Recovery of liquidated damages	219
259	Payment of Supplier’s/Contractor’s Bills	220
260	Advance Payments	221
261	Payment of bills placed on Rate Contract of DGS&D	221
262	Payment of Ordnance Stores	222
263	Provisional booking of CP Vouchers in Construction Account	222
264	Measures for prevention of double payments	223
265	Scheduling of Vouchers	224
266	Security Deposits	225
267	Refund of security deposits	226
268	Power of Attorney	227
269	Lapsed security deposits	227
270-275	Blank	



## **Chapter -IX : INTERNAL AUDIT SECTION**

276	Objectives	237
277	Duties	237
278	Examination and circulation of Government Letters.	238
279	Examination of BRO expenditure for exploring means of achieving economy	238
280	Rendering Financial Advice to the executive authorities of BRO including HQ DGBR	238
281	Examination of sanctions to expenditure(other than work sanctions) accorded by authorities lower than the BRDB	239
282	Audit of Sanctions	239
283	Audit of Sanctions with reference to monthly report received from IFA (BR)	240
284	Consolidation and editing of quarterly report on MFAI and submission thereof to the CGDA	240
285	Internal Audit Reports	242
286	Test Audit Report	243
287	Draft Paras	243
288	Local Test Audit Reports (LTARs)	244
289	Loss Statements and rendition of audit reports	245
290	Material on outstanding audit Objections & Inspection report for inclusion in audit report(civil)	246
291	Internal Audit of BRO units/formations	247
292-295	Blank	

## **Chapter -X ORGANISATION AND METHODS GROUP (O &M)**

296	Objectives	263
297	Functions	263
298	Inspection Group	263
299	Objectives of Inspection Group	264
300	Functions of Inspection Group	264
301	Scope of work	264
302	Disposal of Inspection Reports	265
303	Inspection Programme	265
304	Inspection Report of CGDA	266
305	Super Review by IDAS officers	266
306	Systems and Procedures Group	267
307	In House Training Programme	268
308-310	Blank	

**Chapter -XI**  
**PAO Cell**

311	Objectives	269
312	Duties & responsibilities	269
313	Functions	269
314	Maintenance of Records	270
315	Reports & Returns	270
316-320	Blank	

**Chapter-XII**  
**EDP CELL**

321	Objectives	271
322	Compilation of Punching Medium	271
323	System Administration of EDP Projects/IT Projects	271
324	Maintenance and Development of Office Automation	271
325	Maintenance and updation of Dynamic Website of PCDA(BR)	271
326	Procurement, Provisioning and Maintenance of IT hardware & software in respect of Main Office	271
327	Procurement, Provisioning and Maintenance of IT hardware & software in respect of Sub- Offices	272
328-330	Blank	

**Chapter-XIII**  
**Pay Tech Section**

331	Objectives	273
332	Duties	273
333	Register of CAT/Court Cases	274
334	Maintenance of Subject Files	275
335	Blank	

**Chapter-XIV**  
**Complaint Cell**

336	Objectives	276
337	Functions of the Complaint Cell	276
338-342	Scope of work	276-277
343-345	Blank	

## Chapter-XV

### हिंदी कक्ष

346	उद्देश्य	282
347	दायित्व	282
348	कार्यो का संक्षिप्त विवरण	282
349-350	खाली	

## Chapter-XVI

### Duties and responsibilities of CDA(BR) Guwahati/JCDA(BR) Chandigarh

351	Administrative control over DAD personnel	285
352	Exercise of powers delegated to them	285
353	Accommodation	285
354	Pay & Allowances	285
355	APAR	285
356	Misc	285
357	Internal Audit & Cash Inspection	285
358	Settlement of audit objections	286
359	Super Review and Inspection	286
360	Financial Advice	286
361	Compilation & consolidation of Punching Media	286
362	Training	287
363	Office structure	287
364-366	Blank	

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## Chapter-I

**ORGANISATIONAL SET-UP OF PRINCIPAL CONTROLLER OF DEFENCE  
ACCOUNTS  
(BORDER ROADS)**

### 1. Objectives

The main Objectives of Principal Controller of Defence Accounts (Border Roads) are:-

- (i) To assist administrative and executive authorities in improving the financial administration of the units and formations under their command.
- (ii) To ensure that financial and other resources placed at the disposal of the administrative and executive authorities are utilized in the best interest of the state.
- (iii) To evolve methods to increase the cost effectiveness of the expenditure incurred by administrative and executive authorities.
- (iv) To keep the administrative and executive authorities and CGDA informed periodically of the general state of financial management.
- (v) Monitoring progress of expenditure against allotment and to provide accounting and financial information to executive authorities for the performance of their managerial functions.
- (vi) Accounting of all transactions relating to BRO to provide timely and accurate figures to the CGDA and BRDB, for preparation of financial accounts of Border Roads Organisation.
- (vii) Watching reimbursement of expenditure from other Ministries/Departments/Agencies for works undertaken by BRO.
- (viii) To make prompt payment for supplies and services rendered by the suppliers/contractors;
- (ix) To ensure timely conduct of Internal Audit of store Accounts & Cash Inspection of Accounts maintained by BRO authorities.
- (x) To maintain pay accounts of GREF officers & Personnel and prompt payment of all personal claims in respect of GREF employees.
- (xi) To look after the various aspects of personnel management of DAD offices within the organization.
- (xii) To provide healthy and working conditions for DAD officers and staff.
- (xiii) Inspection of the Field Offices.
- (xiv) Liaison with Chief Engineers (Project) and Task Force Commanders/Other Ministries/ Departments/ Agencies dealing with the BRO.
- (xv) Constant review of systems and procedure with a view to effecting economy and efficiency;
- (xvi) Carrying out performance audit/ super review of major units.

## 2. **Functions:**

### 2.1 **The functions and responsibilities of PCDA (BR) are three-folds.**

- (a) **As an Accounts Officer**, he maintains certain accounts in accordance with prescribed rules and orders issued from time to time by the higher authorities.
- (b) **As an Internal Audit Officer**, he applies certain checks to the initial accounts, bills and vouchers etc.
- (c) **As a financial Adviser**, he assists the DGBR in all matters relating to accounts and budget estimates and the operation of various financial rules, orders and instructions.

2.2 The PCDA (BR) discharges the above functions through various sections of main office and sub-offices located throughout India and outside India. The functions of sub-offices are monitored through the zonal office CDA (BR) Guwahati & Jt.CDA (BR) Chandigarh. PAO (GREF) Pune is responsible for maintenance of Pay accounts of GREF officers & Personnel. However, the functions of sub-offices, including CDA (BR) Guwahati, JCDA (BR) Chandigarh & PAO (GREF) Pune are under the overall supervision and control of PCDA (BR). The organizational chart of PCDA (BR) is appended in ANNEXURE-A to this Chapter.

### 3. **Budget for DAD Expenditure**

The expenditure of PCDA (BR) organization is debitable to Ministry of Road Transport & Highways. The Budget provisions are made under Major Head 5054-Capital outlay. For this purpose PCDA (BR) submits the requirement of funds to HQ DGBR for inclusion in the Budget proposals for Major Head-5054-Capital outlay. However, the budget allotments in respect of loans and advances for DAD employees are provided by the CGDA

### 4. **Sections in PCDA (BR) Main Office**

The main office of PCDA (BR) at New Delhi is divided into the following Sections:-

- (a) Record Section
- (b) Administration Section
- (c) Accounts & Budget Section
- (d) 'D' Section
- (e) Payment Section
- (f) Works Section
- (g) Store Section
- (h) Internal Audit Section
- (i) O & M Cell and Inspection Cell
- (j) PAO Cell
- (k) EDP Section
- (l) Pay Tech
- (m) Complaint Cell
- (n) Hindi Cell

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## Chapter-II

### Record Section

#### 5. **OBJECTIVES**

##### **Objectives of Record Section are:-**

- (i) To eliminate delays by prompt distribution of inward dak and prompt dispatch of outward dak.
- (ii) To contribute to the efficiency of office by maintaining an up to date library.
- (iii) To ensure efficient and up to date "Records Management".

#### 6. **DUTIES**

##### **The duties of this section are:-**

- (i) to receive, register and distribute inward dak and to prepare weekly outstanding lists;
- (ii) to dispatch outward dak;
- (iii) to maintain the office library;
- (iv) to indent for, receive and distribute stationery and forms and to keep an account of the stock of stationery and forms held in its charge;
- (v) to receive, list arrange in a methodical manner, and preserve/records in the record room to destroy time-expired records;
- (vi) to procure, distribute and correct books of regulations,;
- (vii) to arrange for printing of forms, etc.,.

#### 7. **INWARD DAK: Receipt, Opening and Sorting**

- 7.1 The Records Section will take delivery of all posts addressed to the office including local dak received through messengers. The addresses on all covers will be examined by the AAO or a senior Auditor to make sure that the covers are meant for the office. Unregistered covers will be opened by one or more MTS in the presence of the dak sorter. Registered covers will be opened by a Clerk under the supervision of the AAO. In opening covers, care will be taken to see that the contents are not damaged.

The contents of each cover will be carefully taken out and each document will be stamped with the dated official stamp. The AAO Record Section will ensure that the stamp is not put in the body of a letter etc., or in any other place which is likely to obliterate its contents.

The AAO will collect inner covers marked secret or confidential, enter particulars thereof (viz., number, date and office of dispatch as noted on the outside of such covers) in a transit book kept for the purpose, and personally hand over the transit book along with the covers to the Officer-in-Charge of the Administration Section, who will initial against the entries in the transit book in token of receipt of the covers.

- 7.2 The dak will be sorted out into separate trays for the various Sections, letters and bills being kept separate. Arrangements will be made for scrutiny of the dak by the Section

representatives to ensure that all documents allotted to their respective Sections correctly pertain to them.

Any communication addressed to an outside party but wrongly received in the Office will be transmitted to the correct party under advice to the sender by the Record Section either by registered or unregistered post, as the case may warrant.

## 8. **Registration**

8.1 **Letters** - After the sorting has been done, all letters (including those received by registered post) will be diarised group-wise for each Section separately by the Record Section in computer and ID No. generated by the system will be quoted on the body of the letter.

8.2. **Bills** - All bills (including those received by registered post) will be diarised Group-wise for each Section separately in computer and ID No. generated by the system will be quoted on the body of the letter as well as on each bill under the dated official stamp The Record Section will invariably verify that enclosures are attached to bills and make suitable remarks where necessary.

Note: - *All bills irrespective of their nature will be received only in the Record Section of the PCDA (BR) Office and will be sent to the respective Section after being duly diarised in the computer/system and allotting system generated ID No. only. Under no circumstances should any bill be received by any Section direct or without having system generated ID.*

8.3 **Valuable documents** - Valuable documents, viz., G.P. notes, fixed deposit receipts, post office cash certificates, cheques, drafts, Service Books, indemnity bonds, insurance policies, court attachment orders and other documents of a legal nature, etc. will be diarised in computer and ID No. generated by the system will be quoted on the body of the letter under which the ibid valuable documents have been received under dated official seal. Computer /system generated ID will not be quoted on Valuable documents itself. The Record Section will invariably verify that enclosures are attached where necessary.

8.4 **FAX:-**These will be diarised in computer and ID No. generated by the system will be quoted on the body of the letter .

8.5 **Special dak** - Important communications from the Government of India, CGDA, BRDB/DGBR, etc., will be sent to the PCDA (BR)/JCDA/Addl. CDA and DCDA for perusal. On receipt back, they will be darised in computer and ID No. generated by the system will be quoted on the body of the letter . All covers received from the Office of the CGDA are handed over to AN Section for their diarising and distribution.

8.6 **Top secret, secret and confidential dak** - As top secret papers must at all times and in all stages remain in the personal custody of the Officer dealing with them, these papers are invariably required to be addressed by name to the Officer for whom they are intended. Top secret letters and documents received by an officer other than the Head of the Office will be brought to the latter's notice for any direction or orders he may consider necessary in each case. He will have them diarised in a separate diary. The diarising will be done in such a manner that the contents of the letters/documents are not disclosed.

All secret and confidential covers brought to the D.CDA or the Officer-in-Charge of the Administration Section by the AAO, Record Section (or a reliable individual nominated by him) will be opened by the D.CDA/officer-in-charge, Administration Section personally and the communications contained therein will be shown to the PCDA (BR), JCDA and DCDA concerned (except any letter held back by the PCDA for circulation). The confidential letters of general interest will be shown to all D.Cs. D.A., as well. These letters will then be passed to the Officer-in-charge, Administration Section for diarising and distribution to the Officers-in-Charge concerned.

Secret and confidential covers intended for the PCDA (BR) personally will be handed over to him by the officer-in-charge of the Administration section.

- 8.7. ***Demi-official communications*** - Demi-official letters addressed to the PCDA (BR) and the Addl CDA/JCDA, will be diarised and distributed by the Administration Section.

## 9. **DISTRIBUTION**

- 9.1 Special dak, FAX, reminders and complaints will be handed over together with system generated diary sheets to Officer-in-charge of the section concerned and their initials obtained.
- 9.2 Secret and confidential letters will be handed over personally by the Officer-in-charge of the Administration Section (or a reliable AAO or clerk selected by him) to Officers-in-charge of the sections concerned, whose initials, will be obtained in the diary registers.
- 9.3 Valuable documents mentioned in para 8.3 will be handed over to the Cashier or the AAO of the Sections concerned, whose initials will be taken in the register.
- 9.4 Other dak along with copies of the system generated diary sheets will be handed over to the AO of the concerned group/section.
- 9.5 Letters etc., once handed over, will not be returned to the Record Section. Such documents may be transferred through Transit Book by the particular section direct to the Section concerned by mutual agreement.
- 9.6. The number of times the dak is to be distributed daily in the sections will be dependent on the frequency of postal deliveries and will be fixed by the PCDA (BR).

## 10. **MARKING DISPOSALS**

Disposal of letters, etc., will be marked in the section by the AAO concerned under his dated initials in the register of queries of PCDA/Addl. CDA/JCDA/GO and in the register of confidential/secret letters.

## 11. **PREPARATION OF OUTSTANDING LISTS**

Summary reports of outstanding will be generated as and when required by the officers.

## 12. **OUTWARD DAK: Despatch**

In relation to outward dak, the Record Section will:-

- 12.1 Despatch all outwards letters, telegrams, signals and registered and insured parcels;



- 12.2 Maintain despatch registers and record therein the total number of envelopes sent by ordinary post and other necessary particulars, e.g., numbers assigned and address in respect of letters, etc., sent by registered post;
- 12.3 Keep stock of service stamps/Account of Franking Machine and maintain a stamp/frank account in respect of service stamps/frank used in despatching letters etc.
- 12.4 Secret and confidential covers are treated as "important" and even when they are not sent by registered post, they should be entered in the despatch register.
- 12.5 The despatch of confidential correspondence may be made through the ordinary office despatch register, but the entries therein should afford no clue as to the contents of the documents and should refer only to the entries in the confidential register.
- 12.6 A register for the despatch of secret and top secret correspondence would be maintained by the Officer-in-Charge of the Administration Section and this register should be kept under lock and key.
- 12.7 Papers bearing security classification despatched from the office should be placed in double covers, the inner one (which should be sealed) only being marked "secret" or "confidential" and superscribed with the name or designation of the addressee and the number and date of the communication enclosed therein, on the top left hand corner, and the designation of the office of origin in the bottom left hand corner, the outer one should be addressed in the ordinary manner.
- 12.8 Secret correspondence transmitted between Sections or Officers in the Main Office should pass from hand to hand by personal delivery or be sent in sealed covers.
- 12.9 Full particulars of valuable documents (such as those mentioned in para 8.3) issuing from the Office will be recorded in the despatch register.
- 12.10 A pigeon hole will be allotted in the Record Section for each addressee with whom communications are regularly made. On receipt of dak in the Record Section, they will be sorted into their appropriate pigeon holes. The pigeon holes will be cleared and the letters, etc., despatched daily.
- 12.11 All covers will be neatly addressed and endorsed with full signature of the despatcher and designation of the office of issue at the left hand bottom corner. Different letters for the same addressee should normally be sent in one cover.

### **13. Franking of Dak & Franking Account**

- 13.1 As per Govt. policy Franking machine with remotely managed franking system has been installed in the office of the PCDA (BR). Based on the requirement, the amount for uploading the credit in the franking machines may be deposited in any branch of State bank of India through net banking or at any post office having e-payment facility through cash/account payee cheque/draft. For that purpose a requisition (I.A.F.Z-2094) in duplicate, will be prepared and sent to the officer-in-charge of Admin Section for issue of cheque After uploading the amount in the franking machine, the same will be used for franking the day to day Dak to be dispatched and account thereof shall be maintained by the AAO of the Section.

The franking account will be maintained in the despatch register (I.A.F.Z - 2016). The amount of franking on each registered cover in respect of the communications recorded in the despatch register will be entered in the column provided for the purpose and totalled daily. At the close of the day, the other envelopes sent by ordinary post will be counted and their numbers and the value of frank used entered in the register in the manner indicated below:-

Sl No	Value of frank on each cover	Nos of covers	Total value of frank	Initials of the despatcher	Initial of AAO
	Ord letter				
	Regd letter				
	Insured letter				
	Speed post				
		Grand total=			

System generated consumption report of franking machine will be pasted below the account and daily consumption tallied with the grand total of daily account.

13.2 Franking Account Register will be maintained in the following format:-

Date	Value of Frank/stamp			Balance at close of the day (Cols.2+3-4)	Signature of	
	In hand /OB on the day	Received during the day	Used during the day		Despatcher	AAO
1	2	3	4	5	6	7

### 13.3 Postage Stamp & Stamp Account

For emergency purpose e.g. failure of franking machine, a stock of postage stamps as fixed by the PCDA (BR) will be kept. Postage stamps will be collected from the nearest GPO by payment through cheque. Stamp Account will be maintained in the same manner as mentioned for franking account. Postage Stamp should be kept in the custody of the AAO under lock and key. He will issue the Postage stamp to despatcher on as and when required basis.

When the above franking/postage account is made up, the despatcher will submit it to the AAO who will verify the closing balance of franking machine/stamps in hand as shown in the register, with the actual stock.

#### 13.4 **Surprise check of Franking Account & Postage Account**

The surprise check of Franking/postage account will be exercised once in a month by an AAO detailed for the purpose by the Officer-in-Charge of Admin Section.

#### 14. **LIBRARY**

14.1 In order that there may be one absolutely trustworthy source of information by which all copies of regulations can be checked, a central library of books of regulations will be maintained for reference. One copy of every current book of regulations including departmental codes and manuals, hand-books, Rly time tables, Gazettes and files of letters received from the various departments of the Government of India, CGDA and DGBR/BRDB will be placed in the library and kept up-to-date. One copy of every previous edition of regulations and handbooks, etc., should also be kept for future reference in order that old questions may be decided with the aid of the rules that were in force at the time. The books, etc., will not be removed from the library (except when required by an officer who will obtain them on requisition) but will be available for consultation in the library at any time by all members of the office.

14.2 The Officer-in-charge of the Record Section will be responsible for seeing that all books in the library are catalogued and that the catalogue is kept up-to-date.

#### 15. **STATIONERY & FORMS**

##### 15.1 **Supply of stationery**

An annual indent on S.O. 154 for articles of stationery required for use during the following year will be sent so as to reach the Principal Controller of Printing and Stationery, Kolkata, on or before 2nd January of each year. The indent will be prepared in accordance with the scales given in Appendix "B" of the "Rules for the Supply and Use of Stationery Stores", care being taken to regulate demands with reference to stocks in hand and actual requirements for the ensuing year.

15.2 On receipt of a consignment of stationery, the contents of each parcel will be carefully verified by the AAO, Record Section. Any deficiencies, surpluses or defects will be reported to the Principal Controller's of Printing and Stationery without delay.

15.3 Sub-offices of PCDA (BR) Organisation such as CDA (BR) Guwahati/JCDA (BR) Chandigarh/PAO (GREF) Pune are not authorised to place indents direct on the Principal Controller of Printing and Stationery. They will submit their indents on I.A.F.Z.-2278 through the PCDA (BR).

#### 16. **Local purchase of stationery**

All cases of local purchase of stationery, printing, binding etc. will be regulated as per the provisions laid down in Delegation of Financial Powers, Rules 1978 as amended from time to time. Local purchase should be so regulated that the overall procurement of stationery stores including that received through Govt. of India Stationery office, does not exceed the total requirement of indenter calculated on the basis of the 'quantity scale' prescribed by the Chief Controller of Printing and Stationery.

Local purchase of stationery items other than IT stationery items, will be made by the Administration Section. For this purpose, specific sanction of GO (Admin)/PCDA (BR) will be obtained before procurement action of stationery items is taken. Bills for stationery items purchased locally will be scrutinised by the Administration Section to ensure that the prices charged are reasonable and that the cost of the articles so purchased is correctly debitable to the stationery head.

**17. Stationery account**

A monthly account of receipt and issue of each article of stationery will be kept by the stationery clerk on Form S-41. An AAO from another section of the office will be deputed half yearly by the PCDA(BR) to audit the stationery register and to verify by actual counting the stock balances as shown in the register. He will initial the balances of all articles in token of such verification. Surprise checks will be exercised by the Officer-in-Charge of the Record Section at least twice a year. The orders of the PCDA (BR) will be taken if any surpluses or deficiencies are discovered.

**18. Custody and issue of stationery**

- 18.1 All articles of stationery will be kept under lock and key in a suitable place where no deterioration can occur.
- 18.2 Stationery will ordinarily be issued to the office establishment once in a month on demands (O.F. 1615) signed by AAO of sections, who will ensure that the demands are restricted to actual requirements and are within the scales laid down in the stationery regulations.
- 18.3 On receipt of stationery demands from sections, they will be checked by the stationery clerk and any articles in excess of the scale authorised will be reduced to the correct scale. The demand will then be submitted through the AAO to the Officer-in-Charge of the Record Section for passing orders for the issue to be made.
- 18.4 Articles of a durable nature will not be issued unless the old ones are returned or unless it can be satisfactorily explained why they are not forthcoming.

**19. SUPPLY OF FORMS**

- 19.1 Estimates of annual requirements of all forms from the various sections of the office will be obtained by the Record Section in sufficient time to admit of a consolidated indent being prepared on I.A.F.Z.-2002 and sent to the Manager, Government of India Forms Store, Kolkata, on the due date, after check with to reference to consumption during the past year and stock in hand.
- 19.2 Indents for forms received from zonal offices and PAO (GREF) will be checked and after countersignature passed on for direct compliance to the authorities as under:-
- |   |   |
|---|---|
| (i) Indent (I.A.F.Z.-2279) for forms other than those of CDA series | To be submitted quarterly in advance to appropriate stationery depot.     |
| (ii) Indent (I.A.F.Z.-2002) for forms of Manager CDA series.        | To be submitted annually to the Government of India Forms Store, Kolkata. |

**20. Custody and Issue of Forms**

The clerk in charge of forms will be responsible for the safe custody and maintenance of a sufficient stock of all forms. An account of LPC books, military credit notes, and imprest holder's requisitions will be maintained in the register on IAF (CDA)-250. In the registers the receipt and issue of each form will be shown and the closing balance worked out at the end of each month. The registers will be checked by the AAO of the Record Section and submitted to the Officer-in-Charge monthly.

## **21. RECORDS AND RECORD ROOMS**

### **21.1 General**

Sections having records due for deposit in the record rooms will make arrangements to have them bound and after binding will send them together with a list thereof to the AAO of the Record Section. On receipt of such records, and after verification with the covering lists, the record room clerk will enter particulars of the records in "index of records" (IAF (CDA)-244), and assign a number to each volume. The stage at which the current records in sections are to be transferred to the record room will depend on the nature of the files maintained and is left to the discretion of the PCDA (BR).

- 21.2 The records of sections and sub-sections deposited in the record room will invariably be kept distinct and separate. Racks will be numbered consecutively and detailed lists of the records kept in each rack maintained by the clerk in charge of the record room. A label showing the nature of records on each shelf will be pasted on the shelf, or a card giving the information will be hung in front of the shelf.
- 21.3 In arranging the records, it will be found advisable, whenever this is possible, to arrange them in chronological order with the volumes placed in numerical order.
- 21.4 The clerk in charge of the record room will be responsible to see that:-
- (i) all records under his charge are duly indexed and labeled;
  - (ii) no files, registers or documents of any kind lie on the floor;
  - (iii) a proper up-to-date register is kept of all records issued to and received back from sections;
  - (iv) indents and requisitions for records are promptly complied with.
  - (v) regular calls are made for the return of records issued to sections;
  - (vi) the records and racks are kept clean and free from dust and are not damaged by vermin or white-ants;
  - (vii) no smoking or naked lights are allowed in the record room; and
  - (viii) the water and sand buckets provided as a fire precaution are kept filled and the water in the buckets is changed periodically.

## **22. Preservation and Destruction or Disposal of Records**

The instructions to be followed for the preservation and destruction or disposal of records including old editions of books of regulations are laid down in Office Manual Part I. The periods for which the various kinds of records are to be kept are laid down in Appendix- 'I' to this manual.

## **23. BOOKS AND REGULATIONS**

### **23.1 Supply of books of Regulations & other Instructions etc.**

The supply of books of Regulations, Codes & other Instructions etc, is arranged by the PCDA (BR) for his office and sub-offices.

### 23.2 **Receipt and Distribution of Books, etc.**

- (a) Books of Regulations, Codes, etc., received for use in the office will be stamped with the office stamp in such a way that the impression cannot be easily cut out or removed.
- (b) The books, corrections slips, etc., will be entered by the Record Section in a distribution register [IAF(CDA)-225] and they will be handed over to the officers, sections, etc., according to their authorized distribution, acknowledgements being obtained in the register.
- (c) PCDA (BR) will arrange for sets of all necessary Codes, Regulations, Manuals, etc., to be provided for each officer/section of the Main Office and for each sub-office. The responsibility for the custody, maintenance and correction of the publications will devolve on the officers actually holding the books and they will be required to hand them over to their successors when transferred or otherwise vacating their posts.
- (d) On receipt of the books in the sections they will be further marked on the edge with the name of the section.
- (e) The books will be distributed amongst the AAOs and clerks of the section concerned under the orders of the Officer-in-Charge, a register showing the distribution being maintained and kept in the personal custody of the AAO.

In the event of loss of a book the individual responsible for the loss will be required either to arrange for the replacement of the book or to pay five times the cost of the book. An undertaking to this effect should be obtained from the SAS candidates, before any book is issued to them on loan.

### 24. **Corrections to Books and Regulations, etc.**

It is a matter of great importance that all books of Regulations, Codes, etc. should be kept corrected up-to-date. Uncorrected copies of Regulations, etc., are liable to result in erroneous decisions being given and are, therefore, worse than useless. In order that the correction of regulations, codes, etc., may be carried out regularly and systematically, the following procedure will be followed:-

- (a) The clerk- in-charge of the library will be responsible to see that the numbers of correction slips corresponding to the number of books on charge are correctly distributed to officers serving in the Main Office [except the PCDA (BR) and Addl CDA/JCDA], CDA (BR) Guwahati/Jt.CDA (BR) Chandigarh, Accounts Offices (Project/Task Force/Support Service) and that they are acknowledged by the recipients. The books of Regulations, Codes and Manuals, etc., held on charge of the PCDA (BR) and Addl CDA/JCDA are to be kept corrected by the clerk in charge of the library.
- (b) The work of keeping the books of other officers corrected (properly linked and cross-referenced) will be allotted to one or more clerks/MTS employed in the sections and will be closely supervised by the officers themselves.
- (c) When correction slips are received, they will be immediately distributed to all concerned, a sufficient number being retained by the clerk-in-charge of the library to correct the books of the PCDA (BR)/Addl. CDA/JCDA, examination stock and the library copies of books. The particular book to be corrected will be collected by the clerk in charge of the library and the corrections inserted by the Record Clerk(s).

*NOTE: The clerk-in-charge of the library will be responsible for the custody, maintenance and correction of books and examination stock. PCDA (BR) may, however, at their discretion get the correction slips pasted in the books of examination stock either under arrangements made by them or by the candidates to whom the books are issued on loan. In the latter case the corrections will be handed over to the candidates with the books.*

- (d) CDA(BR) Guwahati/Jt.CDA(BR) Chandigarh, Accounts Offices (Project/Task Force/Support Service) and AAO of sections will make suitable arrangements for pasting corrections to the books of regulations on their charge and will be personally responsible to ensure that they are kept corrected up-to-date.

## **25. PRINTING**

### **25.1 Forms**

Standard and special forms included in the publication "Classified List of Army Books and Forms and Indian Army Forms used by the Defence Services, India" are issued on gratis by the Manager, Government of India Forms Store, Kolkata. Special forms of a permanent nature not included in the "Classified List" will be printed at the expense of the State only with the prior sanction of the Director of Military Regulations and Forms. When time permits, such forms, etc., will be sent to the Director of Military Regulations and Forms, who will arrange for their printing. Every effort will, however, be made to utilise standard forms with modification, if this is possible, instead of incurring additional expenditure on special forms.

*NOTE: Index cards and cards used in filing systems and cabinets will be treated as forms and their local purchase covered by the rules governing the local printing of forms. No coloured cards will be purchased locally unless it is absolutely essential to do so.*

### **25.2 Miscellaneous Printing**

In the case of miscellaneous printing, the work in most cases is sanctioned for printing in State or Government of India presses. Where work is done in a private press, the procedure outlined below will be observed:-

- (i) Before work is given out to private presses for printing, quotations in sealed covers by a specified time will be called for from three or four near-by presses and the work entrusted to the lowest tenderer.
- (ii) In cases where specimens cannot be furnished of the document, size of type, style of printing, number of copies, style of binding, etc., should be given.
- (iii) In cases where the expenditure incurred on printing works (other than recurring printing) executed at private presses it will be ensured that :-
  - (a) the actual requirements are not exceeded or so reduced as to avoid reprinting at short interval;
  - (b) the rates charged for the work are the lowest obtainable, consistent with satisfactory execution;
  - (c) in cases where items of a particular work exceed or are likely to exceed the rates stipulated, the items are not split up into two or more 'bills'.

**25.3 Recurring Printing**

When recurring printing work is executed at private presses, a contract will be entered into with the press. The Director of Printing shall, if required, render assistance in drawing of specification and conditions of contract. Printing will include the cost of papers. The bills will be presented by the press on monthly basis.

**26. CLEARANCE OF STORES CONSIGNED BY RAIL TO PCDA (BR) OFFICE**

The Record Section will be responsible to see that stores consigned to PCDA (BR) office by rail are taken delivery of promptly to avoid demurrage charges. For this purpose a representative of the office will be detailed to contact the railway authorities at 4 p.m. on all working days along with the railway receipts. If the package is not ready for delivery the signature of the railway authority will be obtained on the railway receipt. In case the package is in a damaged or broken condition the representative will promptly report to the AAO of the Record Section who will arrange to take open delivery. When consignment is not received within a reasonable time full particulars thereof will be reported to the railway authorities for necessary investigation. Until the stores are actually taken delivery of, the AAO of the Record Section will ensure that the railway receipts are kept secured under lock and key.

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Para- 27 to 30: Blank



## Chapter –III

### Administration Section

#### 31. **OBJECTIVES**

Objectives of Administration Section are:-

- (i) To look after various aspects of personnel management of the Organisation.
- (ii) To provide healthy living and working conditions for officers and staff.

#### 32. **DUTIES**

This section deals with all questions relating to:-

- (i) general administration of the office and its sub-offices, including requirement of establishment, recruitment, postings and transfers, confirmations, pay, increments, promotions, leave, conditions of service and retirement of officers and establishment;
- (ii) Conduct and discipline;
- (iii) Annual Performance Appraisal Report (APAR);
- (iv) departmental examinations;
- (v) duty allowances;
- (vi) maintenance of service documents;
- (vii) office security and care of office building, furniture and other office equipments;
- (viii) diarisation and distribution of secret, confidential and demi-official letters and other communication received in the office;
- (ix) preparation of pay bills of all officers and staff serving in the Main office of PCDA(BR) and IFA(BR).
- (x) permanent advance and office contingent and miscellaneous expenditure including local purchase of stationery;
- (xi) custody, disbursement and accounting of cash;
- (xii) maintenance of cash book and connected registers;
- (xiii) scrutiny and countersignature of travelling allowance claims of officers and establishment;
- (xiv) preparation of pension claims of officers and staff of the office and all work in connection with the verification of their service;
- (xv) bills on account of reimbursement of medical expenses;
- (xvi) payment of advances of pay and travelling allowance, temporary advances from G.P. Fund and withdrawals from G.P. Fund for financing insurance policies :
- (xvii) advances for the purchase of conveyances in respect of Officers & staff;
- (xviii) payment and recovery of leave salary and pension contributions in respect of persons lent to and from the Defence Accounts Department;

- (xix) application for outside employment;
  - (xx) preparation of budget estimates in respect of DAD expenditure under Major Head 5054 and submission to HQ DGBR for inclusion in the Budget proposals ;
  - (xxi) preparation of cash requisition estimates under head S-‘Deposits and Advances-Advances Repayable’ and O-‘Loans and Advances by central Government to the government servants’ and submission to the CGDA.
  - (xxii) control and distribution of grant-in-aid for amenities;
  - (xxiii) move sanctions in respect of IDAS Officers;
  - (xxiv) Scheduling of vouchers of consuming units received from other CsDA/PCsDA.
  - (xxv) Sanction of leave to IDAS Officers serving under PCDA (BR) organization.
33. The detailed procedure relating to the subject mentioned at items(i) to (vi) of para-32, is laid down in Office Manual Part-I. The subject mentioned at item (viii) has been dealt with in the chapter on the Record Section of this manual. The procedure regarding the other items is given in the succeeding paras.

**34. PAY BILLS OF OFFICERS AND STAFF SERVING IN MAIN OFFICE OF PCDA (BR) & IFA (BR)**

A consolidated Pay bill in respect of all DAD officers & staff serving in Main Office of PCDA (BR) New Delhi & IFA (BR) is prepared by the Admin-Pay Section by 20<sup>th</sup> of the month to which they pertain. After exercising due scrutiny as per para-183 & 184 of Defence Audit Code and the drill prescribed in para-37 below & Annexure-‘A’ to this chapter, the bill is passed by the section for payment by NEFT mode through RBI by showing the “pay on or after” as last working day of the month on the cheque. The bill register will be completed and maintained in accordance with the Fly Leaf Instruction attached thereto.

*Note: Newly appointed/posted officers/staff, pay bill of last three months for retiring officers/staff will be paid through Supplementary Pay bills by Admin Pay Section.*

35. The auditor, after exercising the prescribed audit checks, will complete the payment encasements and the classification portions of all pay bills. He will then generate the punching medium (in duplicate) and cheque slip through computer and submit the bill with all the relevant vouchers to the AAO for review and submission to the officer-in-charge of the section. Pay bill will be countersigned by the GO (Admin).

**36. Supplementary pay bills**

- 36.1 Arrears of pay, etc., are not drawn through regular monthly pay bills but in supplementary pay bills, the amount claimed for each month being entered separately citing reference to the bill from which the charge was omitted or withheld, or on which it was refunded by deduction, or with reference to the treasury receipt on which it was credited to Government, or to any special order of competent authority granting a new allowance, antedated promotion, etc. In auditing such bills, it should be particularly seen that appropriate deductions on account of income tax and license fee for accommodation where recoverable have been made with reference to the prescribed rules, for the period for which arrears of pay, etc., are drawn.

- 36.2 The supplementary pay bills will be entered in the register of, supplementary pay bills. Arrears of pay and allowances consequent on the grant of increment may, however, be drawn in the regular pay bills or through supplementary pay bill, as convenient.
- 36.3 In drawing arrears of pay and allowances, etc., it should be ensured that the claims are not time-barred and, wherever necessary, sanction of the competent authority waiving the time limit is obtained with reference to Rule 264(3), General Financial Rules, 2005.
37. The number of regular monthly pay bills to be prepared every month for the different classes of establishment employed or for different areas/sections is left to the discretion of the PCDA (BR). The pay bills of staff who are about to retire, shall however, be drawn separately from the pay bills of the others for the last three months.
38. In preparing the regular pay bills of officers and Staff it should be seen that:-
- (i) the bill is prepared on the proper form and is drawn according to the sanctioned scale, that the dates of increment (DNI) to pay are shown below the names of the individuals.
  - (ii) a last pay certificate is available in respect of an individual transferred from another establishment and that an income-tax statement in S. 98 is furnished with the last pay certificate where necessary. Where such a last pay certificate is not forthcoming, pay may be drawn provisionally in the pay bill on a certificate from the individual stating the date upto which he was last paid, the rates of his pay and allowances and the demands outstanding against him. Steps will be taken simultaneously to obtain the last pay certificate and to adjust the provisional payments, without delay;
  - (v) Copy of relieving order and joining report is to be linked at the time of preparation of supplementary pay bills .Joining time pay & allowances should regulated as per Fundamental & Supplementary Rules;
  - (vi) recoveries of demands outstanding and license fee etc., are correctly and promptly effected.

*NOTE.-In the case of miscellaneous vouchers, such as payment authorities, advises from concerned group of Admin Section, for payment or recovery, received for adjustment in the pay bill, will be properly indexed (on a "top sheet") and kept in a jacket. All vouchers received up to the date of the closing the pay bill will be adjusted and recorded in support of the pay bill together with a copy of the top sheet. The office copy of the top sheet will be filed in the proper file under instructions of the AAO, to be used for any future reference; and one copy will be sent along with the bill and vouchers to the Auditing Controller.*

- (vii) in the case of court attachments, deductions are made strictly in accordance with the rules on the subject;
- (viii) recoveries on account of income-tax, Postal Life Insurance premia, G.P. Fund subscriptions, Contribution to New Pension Scheme, CGEIS, CGHS etc., are correctly made;
- (ix) payment of compensatory allowance is correctly regulated in accordance with the rules on the subjects;

- (x) the arithmetical calculations of the bills are correct and the details worked up to the totals which should be shown in words as well as in figures.
- (xi) there are no erasures and that any alterations in the totals are attested by the officer-in-charge, Administration Section:
- (xii) the charges are correctly classified;
- (xiii) the transit pay and allowances, both ways, of an individual whose services are lent from one Government to another are charged to the borrowing Department/Government ;
- (xiv) the names in the pay bills are arranged category-wise, viz., IDAS, Group-B gazetted officers ;
- (xv) all bills adjusted through the monthly pay bills (excluding bills in respect of contingent charges, G.P. Fund, and advances for the purchase of conveyances) are posted in the register of non-recurring charges;

39. The establishment pay bill will be prepared in quadruplicate in computer. One copy will be used as the office copy, another for transmission to the "Auditing Controller", the third to serve the purpose of an acquittance roll and the fourth to be used as the "working copy" for the following month. Where acquittance can conveniently be taken on the office copy of the pay bill only three copies need be prepared instead of four. G.P. Fund schedules and certified lists of Postal Life Insurance premia and absentee statements should also be prepared. The number of copies of the above documents to be prepared and their purpose are indicated below:-

- (a) **G.P. Fund schedules:**-These schedules will be prepared with reference to the Pay Bill for the month of March in duplicate on IAFA 803 by Admin Pay Section and will be forwarded to the CDA (Funds) Meerut. For the subsequent months viz April to February only variation statements will be forwarded in the prescribed format to the CDA (Funds) Meerut. These documents will be utilized by the CDA (Funds) Meerut for posting the ledger accounts of the subscribers.
- (b) **Certified list of Postal Life Insurance premia:** - These lists will be prepared on IAFA -431 in triplicate. The original and duplicate copies of the list will be forwarded to the Accounts Section. The Accounts Section will forward the original copies to the Director of Postal Life Insurance and retain the duplicate copies in support of the account. The triplicate copies will be kept with the office copy of the pay bill.

NOTE: *The G. P. Fund schedules and certified lists of Postal Life Insurance premia should be carefully prepared and checked with a view to ensure that the totals agree with the compiled actual and that the G.P. Fund account numbers and Postal Life Insurance Policy numbers are correctly and legibly quoted.*

- (c) **Uploading of SCF for NPS Contribution:**-The Administration Section will download the File Preparation Utility (FPU) and File Validation Utility (FVU) using User ID and I-Pin/T-pin provided by NSDL and prepares the file for uploading the subscriber contribution details on NPSCAN. The utilities and other instructions on uploading and remitting are available and can be downloaded from NSDL website [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in) and [www.nsdl.co.in](http://www.nsdl.co.in). The PCDA (BR) will use the user ID and I-pin to access the NPSCAN and uploading subscriber contribution details on a monthly basis. The responsibility for timely remittance to the Trustee Bank is that of the PCDA (BR) in respect of

all the subscribers serving in MO, PCDA (BR). Once the upload of subscribed contribution details to NPSCAN is enabled, the PCDA (BR) should upload the subscribed contribution details on NPSCAN and obtain the Transaction ID by 25<sup>th</sup> of each month. If the remittance is through RTGS/NEFT, then it may be ensured that the NPS contributions (Government's and employee's) should be credited to the account of the Trustee Bank by the PCDA (BR) on the last working day of each month for that month. If the remittance is through a cheque payable to the Trustee Bank, then the same should be delivered to the local Branch of the Trustee Bank by PCDA (BR) by the 26<sup>th</sup> of each month marked NPB for the last working day of the month (the dates prescribed for remittances are valid even in respect of remittances by PAOs even before upload of subscriber contribution details NPSCAN has commenced).

- (d) **Absentee statements:**-Two copies of the absentee statements will be prepared on IAFA-455. The original copy will be sent to the "Auditing Controller" to enable him to verify the correctness of leave allowances admitted and the duplicate copy will be kept with the pay bill for future reference.
40. In the case of transfer of a member of the establishment to the payment of another Controller, his last pay certificate will be prepared in triplicate. The original will be sent to the Controller to whose payment jurisdiction the individual is transferred and the duplicate to his Auditing Controller. Both original and duplicate copies of the last pay certificate will be embossed with the special 'last pay certificate' seal and triplicate will be kept as a office copy. As a precaution against the possibility of the original copy of the last pay certificate being used as the basis for the drawal of pay and allowances on a second time, it will be suitably defaced on its adjustment in the first pay bill.
41. The following documents and vouchers will be sent to the "Auditing Controller" with the "audit copy" of the regular and supplementary pay bills:-
- (i) All office orders notifying casualties affecting the pay bill.
- NOTE.-In cases where as a matter of convenience Part II orders are sent to the Auditing Controller as and when they are published or at convenient intervals, they need not be sent again with pay bills.*
- (ii) The prescribed list showing the increments adjusted during the month of July.
  - (iii) An absentee statement on IAFA-455 in respect of Group-'C' employees on any kind of leave (except casual leave) or a 'no leave" certificate.
  - (iv) Statement showing the leave salary calculations.
  - (v) Bills claiming reimbursement of medical expenses.
  - (vi) Certificate to the effect that the grant of house rent allowances during leave adjusted in the pay bills has been regulated under Supplementary Rules and existing Govt. orders.
  - (vii) All payment authorities and debit memoranda with reference to which adjustments are made in the pay bill with a top sheet showing the list of vouchers attached in support.
  - (ix) Certificate of physical fitness in support of the first pay bill submitted for the pay of an individual.

*NOTE.-The PCDA (Pension) Allahabad will act centrally as the Auditing Controller for the post audit of Defence Accounts Department Pay Bills, T.A. bills, Contingent bills etc. w.e.f. 1st April 1972. However, CGDA may at any point of time entrust this item of work to any one or more the PCsDA/CsDA in public interest,*

**42. Permanent Advance or Imprest**

The amount of the permanent advance or Imprest in respect of PCDA's Office is fixed by the PCDA (BR). The permanent advance sanctioned by the PCDA (BR) for the PCDA (BR) Main office is exclusive of the amount of permanent advance required by his sub offices. In the case of Main Office the cash balance of the permanent advance will be in the custody of the cashier, who will be responsible for it. The cash balance should be verified whenever a transfer of the PCDA (BR) or the Officer-in-Charge of the Administration Section takes place and it should also be checked at least once a month by the later (Officer-in-Charge Administration Section). The officer detailed by the PCDA (BR) for carrying out surprise cash check, will check these balances also. The above procedure for the custody, verification and check of the cash balance will apply mutatis mutandis to their sub offices also.

Petty contingent cash bills will be paid out of permanent advance.

**43. CONTINGENT & MISCELLANOUS EXPENDITURE**

The officer incurring the expenditure shall exercise the same vigilance in respect of contingent expenses as a person of ordinary prudence may be expected to exercise in spending his own money. He is responsible for seeing that the rules regarding the preparation of bills are observed, that the money is either required for immediate disbursement or has already been paid from the permanent advance, that the expenditure is within the available appropriation and that all steps have been taken with a view to obtain additional appropriation if the original appropriation has either been exceeded or is likely to be exceeded. He will also ensure that the items of expenditure included in a contingent bill are of obvious necessity and are at fair and reasonable rates, that previous sanction for any item requiring it is attached, that all the requisite vouchers are attached and are in order and that the calculations are correct.

**44. Contingent Register (IAFA-481)**

- 44.1 A register will be maintained on IAFA-481 in which all charges on account of office contingent expenditure will be recorded under each head of expenditure, for which a separate allotment of funds has been made by the PCDA. Each entry in the register will be initialed by the cashier or by the Auditor concerned and by the officer-in-charge Administration Section.
- 44.2 In order to watch the progress of expenditure under each head as compared with the appropriation, a progressive total of all columns will be made monthly immediately after the monthly total, so as to include all payments under each head as also charges adjusted by book transfer from the commencement of the year up to the end of the last expired month. The monthly totals will be agreed with the printed compilation and any discrepancies will be explained by the cashier (or his assistant) to the office-in-charge, Administration Section.

**45. Nature of charges to be met from allotment made for contingencies**

The nature of charges to be met from, the allotment for contingencies is given in Annexure to Schedule V of Delegation of Financial Power Rules 1978. Certain common types of contingent expenditure are indicated below:-

- (i) **Office expenses:** - Will include all contingent expenses for running an office such as furniture, Postage, purchase and maintenance of office machines and equipments, liveries, hot and cold weather charges, telephones, electricity and water charges, stationery, printing of forms, purchase and maintenance of staff cars and other vehicles for office use. This will also include POL expenses on vehicles for office use and Charges for legal service, consultancy fee, remuneration to examiners, invigilators etc. for conducting examination or other type of remuneration, provided that the expenditure is for running of an office.
- (ii) **Other Administrative expenses:** - Will include expenditure on departmental Canteen hospitality, entertainment expenses, expenditure on conferences/seminars/workshops etc. and expenditure on other training programs.
- (iii) **Miscellaneous expenses:** - Will include light refreshment during formal inter-departmental and other meetings or conferences, expenditure in connection with foundation laying ceremonies and other such hospitality subject to general instructions issued by Ministry of Finance and CGDA from time to time.

When bills on account of miscellaneous and contingent expenditure are received, they are signed by the officer-in-charge of the Section and countersigned by the Group officer of Administration Section and the amounts of the bills entered in the appropriate columns of the contingent register. All bills and sub-vouchers will be cancelled when entering the charges in the contingent register and the item numbers in the contingent register enfacd on each bill and sub-voucher, the entries being initialed by the cashier or by the Auditor concerned and the officer-in-charge of the Administration Section.

*NOTE: - When the work pertaining to binding of records, repairs to Office Furniture and recaning of chairs etc, is done on contract basis, regular contract agreements should be drawn up. Original copies of such agreements will be kept under lock and key in the personal custody of Officer-in-Charge Administration Section.*

**46. Sanction of contingent expenditure**

Before contingent expenditure is incurred, sanction of the competent authority (i.e. PCDA (BR) or Addl. CDA/JCDA/DCDA (Admin.) or to whom powers may be delegated by the PCDA (BR) must be obtained,

As soon as the bills are preferred or the expenditure is incurred from imprest the relevant sanction should be "cancelled", item no of the contingent Register will be noted on it.

Envelopes insufficiently stamped will be enfacd by the cashier with the word "cancelled".

**47. Financial power for according sanction to contingent expenditure**

PCDA(BR) in the matter of incurring contingent expenditure is empowered to exercise all powers of Head of Department as laid down in schedule V of Delegation of Financial Powers Rules 1978 and Govt. of India, Ministry of Finance(Defence) letter No. 13196/(1)/70/Accts/AN dated 03-07-90. Such purchases will be subject to

provisions contained in Manual on policies and procedures for procurement of goods and services, 2006.

**48. Contingent Bill for petty Cash purchases**

Petty Cash bills should be collected and a Contingent Bill (IAFA-115) will be prepared for total amount for which cash payment is required in the month and cheque should be drawn in favour of the PCDA (BR), from which payments to the parties concerned should be made in the usual manner.

**49. CUSTODY, DISBURSEMENT AND ACCOUNTING OF CASH**

The Pr. Controller is specially responsible for seeing that there is adequate control over the section of his office which handles cash. The fact that the cashier (or other subordinate who handles cash) has given security or executed a bond does not reduce his special responsibility for ensuring that an effective system of control over the custody, disbursement and accounting of cash exists and functions. There should be continuous review of the arrangements for the expeditious disbursement of money, for the custody thereof, and for the prompt and correct disposal of undisbursed balances and of sums otherwise payable into the treasury. There should also be adequate reconciliation, preferably without previous notice, of cash balances with the accounts outstanding against the custodian of the balances. The Pr. Controller should at irregular intervals satisfy himself that the system of supervision as prescribed in authorised codes or special orders is observed properly and should remedy speedily the defects noticed, if any.

Similarly in the case of outstation offices, the head of the office will ensure that an effective system of control exists over the custody, disbursement and accounting of cash in his office and that the system of supervision and safeguards as prescribed in regulations, authorised codes or special orders are being properly observed.

Money belonging to non-public funds, if any, should under no circumstances be mixed up with office cash or kept in the same safe.

**50. Cash book**

A cash book will be maintained on IAFA-125 by the cashier under the supervision of the DCDA (Administration) or, if no such officer is functioning, the officer-in-charge, Administration Section. All cheques drawn in favour of the PCDA and all payments made out of the cash obtained by encashing such cheques will be accounted for in the cash book. Payment must be supported by the acquittance of the payees and other connected vouchers, if any.

All entries in the cash book and the register of acknowledgements and all acquittance rolls will be initialed by the officer-in-charge, Administration Section. The cash book will be closed monthly and balanced, and submitted to the D.CDA (Administration) or the officer-in-charge, Administration Sections, as the case may be. The undisbursed amount at the end of the month should ordinarily be refunded to Government by short drawal in the following month and should be reclaimed when actually required for disbursement. In cases where this procedure operates inconveniently, the amount of undisbursed amount may at the option of the Pr. Controller, be retained for a period not exceeding three months provided proper arrangements can be made for the safe custody of the sums retained and heavy balances are not held.



In April each year, the cash book to the extent of one month's accounts, to be selected by the Pr. Controller, will be audited by an IDAS officer specially detailed by him for the purpose.

**51. Surprise Cheque of Cash Book**

The Pr. Controller will also depute, at irregular intervals, an IDAS officer to conduct surprise checks of the actual cash in hand and as shown in the cash book. The officer will be selected by the Pr. Controller himself and under no circumstances will the date and time of the check be made known to anyone except the officer selected to exercise the check. The results of the surprise check will be recorded in a manuscript register which will be kept in the safe-custody of the PCDA personally. Any discrepancies found and irregularities discovered in the accounting of Government moneys will be immediately brought to the personal notice of the Pr. Controller. If the irregularities are not explained to the satisfaction of the Pr. Controller, he will institute such further investigations as may be considered necessary and will also simultaneously furnish a detailed report to the CGDA.

**52. Register of cash received.**

The register is maintained on IAFA-616. When a cheque, draft, money order or cash is received for credit to Government, the relevant columns in the register will be filled in by the Cashier who will note the serial number of IAFA-616 both on covering memo and cheque/DD and register submitted to the Officer-in-Charge, Administration. Then, the person other than the Cashier i.e. Assistant Cashier after linking the Sl. No. of the register IAFA-616 (wherein the cheque/DD has been entered) on both of cheques, and forwarding memo/covering memo, will prepare the MRO (IAFA-507) (in triplicate) and where no Assistant Cashier has been appointed, this work may continue to be handled by the Cashier himself. Simultaneously handing over the above memo to the Audit Section concerned through the register, deposit the cheques/DD into the Bank immediately and hand over the original MRO (Treasury Receipt) as receipted by the Bank to the Audit Section after obtaining the initials in the above register. On receipt of the TR/OMRO, the Audit Section will immediately adjust it. The Cashier/Assistant Cashier while preparing the MRO will ensure full details of receipt money and name of the CDA/PCDA by whom the credit is adjustable are clearly written / typed in bold capital letters on the MRO for easy location of Duplicate MRO received in Account Section with credit scroll subsequently.

*Note 1: The number and date of TR/MRO should be noted on the office copy of MRO and also in the cash register before forwarding to the section concerned/ CDA for adjustment.*

*Note 2: Money received through Money Order in cash on the above account will, however be accounted for in the Public Fund Account Cash Book. A record of such cash received will be kept in the Register of Cash viz. IAFA-616 also and its disposal watched in the manner prescribed above.*

**53. SCRUTINY AND COUNTERSIGNATURE OF TRAVELLING ALLOWANCE CLAIMS OF OFFICERS AND ESTABLISHMENT**

The grant of travelling allowance to the personnel of the Defence Accounts Department is governed by Supplementary Rules. Before the claims are countersigned, the following checks will be exercised by the controlling officer:-

- (i) The claims have been preferred in the prescribed form and all items and certificates printed thereon have been duly completed.
- (ii) The authority for the move has been quoted.
- (iii) A certificate regarding the use of (a) Government transport, (b) free accommodation and (c) free messing facilities and State hospitality, has been endorsed on the bill in the case of temporary moves.
- (iv) Scrutiny of the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed.
- (v) Scrutiny of the distances entered in travelling allowances bills, including distance from the fixed point to the Railway Station and vice versa.
- (vi) The rate of mileage allowance claimed is applicable to the class of accommodation to which the Government servant is entitled under rules and that a certificate is given by the individual that such class of accommodation has actually been used by him and the railway or steamer fares claims have been paid by him.
- (vii) In case Hotel Rate DA/actual expenditure is claimed during temporary duty move, the claim is supported with proper receipt;
- (viii) Claims for the cost of transporting personal effects are supported by proper receipts and vouchers and that the cost claimed does not exceed the authorised limit.

*NOTE.-The controlling officer is however, empowered to waive production of receipt in special cases where he is satisfied that the expenditure to the extent claimed has actually been incurred and is reasonable and correct.*

- (ix) Moves of the families and/or luggage have taken place within the prescribed time limit.

*NOTE. - Application for relaxation of time limit under S.R. 116(b) (iii) are received by the PCDA(BR) within two months of the individual's move and the applicant should specify whether the relaxation is required for the family or personal effects or both.*

- (x) There is no tendency to abuse the option of exchanging daily allowance for mileage allowance.
- (xi) Travelling allowance claims of stenographers & personal assistants are supported by a certificate regarding particulars of their journeys from the gazetted officer under whose instructions the journeys were performed.

#### **54. PREPARATION OF PENSION CLAIMS AND VERIFICATION OF SERVICE**

- 54.1 To avoid delay in the sanction of pensions, it is essential that the period of qualifying service is verified by the audit officers concerned in advance of the anticipated date of retirement. Action in connection with such verification in all cases where retirement can be foreseen, viz., retirement on superannuation or retirement just before superannuation, should be taken two years before the anticipated date of retirement of a Government servant. For this purpose, a statement of service on IAFA-357 will be made out from the service book (which must be completed up to date) in respect of the service which forms part of the last three years preceding the anticipated date of retirement. If an individual has served during the last three years of his service in

more than one audit area, separate statements of service on IAFA-357 should be prepared for each audit area.

- 54.2 The Officer-in-charge, Administration Section should be formally nominated as the special officer responsible for initiating action in due time regarding completion of pension records and documents. He should ensure that every six months i.e. on the 1st January and 1st July, a list (in the proforma given in **Annexure –‘B’**) of gazetted and non-gazetted staff, who will attain the age of superannuation in the next 12 to 18 months is prepared and pension papers and relevant documents submitted to him. He should also see that formal application for pension from Government servants are submitted to him at least six months in advance of the date of their anticipated retirement on the form as prescribed in **Annexure 'C'** appended to this Chapter.
- 54.3 As soon as the list referred to in para above has been prepared or intimation is received about the death or invalidment of a Government servant, a check list in the proforma given in **Annexure-‘D’** to this chapter should be started for each such case. A note of the items in respect of which complete information etc. is not available should be made in column-1 of the progress statement (**Annexure-‘E’**) to this chapter and necessary steps initiated simultaneously to collect the missing information or to complete the necessary formalities. A watch on their finalization should be kept by noting the progress made in Column 2 of the progress statement at weekly or other suitable intervals.
55. In cases of retirement which cannot be foreseen, e.g., sudden invalidment of an individual being found unfit for field service or further service of any kind under the State, the procedure will be as follows:-
- (i) The medical report [IAF (Med.) -8] will be examined to ensure that it bears the thumb and finger impressions of the individual and is complete in all respects.
  - (ii) The invalidment will be notified in an office order and a copy of the same forwarded to the PCDA (Pension) Allahabad.
  - (iii) Pages 1 and 2 of the pension application (IAFA-356) will be completed as far as possible.
  - (iv) Statement of service on IAFA-357 will be made out from the service book in respect of the last three years of service and the same will be forwarded to the "Auditing Controllers" concerned for verification of service.
  - (v) The service book, last pay certificate, and [IAF (Med.)-8] will be forwarded to the PCDA (Pension), Allahabad.
  - (vi) The individual will be asked to apply for anticipatory death-cum-retirement gratuity; a photograph in passport size; specimen signature and thumb and finger impressions duly attested; address after retirement and the name of the PDA (Pension Disbursing Authority) from which payment of anticipatory pension and death-cum-retirement gratuity is desired. The individual should be warned that delay in furnishing these documents and information would cause delay in the grant and payment of anticipatory pension and death-cum-retirement gratuity. On receipt of these documents and information, they should be passed on to the PCDA (Pension) Allahabad immediately.

56. The following documents will be forwarded to the Pr. Controller of Defence Accounts (Pension) Allahabad by Admin Section through pay section dealing with Pay & Allowances of DAD not later than six months before actual date of retirement of Government Servant.

(a)	Data Sheet	1 copy
(b)	Form 3 (Details of the family members of the Govt. Servant under Family Pension Scheme.)	1 copy
(c)	Form – 5	1 copy
(d)	Commutation Application on Prescribed Form	1 copy
(e)	Photograph/Joint Photograph duly attested	1 copy
(f)	Slip containing specimen signature/thumb/finger impressions of the Claimant duly attested.	2 copies
(g)	Slip containing specimen signature/thumb/finger impressions of the Spouse duly attested.	2 copies
(h)	Nomination for DCRG duly attested.	2 copies
(i)	Identification mark of individual duly attested on separate sheet of paper	1 copy
(j)	Identification mark of spouse duly attested	1 copy
(k)	Statement showing non-qualifying service	1 copy
(l)	PCDA (P)'s Audit Report regarding counting of former spell of service, if any.	1 copy
(m)	Certificate to the effect that no Judicial/departmental proceeding have been initiated or are pending against the individual	1 copy
(n)	Detailed Calculation Sheet	1 copy
(o)	Part –II Office Order notifying the cause and date of retirement.	1 copy
(p)	Bank particulars for payment of pension	2 copy
(q)	Copy of CCO-9	1 copy

57. **Nomination Papers for DCRG & Family Pension**

- (i) The nomination papers for Death-cum-Retirement gratuity and family pension will, after counter-signature by the head of the office, be kept in a separate confidential file in the safe custody of the DCDA (AN) or AO (AN) of the office where the individual is serving at the time of making the nomination. The details of nomination (viz., the serial No. of the file in which the nomination papers are filed, the name and relationship of the nominee(s)) will be entered in the service book over the signature of Accounts Officer(Admin), simultaneously an endorsement 'Entered in the service book' will also be made in the nomination papers and attested by the him. The nomination papers will not be transferred on the transfer of the Government servant to another Controller's office but will continue to be retained by the office where the nomination was made. If and when a fresh nomination in amendment of the previous one is made from a new office, the new office will call for the previous nomination

papers from the previous office for necessary action. The papers so called for will be filed in the new office.

- (ii) A register of nomination forms will be maintained in which the serial number of the file (where the nomination papers are recorded) and the name of the person making the nomination will only be indicated. If and when paper is transferred to another Controller's office [on requisition by the latter as indicated in (i) above] or to the PCDA (P) Allahabad, when a casualty occurs, a proper entry to that effect will be made in the register.

58. The following procedure will be followed regarding the payment of anticipatory and final death-cum-retirement gratuity: -

A contingent bill (in duplicate) duly supported by payee's stamped receipt and countersigned will be forwarded by the Administration Section to the PCDA (Pension) on receipt of an intimation from the latter regarding the amount of anticipatory death-cum-retirement gratuity due to the individuals.

Similarly, a contingent bill is forwarded to the PCDA (Pension) Allahabad for the balance of the amount of final death-cum-retirement gratuity on receipt of the memo sanctioning the final pension and death-cum-retirement gratuity.

59. In the case of, permanent establishment who die while in service and who have a qualifying service of more than one year to their credit, a claim for death gratuity and family pension is submitted to the PCDA (Pension).
60. Immediately after final payment of the effective pay is made, the last pay certificate together with the income-tax statement, if any, of the individual transferred to the pension establishment, duly completed and stamped with the last pay certificate seal, will be sent to the PCDA (Pension) Allahabad.

### **Recovery of Government dues**

*NOTE- It is imperative that every effort should be made to settle and recover Government dues from the Government servant concerned by the date of his retirement. With a view however to obviate delay in sanctions to pensions pending recovery of any outstanding Government dues e.g. over issue of pay & allowances or leave salary, outstanding recovery on account of license fee, advances for conveyance, house building or other purposes and any other dues the precise amount of which is yet to be assessed, the following course may be adopted:*

*The recovery and adjustment of Govt. dues from retirement gratuity is regulated under Rules 71 to 73 of the CCS (Pension) Rules, 1972. Rule (1) to (3) of Rule 72 ibid provide for recovery of actual amount of Govt. dues in respect of Govt. accommodation from pay and allowances before retirement and from Retirement Gratuity. Sub rule (5) of Rule 72 ibid stipulates that if, in any particular case, it is not possible for the Directorate of Estates to determine the outstanding license fee, that Directorate shall inform the Head of Office that 10% of gratuity may be withheld pending receipt of further information. The withheld amount of gratuity is to be paid back to government servant immediately on production of 'No Demand Certificate' (NDC) from Dte of Estates. Thus, if no 'Govt. dues' in respect of Govt. accommodation are outstanding then the rules do not provide for withholding of any part of the gratuity on retirement of the Govt. servant. If no Government accommodation is allotted to a Government servant, in accordance with Dte of*

*Estate's OM No. 18011/5/1990-Pol-III dated 12.10.2010, it is for the Administrative Ministry to issue an 'NDC'.*

*As regards recovery in respect of 'Govt. dues' other than those pertaining to Govt. accommodation, the Head of Office is required to complete assessment of such dues eight months prior to the date of retirement. The actual amount of such dues and the dues which come to the notice subsequently and remaining outstanding are to be adjusted against the amount of retirement gratuity becoming payable to the Govt. servant on retirement. Thus, there is no provision for withholding of any part of the gratuity for the purpose of recovery of outstanding government dues other than those pertaining to government accommodation.*

*(Auth:- GOI, Min. of Personnel Public Grievances and Pensions OM No.20/16/1998-P&PW(F) dated 19.2.2013).*

## **61. BILLS ON ACCOUNT OF REIMBURSEMENT OF MEDICAL EXPENSES**

All bills for charges on account of medical attendance and treatment will be countersigned by the controlling authorities who are empowered to countersign travelling allowance bills.

It is the duty of the controlling officer to scrutinize carefully before signing or countersigning a claim in respect of medical expenses that the claim is genuine and is covered by rules and orders on the subject, and that the charges claimed are supported by necessary bills, receipts, and certificates, etc., as laid down in the "Compilation of Medical Attendance Rules and Orders". The controlling officer is also empowered to disallow claims which do not satisfy these conditions. The procedure for dealing with medical re-imbursement claims has been laid down at para-193 of this Manual.

## **62. CHILDREN EDUCATION ALLOWANCE/HOSTAL SUBSIDY**

### **62.1 CHILDREN EDUCATION ALLOWANCE**

Children Education Allowance and re-imbursement of Tuition fee which were hitherto payable separately has been merged and henceforth be known as 'Children Education Allowance Scheme'.

Under the Scheme of Children Education Allowance, reimbursement can be availed by Government servants for the two eldest children only except when the number of children exceeds two due to second child birth resulting multiple birth.

Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e., for children from classes nursery to twelfth, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education and two years Diploma course in Polytechnic. The class nursery to twelfth will include classes-I to XII plus two classes prior to class-I irrespective of nomenclature.

Reimbursement under the Scheme may be allowed for the children studying in a recognized School/Institution. Reimbursement for following items can be claimed under this scheme: - Tuition fee, admission fee, laboratory fee Vidyalaya Vikas Nidhi, special fee charged for agriculture, electronics, music or any other subject, fee charges for practical work under the programme of works experience, library fee, games/sports fee and fee for extracurricular activities. This also includes re-imbursement for purchase of one set of text books and note books, two sets of uniforms prescribed by the school/winter/summer/PT uniform and one set of school shoes which can be claimed for child in a year.

The annual ceiling fixed for reimbursement of children education allowance is Rs.15, 000/- per child. Reimbursement can be claimed once every quarter. The amount can be claimed in a quarter could be more than Rs.3, 750/- and in another quarter less than Rs.3, 750/- subject annual ceiling of Rs.15, 000/- per child being maintained.

#### 62.2 **HOSTEL SUBSIDY**

Hostel subsidy is reimbursable to the Government servant for keeping his/her children in the Hostel of a residential School away from the station he/she is posted/or is residing irrespective of any transfer liability.

For the purpose of hostel subsidy, station would be demarcated by the first three digits of the PIN code of the area where the Government servant is posted and/or residing.

Rate – Rs.3, 750/- p.m. per child subject to maximum of 2 children.

Payable up to 10 *plus* 2 stage, where the pattern of 10+2+3 exists and up to Higher Secondary/Senior Secondary stage in other places, whether the children study in Kendiya Vidyalaya or any other recognized school. Hostel subsidy is not admissible for a child whom Children's Education Assistance is drawn.

#### 63. **ADVANCES OF PAY AND TRAVELLING ALLOWANCE ON TRANSFER**

Advances may be made to a member of the establishment under orders of transfer up to an amount not exceeding one month's pay which he is in receipt of immediately before transfer, or the pay that he will be entitled to after transfer, whichever is less, plus the travelling allowance to which he may be entitled under the rules in consequence of the transfer. Such advances may be sanctioned by the PCDA (BR) or the under mentioned authorities when the powers are delegated to them by the PCDA (BR):

- (i) Addl. CDA/JCDA
- (ii) DCDA (Administration)
- (iii) Next senior most officers in the offices of Pr. Controllers of the Junior Administrative Grade of the IDAS, in the absence of the latter from their headquarters.

When an advance is granted to a temporary Government servant a surety bond (reproduced as Annexure 'F' to the chapter VI of this manual) should be obtained from a permanent Government servant.

Requisition for Advance of Pay will ordinarily be drawn on IAFA-194 or on a simple receipt, stamped where necessary, for the amount of the advance. A copy of the order or other authority sanctioning the advance of pay should be furnished along with the requisition. These, after check and payment encasement by the Administration Section will be entered in the demand register, and passed for payment in the normal manner.

Requisition for advances of travelling allowance will be prepared likewise and after check and payment encasement by the Administration Section will be entered in the demand register, and passed to the D Section for payment in the normal manner.

**64. Advances from G. P. Fund & Final withdrawals**

64.1 Applications for final withdrawals from General Provident Fund permissible under orders issued from time to time (e.g. to meet the cost of higher education, for house building purposes and marriage expenses) will be received and dealt with under the orders in force. Final withdrawal cases where the service left is less than two years will be forwarded to CDA (Fund) Meerut.

**64.2 Temporary withdrawals**

Applications for advances from the G.P. Fund from members of the establishment of the PCDA (BR) office will be dealt with by the Administration Section. Such applications should be made in the prescribed form (specimen given in Annexure-“G” to this chapter) duly supported by the relevant certificates and other required documents. It will be verified from the latest annual statement of accounts submitted in support of the application that the amount applied for is at the credit of the subscriber. If an advance is already outstanding against a subscriber, or if the subscriber, having discontinued subscription, has been withdrawing money from his credit balance for paying insurance premia, the facts will be verified from the records in possession of the office and the exact balance standing to the credit of the subscriber worked out before payment of the temporary advance is made. Doubtful cases will be referred to the CDA (Fund), Meerut, for further information before payments are authorised. When submitting such applications to the competent authority for sanction of the advance, the officer-in-charge, Administration Section will record a definite recommendation as to the amount of advance recommended for sanction and the number of installments in which it should be recovered. In sanctioning advances from the G. P. Fund, the general principles enunciated in the GPF (Central Services) Rules should be kept in view.

64.3 The amount of advance sanctioned, and other particulars will be noted in a demand register for watching recovery thereof. The advances paid during a calendar month are required to be intimated to the CDA (Fund), Meerut, for posting in the respective ledger accounts of individuals concerned. They will therefore be noted as and when they are paid in form B (specimen given in **Annexure “H”** to this chapter) and at the end of the month, a copy of this form will be sent along with the monthly recovery schedules.

NOTE 1.-*Authorities competent to sanction advances from the G.P. Fund are indicated in Appendix "B" of the G.P. Fund (Defence Services) Rules.*

NOTE 2.-*When recommending or sanctioning applications for a second or third advance when any portion of the first advance is outstanding or for an advance before 12 months have elapsed since the complete repayment of the last advance, full reasons for recommending or sanctioning the advance should be stated and the provisions of late Finance Department, Government of India letter No. F. 18(3)-RiV41, dated 21st March 1941 (reproduced in **Annexure ‘I’** to this chapter) should be kept in view.*

64.4 In addition to the rules governing the grant of advances from the G.P. fund as laid down in the G.P. Fund (Central Services) Rules the following general principles should ordinarily be observed when sanctioning advances but they may be relaxed at the discretion of the sanctioning authority in exceptionally deserving cases:-



- (i) A subscriber should not be allowed to withdraw from the Fund a sum that will reduce his credit balance to an amount less than one month's current pay, except during the first three years of his joining the Fund.
- (ii) Except in cases of absolutely unforeseen expenditure accompanied by very special hardships, no subscriber should be permitted to withdraw from the Fund more than one-third of the amount standing to his credit on the date when the advance is sanctioned.
- (iii) In cases other than those referred to in clause (ii) above, a subscriber should not be allowed to withdraw from the Fund a sum which is more than half of the amount standing to his credit on the date when the advance is sanctioned.
- (iv) Should occasion arise necessitating an application for a further advance before an advance already made has been fully repaid, such further advance should only be sanctioned subject to the provision that the amount standing to a subscriber's credit is not reduced below two-thirds [in a case falling under clause (ii) above] and one-third [in a case falling under clause (iii) above], of the amount standing to his credit when the original advance was made. The outstanding balance of previous advance will be added to the new advance and installments for recovery refixed with reference to the consolidated amount.

#### 64.5 **Final payment of accumulation in GPF**

The amount standing at credit shall become payable when the subscriber (a) quits the service, (b) is dismissed/removed from the service, (c) proceeds on leave pending retirement and (d) retired from service. The application along with contingent bill will be forwarded to CDA (Fund) Meerut for payment.

#### 65. **Life Insurance Policies**

A subscriber who draws money periodically from the amount at his credit in the GP Fund account for payment of life insurance premia is required to assign his policy to the President of India and deliver it to the Accounts Officer for safe custody vide Rule 20 of GP Fund (Defence Service) Rules. Such policies, when received, should be carefully examined and entered in the register of policies (GPF-6) and submitted to the officer-in-charge of the section for his initials in the column provided for the purpose. The policies will be kept in the safe custody of the officer-in-charge. Any changes in such policies will be promptly intimated by the subscriber to the PCDA (BR).

#### 66. **ADVANCES FOR THE PURCHASE OF CONVEYANCES**

66.1 These advances fall under two categories, viz..

- (i) advances for the purchase of motor conveyances;
- (ii) advances for the purchase of bicycles.

The PCDA (BR) prepares estimates in respect of their requirements on account of the above mentioned advances and submit the same to the Controller General of Defence Accounts on the dates prescribed in the Defence Account Code.

The allotment sanctioned by the Government of India under (i) above is centrally controlled by the Controller General of Defence Accounts. The allotment in respect of (ii) above is distributed by the Controller General of Defence Accounts among the various Controllers who sanction the advances within the limits of the

funds allotted to them. Any unexpended balance of the allotment is reported by the PCDA (BR) to the CGDA in February of each year.

- 66.2 The general rules regulating the grant of advances for the purchase of conveyances are contained in Rule 15 to 20, Compendium of Rules on Advances to Government Servant, 2005.

**67. Motor Car Advance**

- 67.1 Applications for Motor Car advances will be submitted to the CGDA together with a certificate from the applicant to the effect that he neither has, nor is likely to have, financial embarrassments such as would interfere with the due repayment of the advance applied for, if sanctioned. The PCDA (BR) while forwarding the application will state if any Government advance is outstanding against the individual.

- 67.2 The total amount to be advanced to a Government servant should not exceed **Rs. 1,80,000/- (Rs. One lakh eighty thousand) or eight months pay in pay band** for the first occasion and **Rs.1,60,000/- (Rupees One lakh sixty thousand) or eight months pay in pay band** on the second and subsequent occasions or the anticipated price of the car, whichever is the least. If the actual price paid is less than the advance taken, the balance must be forthwith refunded to Government. The individual to whom an advance is sanctioned should certify on the bill on which the advance is drawn either that the advance is not being drawn for a conveyance which has already been purchased and paid for, unless it has been purchased and paid for by raising temporary loan within three months from the date, the advance was applied for. The advance claimed in the bill is not more than the minimum amount required for meeting the balance of the price of the conveyance, if the conveyance has been paid for in part.

*NOTE. Advances should, as a general rule, be based on the pay of the officer concerned. However the CGDA, at his discretion is empowered to sanction advances on the basis of the pay of the posts held, Pr. Controller may forward such applications to the CGDA together with their recommendations.*

- 67.3 The amount of advance granted to a Government servant for the purchase of Motor Car, shall be recovered from him in such number of equal monthly installments as he may elect, however, not exceeding 200 in any case. It will commence with the first issue of pay after the advance is drawn.
- 67.4 Simple interest at the rate fixed by the Government for the purpose will be calculated on the balance outstanding on the last day of each month and the amount of interest calculated in this manner will be recovered in one or more installments. Each such installment should not be greater than the installments by which the principal was recovered. The recovery of interest will commence from the month following that in which the repayment of the principal has been completed.
- 67.5 Prior approval of the competent authority is necessary for the sale of car purchased with the aid of an advance which, with interest accrued has not been fully repaid.
- 67.6 In all cases in which a car is sold before the advance received for its purchase from Government with interest has been fully repaid, the sale proceed must be applied so far as may be necessary, towards the repayment of such outstanding balance, provided that when the car is sold only in order that another car may be purchased, the authority sanctioning the sale may permit a Government servant to apply the sale proceeds towards such purchase, subject to the following conditions:-
- (i) The amount outstanding shall not be permitted to exceed the cost of the new car.

- (ii) The amount outstanding shall continue to be repaid at the rate previously fixed.
- (iii) The new car must be insured and mortgaged to Government as required by rules.

67.7 A Government servant who draws an advance for the purchase of a motor car is expected to complete his negotiations for the purchase of, and pay finally for the car, within one month of the date on which he draws the advance; failing such completion and payment, the full amount of the advance drawn, with interest thereon for one month, must be refunded to Government. This condition should always be mentioned in letters sanctioning such advances.

67.8 At the time of drawing the advance the Government servant should be required to execute an agreement in Form II Compendium for Rules on Advances to Government Servants, 2005 and, on completing the purchase, he should further be required to execute a mortgage bond in Form IV Compendium for Rules on Advances to Government Servants, 2005 hypothecating the car to the President of India, as security for the advance. The cost price of the car should be entered in the schedule of specifications attached to the mortgage bond.

*NOTE. - Agreements and mortgage bonds (II and IV) will be forwarded for signatures of the Controller General of Defence Accounts for and on behalf of the President of India.*

67.9 When an advance is drawn, the PCDA (BR) should see that the conveyance is purchased within one month from the date on which the advance is drawn. The mortgage bonds should be kept in the safe custody of the PCDA (BR). When the advance has been fully repaid, the bond should be returned to the Government servant concerned, duly cancelled.

- 67.10 (a) The car must be comprehensively insured against full loss by fire, theft or accident. Insurance on owner driven or other similar qualified terms is not sufficient for the purpose of this rule.
- (b) Such insurance should be effected as soon as a vehicle is purchased and before it is brought into use. The policies are required to be renewed every year till liquidation of advance with interest.
- (c) Contravention of these orders will render the Government servant liable to refund the whole of the amount advanced with interest accrued, unless good reason is shown to the contrary. The amount for which the conveyance is insured during any period should not be less than the outstanding balance of the advance with interest accrued at the beginning of that period and the insurance should be renewed from time to time until the amount due is completely repaid. If at any time and for any reason, the amount insured under a current policy is less than the outstanding balance of the advance, including interest already accrued, the Government servant should refund the difference to Government. The amount to be refunded must be recovered in not more than three monthly installments.

#### **68. Personal Computer Advance**

An advance for the purchase of Personal Computer whose pay in pay band is Rs.8560/- or more may be sanctioned subject to mutatis mutandis the conditions laid down in Para (s) 67.4 to 67.9 except that the amount of the advance will not exceed Rs.30, 000/- or the anticipated price (excluding custom duty if any) whichever is less. The advance will be recovered in 150 installments.

**69. Motor cycle Advance**

An advance for the purchase of motor cycle or "Scooter" may be sanctioned, if official drawing pay in pay band Rs.8560/- or more subject to conditions laid down for motor car advance except that the amount of the advance will not exceed four months basic pay or Rs.30,000/- for the first occasion and three months basic pay or Rs.24,000/- on the second and subsequent occasions or the anticipated price of the motor cycle, whichever is the least and the advance will be recovered in 70 monthly installments.

Officials having pay in the pay band below Rs.8560/- are eligible for an advance of Rs.20, 000/- or the anticipated price.

**70. Bicycle Advance**

- 70.1 Non-gazetted Government servants whose grade pay does not exceed Rs.2800/- may be granted an advance for the purchase of a bicycle to the extent of Rs. 3000/- or the actual cost of bicycle whichever is less. No interest is chargeable for the advances from 7.10.2008. The amount of bicycle advance should be increased by 25% whenever the DA payable on revised pay structure goes by 50%.
- 70.2 Advances shall not ordinarily be granted within three years of a previous advance for the same purpose, unless satisfactory evidence is produced by the Government servant concerned to the effect that the cycle purchased with the help of the earlier advance has been lost or has become unserviceable.
- 70.3 When advances are granted to temporary Government servants the following additional conditions must be fulfilled:-
- (a) The surety of a permanent Government servant must be produced before an advance is sanctioned.
  - (b) The sanctioning authority must satisfy itself that the Government servant is likely to continue in service till such time as the advance is completely recovered.
  - (c) In the event of a temporary Government servant being discharged before the advance is completely recovered the remaining balance of the advance must be recovered in one lump sum before discharge.
- 70.4 Immediately after an advance has been paid, the recipient of the advance will be called upon to produce the receipt of the firm from which the cycle has been purchased. Purchase should be made within one month of the date on which the advance is drawn, failing which the individual will be liable to refund the full amount of the advance to Government. The PCDA (BR) should satisfy himself that the whole of the amount advanced was expended in purchasing the cycle. Any amount advanced in excess of the actual purchase price of the cycle should be refunded to the Government forthwith.

*Note- Ordinarily the purchase should be made from or through known cycle-dealers. In special cases, receipts from private individuals if otherwise in order, may also be accepted in audit, but the sanctioning authority should ensure that the concession is not abused.*

- 70.5 The advance will be recovered in thirty equal monthly installments. The recovery will commence with the first issue of pay after the advance is drawn. Simple interest at the rate fixed by Government for the purpose will be calculated on the balances outstanding on the last day of each month, and the amount of interest calculated in this manner will be recovered in the month following that in which the repayment of the principal has been completed.

### House building advances

71. The following categories of personnel are eligible for house building advances [(See note (2) below):-
- (a) Permanent Central Governments servants.
  - (b) Central Government servants not falling in category (a) above who have, rendered at least 10 years continuous service, provided.
    - (i) they do not hold a permanent appointment under State Government; and
    - (ii) the sanctioning authority is satisfied that they are likely to continue in the service of the Central Government at least till the house for which the advance is sanctioned, is built and/or mortgaged to Government.

Application on the prescribed proforma for advance from those eligible, will be submitted to the CGDA Detailed rules regarding the grant of such advances are contained in the pamphlet, "Rules to regulate the grant of advances to Central Government servants for building etc., of houses", issued by the Ministry of Urban Development.

NOTE 1.-*In cases where both husband and wife happen to be Central Government servants and eligible for the grant of advance, it shall be admissible only to one of them.*

NOTE 2.-*Application for advances may be entertained for constructing a new house (including acquisition of a suitable plot of land for the purpose from such eligible Central Government servants who have in view (but not in actual possession) a developed plot of land on which construction can commence immediately on receipt of the loan.*

### 72. LEAVE SALARY AND PENSION CONTRIBUTIONS IN RESPECT OF PERSONS LENT TO AND FROM THE DEFENCE ACCOUNTS DEPARTMENT

- 72.1 The general rules regarding the incidence of leave salary and pensionary charges are laid down in Section B, II and III respectively of Appendix 5 to GAR, 1990. These rules are applicable mutatis mutandis to individuals lent from and to the Defence Accounts Department.
- 72.2 The following special points should be borne in mind:-
- (i) **Individuals on Foreign Service**  
Both leave salary and pension contributions are recoverable from the borrowing department in respect of personnel on deputation to Foreign Service.
  - (ii) **Deputation to State Governments or other departments of the Central Government including Ministry of Defence (Finance).**

**(a) Incidence of leave salaries**

The liability for leave salary will be borne in full by the Department from which the Government Servant proceeds on leave, whether it be his Parent Department or a Borrowing Department with whom he is on Deputation.

**(b) Incidence of pensionary charges**

The liability for pension including gratuity will be borne in full by the Central/State Government to which the Government Servant permanently belongs at the time of retirement.

- 72.3 The rates of leave salary and pension contributions where recoverable in the above cases are prescribed in Appendix 2 to Rule 116 and 117 of FRSR as amended from time to time. The leave salary contribution will be calculated at the appropriate rate on the total period of service rendered in the borrowing department less any period of leave granted while so employed and will be based on the actual pay drawn during that period.
- 72.4 Contribution for leave salary and pension in respect of individuals who are on foreign service are recoverable from the foreign employers every month in accordance with S.R. 307 and para 132, Defence Audit Code Volume I 1992 Edition.
- 72.5 For the purpose of watching adjustment/recovery of leave salary and pension/fund contributions, a register in I.A.F. (CDA)-164 will be maintained wherein the full particulars of deputationists will be noted as soon as the orders notifying the deputation are received. The amount of leave salary and pension contribution debited against/recovered from the borrowing Government /Body, & Corporation, etc., together with the voucher number of the punching media, etc. /number and date of the treasury receipt, will be entered in this register.
- 72.6 An annual statement (in duplicate) showing the Defence Accounts Departments staff on deputation to other departments (including Ministry of Defence (Finance) as on the 1st July of each year will be rendered by the PCDA (BR) to his "Auditing Controller". A certificate as to whether or not leave salary and pension contributions are in recovery in all cases where necessary from the borrowing department in accordance with the Appendix 5 GAR. 1990 should also be furnished in the statement.

**73. APPLICATIONS FOR OUTSIDE EMPLOYMENT**

Application from employees will be forwarded by PCDA (BR) as a rule except in cases where they can be withheld in public interest. Ordinarily, an employee is permitted to apply for an outside post up to four times in a year excluding applications to UPSC/SSC. Applications not in response to advertisement or circulars will not be forwarded to the employer.

Application for the appointment by direct recruitment, deputation or absorption will not be considered/forwarded if-

- (i) the employee is under suspension, or
- (ii) disciplinary proceedings are pending against him and a charge-sheet has been issued, or
- (iii) Sanction for prosecution, where necessary, has been accorded by the Competent Authority, or
- (iv) Where a prosecution is not necessary, a charge-sheet has been filed in a court of law against him for criminal prosecution.

Application for part time services elsewhere (such as participating in a radio broadcast of the nature other than those of a purely literary, artistic or scientific character) and receiving remuneration thereof will in all cases be forwarded to the CGDA for orders.

Applications from permanent and quasi-permanent staff for employment under foreign Embassies and foreign Governments will not be entertained.

**74. PREPARATION OF BUDGET ESTIMATES IN RESPECT OF MAJOR HEAD 5054 AND CASH REQUIREMENT ESTIMATES OF THE DEFENCE ACCOUNTS DEPARTMENT**

**74.1 Estimates under Major Head -5054**

The following estimates are prepared by PCDA (BR) and submitted to DGBR for inclusion in the Budget Estimate:-

Estimates	Prepared by PCDA(BR)
1. Revised Estimates for the current financial year and Budget Estimates for the ensuing year.	1 <sup>st</sup> December
2. Modified Appropriation for the current financial year.	20 <sup>th</sup> February

74.2 The estimates will be prepared on IAFA-211 and other forms prescribed by the CGDA or the Secretary Defence (Finance), as the case may be. The estimates will be framed strictly in accordance with Rules 89 to 91, Financial Regulations, Part-I, Vol-I, 1983 Edition. Administration Section will keep an overall watch over the allotment and will take action if necessary, to ask for additional funds from the DGBR or to surrender excesses as per the anticipated expenditure and available allotment.

**75. Cash Requirement Estimates**

75.1 Cash Requirement Estimates are prepared by PCDA(BR) in respect of the provision required to be made under the heads S- "Deposits and Advances- Advances Repayable" and O- "Loans and Advances by the Central Government -advances to the Government Servants" for payment of loans and advances to members of the Defence Accounts Department.

The estimates should be despatched so as to reach the CGDA on the dates shown below:-

Estimates	To be sent by Pr. Controller (BR) so as to reach the CGDA by
(i) Budget Forecast for the ensuing year	15 <sup>th</sup> November
(ii) Preliminary revised Estimated for the current year.	
(iii) Budget Estimates for the Current year.	
(iv) Revised Estimates for the current year.	15 <sup>th</sup> December
(v) Modified Appropriation for the current year (i.e., correction to Revised Estimates for the current year).	5 <sup>th</sup> February

- 75.2 Although no hard and fast rules can be laid down for the preparation of the Cash Requirement Estimates, they are generally based on the compiled actuals for the first six months of the current year and the last six months of the previous year. The figures thus arrived at are suitably modified taking into account the compiled actuals of the previous year as a whole, and any extraordinary or abnormal transaction or facts known at the time which are likely to affect the requirements.

**76. CONTROL AND DISTRIBUTION OF WELFARE GRANT-IN-AID**

A per capita grant-in-aid is sanctioned by the Government for the Welfare of establishment. The grant-in-aid is primarily intended to stimulate self-help and esprit-de-corps and for the provision of amenities or of recreational or welfare facilities, but does not cover, within its scope any compassionate objects such as death benefits. On receipts of the allotment, allocation will be made at the discretion of the PCDA (BR) amongst the main office and sub-offices.

The recreation clubs, etc., for which sub-allotments have been made will claim from Administration Section the amount allotted on a contingent bill duly supported by the relevant vouchers. The Administration Section will maintain separate account for each allotment and sub-allotment in order to watch that the total of the allotment is not exceeded.

The account for the entire expenditure out of the grant-in-aid will be audited annually by the Accounts Officer or by an officer appointed for the purpose by the PCDA (BR). The audit should be conducted to see inter alia that the amount of the allotment is spent on the objects for which it is sanctioned and that it is spent only on the basis of actual requirements and that the expenditure met out of this grant is supported by receipts and vouchers.

**77. APPLICATION FOR ADMISSION TO THE POSTAL LIFE INSURANCE**

On receipt of an application from a member of the establishment for admission to the postal Life Insurance the application should be scrutinised to ensure that it is complete in all respects and that the applicant is eligible to subscribe to the Postal Life Insurance Fund according to the Postal Life Insurance Rules and other Government orders on the subject. An extract of page 1 of the service book will then be forwarded to the officer under whom the individual is working for attestation by the Government servant in his presence. After receipt back of the extract duly attested, the same will be attached to the application form and the certificate on it will be completed under the signature of the DCDA (Administration) or the Officer-in-charge, Administration section. The application form accompanied by an audit certificate certifying the eligibility of the applicant to subscribe to the Fund will then be forwarded to the medical officer concerned for medical examination, simultaneously informing the individual also that he should present himself for medical examination.

On receipt of the intimation from the postal authorities for recovery of subscription the amount of the monthly subscription will, with effect from the due date, be recovered from the pay of the individual through the monthly pay bills.

**78. SCHEDULING OF VOUCHERS RECEIVED FROM OTHER PCsDA/CsDA**

Vouchers received from other Controllers of Defence Accounts will be sorted out and scheduled to the concerned office/section and their acknowledgements obtained.

A record of vouchers received from other Controllers of Defence Accounts and those scheduled out to the concerned office/section will be kept in a statement in



the form appended below. The figures in respect of the total number of vouchers received and the total number of vouchers scheduled will be reconciled at the end of each month under dated initials of the AAO.

**Statement of vouchers received and scheduled to the parties concerned**

Vouchers received					Vouchers scheduled			
Sl No.	From whom received	No. and date of the forwarding memo	No. of vouchers received	Total	No. of vouchers scheduled	To whom scheduled	No. and date of forwarding memo	Total

**Monthly reconciliation statement**

Total number of vouchers received from different parties	Total number of vouchers scheduled to different parties

Reconciled

AAO

**79. CARE, CUSTODY, REPAIR & MAINTENANCE OF OFFICE ACCOMMODATION OF PCDA (BR)**

Office accommodation of PCDA (BR) and its care, custody, repair and maintenance is the sole responsibility of Administration Section. The repair and maintenance of the building is carried out through MES. The funds for this purpose are allotted by HQ DGBR.

The repairs/maintenance services comprise normally, petty repairs and periodical services. Petty repairs should cover, patch repair to cement plaster to walls. Periodical Services cover internal and external lime washing (White or tinted) distemper, tarring and oiling and it should be carried out as per the periodicity laid down in Table 'G' RMES.

**80. ALLOTMENT, OCCUPATION/VACATION OF DAD RESIDENTIAL ACCOMMODATION**

Allotment of all DAD Residential accommodation in the station will be made by a duly constituted QCM. A copy of the allotment letter and monthly occupation/vacation reports will be rendered by the respective, AAO BSOs/GEs to regulate recovery of Licence Fee. All cases of retention of Government accommodation will be decided by the Estate Officer as per the extant orders and the recovery of damage rate of Licence Fee if any, will be intimated by the AAO BSOs/GEs for its prompt recovery.

**81. MONITORING OF CAT/COURT CASES**

A register for monitoring the progress of each court case from filing of application (Counter-Affidavit) to the implementation of judgment or filing of review application or SLP is maintained in the prescribed format and the following reports are rendered to CGDA office:-

- (a) a monthly report on contempt notices/petitions ;
- (b) a quarterly report showing the details of cases where the Court judgments were not implemented;
- (c) a quarterly report for monitoring of the Court cases;
- (d) a report on nomination of Nodal officers for monitoring of CAT/COURT cases at various CAT Banches/Courts; and
- (e) a monthly Report of Court cases where the DAD (CGDA/CDA) are the Respondents through Magnetic Tape.

**82. ISSUE OF IAF (CDA-13)**

The IAF (CDA-13) should be issued only for cases of fresh cheques in lieu of those lost in transit with the prior approval of PCDA/Addl.CDA/JCDA. These forms should be kept under the personal custody of GO (AN) who should ensure that these forms are issued only for genuine purpose and the requisition from the concerned GO is duly supported by an approved Office Note.

At the end of each month, the payments of bills made through DV Numbering Register will be counter checked with the bills noted in the Bill Dairy Sheets and IAF (CDA-13) Register with nominated GO so that the cases of unauthorized payment, if any, made through the DV Numbering Register are detected. Any discrepancy in this regard will be immediately reported to the Pr.CDA/ Jt.CDA through GO.

A certificate to the effect that this counter check has been carried out including the results thereof will be submitted to the PCDA (BR) by the 10<sup>th</sup> of the following month by each section.

**83. P&A AND OTHER CLAIMS IN RESPECT OF DAD OFFICERS & STAFF SERVING IN SUB-OFFICES.**

Pay and Allowances and other claims in respect of DAD Officers & Staff serving in sub offices will be dealt with by CDA (BR) Guwahati/JCDA (BR) Chandigarh for their respective area of jurisdiction.

**84. SANCTION OF LEAVE TO DAD OFFICERS AND STAFF**

- 84.1 Leave in respect of DAD officers and staff will be regulated as per CCS (Leave) Rules. The extent up to which leave may be sanctioned by various authorities to Gazetted and non-Gazetted staff serving in Main Office, PCDA(BR) is given at **Annexure-‘J’** to this chapter. The procedure for sanction of leave as laid down in OM Part-I will be followed *mutatis mutandis*.
- 84.2 Leave in respect of all IDAS Officers’ serving in the main office, as well in sub-offices will be sanctioned by the PCDA (BR) and Part-II Office Orders will be published by the Main Office.

**85. APPROVAL OF TOUR PROGRAMMES**

Tour programme for Internal Audit work with reference to the approved mandays will be approved by the CDA (BR) Guwahati & JCDA (BR) Chandigarh for their area of jurisdiction. However, other types of moves both permanent and temporary will be authorized by the Main Office.

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**Para-86 to 90: Blank**



**ANNEXURE 'C'**

**(Referred to in para 54.2)**

**Formal Application for Pension**

From

To

Subject: Application for sanction of pension.

Sir,

I beg to say that I am due to retire from service with effect from the ..... date of birth being ..... I therefore request that steps may kindly be taken with a view to the pension and gratuity, admissible to me being sanctioned by the date of my retirement. I desire to draw my pension from ..... Treasury.

2. I hereby declare that I have neither applied for, nor received, any pension or gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension and/or gratuity is claimed herein nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed hereon.

3. I enclose herewith:-

- (i) two specimen signatures of mine, duly attested;
- (ii) two copies of passport size photograph, also duly attested;
- (iii) two slips each bearing my left-hand thumb and finger impressions;

4. My present address is ..... and address after retirement will be .....

(Signature)

Name & designation

Dated:

(Referred to in para 54.3)

IN LIEU OF IAFA-356**APPLICATION FOR PENSION OR GRATUITY & DEATH-CUM-RETIREMENT GRATUITY UNDER CIVIL RULES**

1. Name of Application (in Block letters) :
2. Father's/Husband's name in the case of a Female  
Govt. Servant (in Block letters) :
3. Religion and Nationality (in Block letters) :
4. Resident showing village, Pargana, Distt.  
& State (in Block letters) :
5. Present or last employment including name of establishment :  
(a) Substantive appointment :
6. Date of Beginning of Service :
7. Date of Ending of Service :  
(a) Total period of Military Service :  
(b) Date of commencement & end of Military Service :  
(c) Amount and nature of any pension Gratuity received  
for the Military Service :
8. Length of Service, including interruptions :  
Non-qualifying Interruptions :  
(a) Total qualifying service :  
(b) Qualifying Military Service reckonable :  
(c) Total service qualifying for civil pension Gratuity :
9. Class of Pension or Gratuity applied for :  
(a) Pension Rules opted/Eligible :
10. Whether Nomination made for :  
(a) Death-cum-Retirement Gratuity :  
(b) Family pension under Liberalised pension rules :
11. Average Emoluments for the last 10 months :  
(a) Rate of Emoluments last drawn :
12. Proposed Pension :  
(a) Proposed Gratuity :  
(b) Proposed Death-cum-Retirement Gratuity :
13. Date from which pension to Commence :
14. Place of payment (in Block letters) :
15. Date of Applicant's Birth by Christian Era :
16. Height :

17. Identification Marks :
18. Date of First application for pension :
19. Impression of balls of thumb and all the fingers of the  
left hand (right hand in case of a female Govt. Servant) :
20. Government under which service has been rendered in the  
order of employment (the details may, where necessary,  
be recorded on a separate sheet to be pasted on this page) :
21. Name of Wife :
22. Descriptive Roll :
- i) Date of Birth by Christian Era :
- ii) Height :
- iii) Marks of Identifications :
- iv) Signature on a separate sheet of paper duly attested :
- v) Right hand thumb and finger impressions  
(in the case if illiterate) on a separate sheet of paper  
duly attested :

**REMARKS BY HEAD OF OFFICE**

1. As to character and past conduct of applicant :
- (a) Whether the officer/individual is involved in  
A disciplinary case/court of Inquiry or not. :
2. Explanation of any suspension or Degradation. :
3. Regarding any Gratuity or pension already  
received by applicant see chapter XXI C.S Regs :
4. Any other Remarks. :
5. Specific opinion by Head of Office, whether the  
Service claimed is established & should be  
admitted or not (see Articles 912(ii) and 917(ii) CS Rules) :

Station:

Signature

Date:

Designation

After review (X) of the applicant's record of service I am of opinion that the pension/Gratuity as admissible under the rules should be admitted in full/to the following extent only.

Signature

Signed by or the Authority Competent to fill the vacancy.

**ANNEXURE 'E'**

**(Referred to in para 54.3)**

**Progress Statement**

Item No. of the check list.

Action taken:

Position as on-



## ANNEXURE-'F'

(Referred to in para 63)

## Surety Bond for the purpose of advance to temporary civilians establishment

KNOW ALL MEN BY THESE PRESENTS THAT I,..... son of..... a resident of ..... in the district of .....at present employed as a permanent ..... in the ..... (hereinafter called 'The Surety') am held and firmly bound up to the President of India (hereinafter called "The Government" which expression shall include his successors and assigns in the sum of Rs. .... (Rupees..... only)with interest as hereinafter specified and all costs between attorney and client and all charges and expenses that shall or may have been incurred by or occasioned to the Govt. to be paid to Government FOR WHICH PAYMENT to be well and truly made I hereby bind myself, my heirs, executors, administrators and representatives, firmly by these presents. As witness my hand this .....day of .....two thousand and .....

WHEREAS the Govt. has agreed to grant to....., son of .....a resident of, ..... in the District of ..... at present employed as temporary .. ..... in the .....(hereinafter called "The borrower") at the borrower's own request an advance of Rs..... (Rupees ..... only) for the .....AND WHEREAS THE BORROWER has undertaken to repay the said amount in ..... equal monthly instalments with interest as calculated at the rate and in the manner prescribed under Rule 20 and GOI's Decisions (1) and (2) there under of the Compendium of the Rules on Advances to Government servants,2005 thereon or on so much there of as shall for the time being remain due and unpaid calculated at fixed Govt. rates in force for Govt. loans from the day of the advance.

AND WHEREAS in consideration of the Govt. having agreed to grant the aforesaid advance to the borrower the Surety has agreed to execute the above bond with such condition as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN bond is that if the said borrower shall, while employed in the said .....DULY and regularly pay or cause to be paid to the Government the amount of the aforesaid advance owing to the Govt. by instalments with interest as calculated in the aforesaid manner thereon or on so much thereof as shall for the time being remain due and unpaid calculated at fixed Govt. rates in force for Government loans from the day of the advance until the said sum of Rs..... (Rupees .....only) with interest as calculated in the aforesaid manner shall be duly paid, then this bond shall be void, otherwise the same shall be and remain in full force and virtue.

BUT SO NEVERTHELESS that if the borrower shall die or become insolvent or at any time cease to be in the service of the Government, the whole of so much of the said principal sum of Rs..... (Rupees ..... only) thereof as shall then remain unpaid and the interest due on the said principal sum calculated in the aforesaid manner from the day of the advance shall immediately become due and payable to the Government and be recoverable from the Surety in one instalment by virtue of this bond.

The obligation undertaken by the surety shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the Government to the said borrower whether with or without the knowledge or consent of the surety.

The Government have agreed to bear the stamp duty if any for this document.

Signed and delivered by the said .....

.....

.....

(Signature of surety)

At .....

(Designation).....

This .....

Office to which attached .....

Day of .....

.....

20 .....

In the presence of

Signature, address and occupation

(1) .....

ACCEPTED

FOR AND ON BEHALF OF THE PRESIDENT OF INDIA

(Referred to in para-64.2)

**General Provident Fund Application for Advance**

1. Name and designation of the applicant (with account number and GPF account number).
2. Pay.
3. Credit balance in the Fund (the latest annual statement of GPF account to be attached in original).
4. Amount of advance applied for (contingent bill attached).
5. (a) Reasons.  
(b) Whether they could be foreseen or not.  
(c) Date fixed for the function.
6. Sanctioning authority.
7. (a) Authority.  
(b) Whether special sanction necessary.
8. Number of advances drawn during the last five years with details.
  - (1) Amount of advance.
  - (2) Pay at the time of sanction of the advance.
  - (3) Credit balance at the time of sanction of the advance
  - (4) Month in which the advance was finally recovered.
  - (5) Authority sanctioning the advance.
9. Amount available for sanction under clauses (ii), (iii) and (iv) of para. 116 of this manual.
10. Number of equal monthly instalments in which the advance is recoverable and the amount of each instalment.
11. CGDA's recent orders on similar or parallel cases.
12. Remarks.

**CERTIFIED THAT:**

1. The advance is required for the..... There is no other source to meet the expenditure for which the advance has been applied for.
2. I am free from debt and no other Government advance is outstanding against me.
3. I neither have nor likely to have financial embarrassment which would interfere with due repayment of the advance applied for if sanctioned.

Details of the expenditure to be incurred on the occasion:-

- 1.
- 2.
- 3.
- 4.

Signature of the Applicant.



(Referred to in note 2 to para-64.3)

[Copy of Finance Department Letter No. F. 18(3) R.II/41, dated 21<sup>st</sup> March, 1941 from the under Secretary to the Government of India to all Chief Commissioners, etc. received with Financial Adviser, Ministry of Finance No. 2685-E dated 5<sup>th</sup> November, 1941]

SUBJECT:- Interpretation of Rule 15\* (l) (c) (ii) of the General Provident Fund (Central Service) Rules. [\*The corresponding Rule in G.P.F. (D.S.) is 14 (l) (c) (ii)].

Since some doubt appears to exist as to how the expression "amount already advanced" in Rule 15 (l) (c) (ii) of the General Provident Fund (Central Services) Rules should be interpreted. I am directed to say that expression should be taken as referring to the first advance that may be granted not exceeding two-thirds of the amount admissible under clause (c) (i). Thus, under clause (c) (ii), if a subscriber who had already been granted an advance not exceeding two-thirds of the amount admissible under clause (c) (i) applies for a second advance (not exceeding the limit specified in that clause) within twelve months of the final repayment of the first advance or while it is still current, the authority who sanctioned the first advance will be competent to sanction the second advance without a reference to higher authority. It is possible that the sum of the two advances may not exceed two-thirds of the amount admissible under clause (c) (i) and that the individual subscriber may apply for a third advance within twelve months of the final repayment of the two previous advances or while one or both of them is still current. I am to say that in such a case, it would be necessary for the original sanctioning authority to seek the sanction of the next higher administrative authority to the grant of the third advance.

2. The expression "amount already advanced" in Rule 12(c) of the Contributory Provident Fund Rules (India) should be similarly interpreted.

\*\*\*\*\*

## (Ref to Para-84.1)

Category	Nature of leave	Competent authority for grant of leave in days				
		SO(A)/AAO	AO/SAO	ACDA/DCDA	JCDA/ Addl. CDA	CDA/ PCDA
(a) AO/SAO	CL	—	—	—	Full powers	Full powers
	RH	—	—	—	Full powers	-do-
	EL	---	---	---	30 days	-do-
	HPL/ Commuted Leave	—	—	—	30 days	-do-
(b) AAO	CL	—	Full powers	Full powers	Full powers	-do-
	RH	---	-do-	-do-	-do-	-do-
	EL	---	30 days	45 days	-do-	-do-
	HPL/ Commuted Leave	—	—	30 days	-do-	-do-
(c) SA/Adr /Clk	CL	4 days	Full powers	Full powers	-do-	-do-
	RH	2 days	-do-	-do-	-do-	-do-
	EL	12 days	30 days	45 days	-do-	-do-
	HPL/ Commuted Leave	—	—	30 days	-do-	-do-

**Chapter-IV**  
**Accounts & Budget Section**  
**Section-I**

**91. OBJECTIVES**

Objectives of Accounts and Budget Section are:-

- (i) To provide accounting and financial information to executive authorities for the performance of their managerial functions.
- (ii) To provide timely and accurate figures to Pr CCA of Ministry of Road Transport and Highways for preparation of financial accounts of the Border Roads Development Board.

**92. DUTIES**

The work in Accounts & Budget Section may be broadly divided into the following categories:-

- (i) Preparation of schedules from Punching Media and supporting vouchers in respect of Remittance Heads.
- (ii) Maintenance of Debt Head Registers.
- (iii) Settlement of transactions under the Defence Proforma Accounting procedure.
- (iv) Reconciliation of the balances as per monthly statement of closing balances of RBI with the balances worked out in the books of the controller's and confirmation of balances to RBI.
- (v) Watching clearance of the outstanding in respect of Suspense Heads under the Defence Proforma Account i.e "Remittance into Banks/Treasuries", "Cheques and Bills", "Reserve Bank Suspense (classified/unclassified)" and the "Remittance Heads" etc.
- (vi) Accounting and adjustment of transactions relating to Defence Accounts Department receipts and expenditure.
- (vii) Processing of transactions relating to Exchange Accounts between PCDA (BR) & other PCsDA/CsDA.
- (viii) Rendition of Appropriation Reports and Finance Accounts Reports.
- (ix) Review of compilations.
- (x) Maintenance of Defence Ledger.
- (xi) Review of Balances in respect of balances of GREF and DAD personnel.
- (xii) Cash Assignments and Authorisation of Cash Assignments.
- (xiii) Regimental funds at the discretion of BRO authorities and DAD.
- (xiv) Preparation and submission of DAD Budget Estimates for submission to DGBR.
- (xv) Preparation and submission of Cash Requirements Estimates for Defence Accounts Department and GREF.
- (xvi) Watching progress of expenditure against allotments in respect of locally controlled heads, and rendition of monthly statements of expenditure to the local controlling authorities and analysis of expenditure.

### **93. PREPARATION OF SCHEDULES FROM PUNCHING MEDIA AND SUPPORTING VOUCHERS IN RESPECT OF REMITTANCE HEADS**

93.1 Compilation schedules(IAFA-725) should be prepared by the Scheduling Group from the duplicate copies of Punching Media and supporting vouchers in respect of “Remittance Heads” received from various Audit Sections and should be handed over on daily basis to the Group responsible for the issue of advice to the Reserve bank of India, Central Accounts Section, Nagpur and maintenance of Settlement Account Register .At the end of each month, the total amount of the schedules handed over to the Settlement Account Group should be reconciled by the Scheduling Group with the figures appearing in the printed compilation.

#### **93.2 PUNCHING MEDIUM**

All Defence transactions will be accounted for through Punching Medium, IAF-(CDA) 336. A Punching Medium is an extract of certain data pertaining to a voucher in a classified and codified form, which will be sent to the respective DDP/EDP Centre for preparing an extract of the account to be reflected in the Government Account. The format of PM is divided into two parts Receipts and Charges. The Receipts and Charges are further classified into Plus Receipt and Minus Receipts and Plus charges and Minus Charges.

There are two types of PM

- (i) IAF (CDA)-336 : General Format
- (ii) IAF (CDA)-336A: Used for Originating/Responding DID Schedule.

PM will be operated depending upon the nature of voucher and the nature of the transactions being finalised. The details of all code heads to be used in the PM are contained in the Classification Hand Book of Defence Service Receipts and Charges and the Pamphlet of Revenue Debt and Remittances Head.

### **94. MAINTENANCE OF DEBT, DEPOSIT, ADVANCE HEADS REGISTERS**

#### **General**

The general rules under which amount are compiled under debt, deposits and advances head are contained in Chapter 16 and 17 of Defence Account Code. Details of amounts compiled under the debt heads will be recorded in the registers referred to below:-

#### **I-Deposits**

- (a) Field Deposits (IAFA-525)
- (b) Miscellaneous Deposits (IAFA-525)
- (c) Cash Security Deposits (IAFA-525)
- (d) Security Deposits other than cash (IAFA-285)
- (e) Lapsed Deposits (IAFA-525)
- (f) Unclaimed Deposits in the Provident Fund Accounts (IAFA-523)

#### **II-Advances**

- (a) Permanent Advance(IAFA-197)
- (b) Military Treasure Chest Advances (IAFA-195)
- (c) Advances-Pay Accounts Office (IAFA-195)
- (d) Miscellaneous Advances (IAFA-195)



### **III-Suspense Accounts**

- (a) Credits and their clearance (IAFA-525).
- (b) Debits and their clearance (IAFA-195).

### **IV-Loans and Advances by the Central Government.**

- (a) House Building Advances {IAF (CDA) 51}.
- (b) Advances for the purchase of Motor conveyances{IAF (CDA) 51}.
- (c) Advances for the purchase of other conveyances{IAF (CDA) 51}.
- (d) Advance for purchase of computers {IAF (CDA) 51}.

## **95. POSTING OF REGISTERS**

- 95.1 The registers will be posted with reference to the compilation schedules (IAFA-725)/particulars in PM received from AOs (P)/AOs TF and AOs(support Service), Inter Departmental Schedules (Civil or Defence)/compilation received from the DDP/EDP. The Accounts Section will post the necessary entries direct into the registers concerned. The voucher numbers (both for original and adjusted items) should be quoted in the column for "particulars" of the registers. Separate pages should be allotted in the registers for each Section, to facilitate agreement with the compiled actuals. While posting the registers, if a voucher is found to have been incorrectly classified by the Audit Section/Sub-Office, that Section/Sub-Office should immediately be informed, so that the error may be set right by means of a transfer entry Punching Medium in the current month's accounts. Detailed instructions regarding posting of these registers will be found in the succeeding paras.
- 95.2 The postings in the registers will be made for each Section separately and a summary will be prepared at the end of the month showing the total figures under each head collectively for all Sections. These will be agreed with the compiled actuals shown in the printed Revenue, Debt and Remittance heads compilation and will be initialed by the AAO in token of his having carried out the above verification. If, in any particular case, there is a difference between the totals of the postings in the registers for any month and the total compiled actuals for the same month, the concerned Section will be directed to rectify/compile the same immediately. Errors, if any, affecting March Supplementary Account should, however, be rectified (before the accounts of the year are closed) through the accounts for March Supplementary/Corrections.
- 95.3 In opening each register, for each financial year, the balances outstanding in the previous year's register will be brought forward in detail after the accounts of the previous year are finally closed and each item thus brought forward will be verified by the AAO under his/her initials. The totals of the balances for the previous year must agree with the figures shown as outstanding under each head in the Review of Balances and will be initialed by the AAO in token of verification.
- 95.4 When a deposit is repaid, transferred or confiscated, the amount will be entered in the appropriate column against the relevant entry in the register, and the number and date of the voucher on which payment is made, the number and date of the I.D. Schedule through which the deposit is transferred or the number and month of the transfer entry in respect of confiscation, will be noted in the remarks column of the register. The total of the repayments, transfers and confiscations will be agreed with the amounts shown in compiled actual and initialed by the AAO.

**96. Recovery of Advances**

The recovery of an advance, will commence from the first month's pay drawn after its receipt. The duty of effecting recoveries devolves primarily upon the Audit Sections concerned and they will be held responsible, if recoveries are not regularly effected and compiled to the proper head of account. The Accounts Section will bring to the notice of the Audit Sections monthly, as soon as the registers have been completely posted, all cases in which recoveries have not been regularly effected.

**97. Calculation of Interest**

97.1 On all interest-bearing advances, interest will be charged at the rate prevailing at the time such advances were drawn, and will be calculated on the balances outstanding on the last day of the month. The amount of interest thus calculated will be recovered in one or more installments after the principal has been repaid; and the installments of interest should not be appreciably greater than the installments by which the principal was recovered. The balances outstanding on the last day of the month will be entered in red ink below the credit for the recovery made in each month.

97.2 When an individual against whom an advance is outstanding is transferred to the payment jurisdiction of another audit officer, the amount of interest due from him will be calculated by the audit section concerned and verified by Accounts Section before noting on the last pay certificate of the individual. The amount of interest noted on the Last Pay Certificate will also be noted in the register against the entry concerned.

**98. Acknowledgement of Advances**

Acknowledgement of all balances outstanding on 31<sup>st</sup> March will be obtained annually by Accounts Section from all individuals against whom advances are outstanding and noted in the remarks column of the Debt Head Registers against each entry.

**99. SUSPENSE ACCOUNT**

Receipts and payments which cannot, in the absence of full particulars, be allocated to any head of account or when the heads to which the transactions are likely to be adjusted are not known, will be compiled to the Head "Suspense Account" vide Para 244 of Defence Account Code. In order to watch the clearance of the transactions under this head, two separate Broad Sheets, one for credits and their clearance by Minus Credit and the other for debits and their clearance by Minus Debit will be maintained on IAFA- 525 and IAFA-195 respectively.

**100. MORTGAGE BOND REGISTER**

100.1 When a charge for an advance for the purchase of a motor car, motor cycle or bicycle appears in the compilation, the Accounts Section will see if the mortgage bond, or other prescribed documents (including agreement forms in the case of bicycle advance in respect of DAD Staff only) or declaration, in respect of the advance has been received and recorded in the mortgage bond register (IAFA-505).

In the case of an advance for building a house, all original documents such as mortgage deeds, title to land/property etc. are to be obtained from the Government servant, who received the advance, by the Head of the Department who sanctioned the advance and are to be kept in safe custody by him. In the case of personnel of the Defence Accounts Department, these documents will, however, be recorded in the Mortgage Bond Register (IAFA-505) and kept in safe custody by Accounts Section of Main Office of the PCDA (BR). Intimation regarding

particulars of Mortgage Bonds/Sale deeds etc. received in the Accounts Section will be noted in the remarks column of the Debt Head Register.

- 100.2 If the requisite bond or other prescribed documents (including agreement forms in the case of bicycle advance in respect of DAD Staff only) or declaration referred to in Para 100.1 above has not been received, it will be obtained from the individual through the Audit Section concerned. Immediately on receipt of mortgage bonds etc. in Accounts Section from the Audit Section, the necessary particulars will be recorded in the relevant columns of the register and the bond will be kept under lock and key in the personal custody of the Officer-in-Charge, provided that, where the bond is only a copy and also not a classified document, it may similarly be kept with the AAO concerned. Where the bonds, deeds etc. are classified documents they will be kept with the Officer-in-Charge, irrespective of whether they are original or duplicate copies.
- 100.3 In the case of motor car or motor cycle advances, it will be seen that the conveyances are kept properly insured until the advances are fully liquidated. The information regarding the date up to which and the amount for which the conveyance is insured will be obtained by the Audit Section and communicated to Accounts Section for posting in the register. Intimation regarding particulars of Insurance cover etc. received in the Accounts Section will be noted in the remarks column of the Debt Head Register. Accounts Section will remind the Audit Section in case the particulars of the renewal of the insurance policy are not received in time.
- 100.4 As soon as an individual has fully repaid the advance granted to him with interest due thereon, the mortgage bond or other prescribed documents (including agreement forms in the case of bicycle advance in respect of DAD Staff only) or declaration will be returned to him and necessary entries made in the register under the initials of the Officer-in-Charge of the Section.

## **101. PROCEDURE REGARDING ADJUSTMENT OF TRANSACTIONS RELATING TO DEFENCE PROFORMA ACCOUNT**

### **General**

The transactions of the Defence Services taking place in the branches and offices of the Reserve Bank of India and the State Bank of India and its Associates (other than payments made on the authority of pay orders issued by Treasury Officers, e.g.- payment of pension to Defence Pensioners) will be taken direct against the Defence Proforma Account.

- 101.1 The transactions which are settled through the Defence Proforma Account are mainly of the following nature:-
- (i) Remittance into Banks and Treasuries on Military Receivable Orders.
  - (ii) Payment of Defence Cheques by the Banks and Treasuries.
  - (iii) Transactions originating in BRO's books which are adjustable against the balances of the Railways, Department of Posts etc.
  - (iv) Transactions originating in the Books of Railways, Department of Posts etc. and adjustable in the books of BRO.
- 101.2 The general rules applicable to Defence Proforma Account and the detailed procedure regarding adjustment of transaction relating thereto are contained in Chapter 6 and 7 of Defence Account Code.

## **102. DEFENCE TRANSACTIONS AT BANK/TREASURY**

### **Coverage Revised Scheme**

- 102.1 Under the provisions of Section 21 of the Reserve Bank of India Act and the agreement entered into by the Central Government with Reserve Bank of India, general banking business (consisting of receipts, collections, payments and remittances) on the behalf of the Central Government, is carried on by Reserve Bank of India as it's banker. At places where RBI does not have an office of its own, Government business is handled by Public Sector Banks as agents of the RBI viz the State Bank of India and its Associate Banks and Nationalised Banks (Ministry of Defence/BRO is not conducting Government business with Nationalised Banks and Private Sector Banks authorised by the Government for conducting Government Business).
- 102.2 The procedure of reporting, accounting and reconciliation of transactions is based on the concept of "One PAO- One Focal Point Branch". Under this concept Focal Point Branches have been introduced in the Ministry of Defence with effect from 01.10.93. In this procedure, the dealing branches of State Bank of India, are linked for the purpose of reporting Defence transactions where the Defence Accounting Circle [A Principal/ Controller's Office or any other office like ZO (DPD) Chennai and AO (DAD) MoD (Civil), who have been authorised by the RBI to transact in Defence Proforma Account by allotting a transaction code and forward balances appearing in the Defence Proforma Account] is situated. A list of Defence Accounting Circles and DDOs with the nominated Focal Point Branches is furnished in Annexure **A&B-1**.

### **Dealing Branches**

- 102.3 The dealing branches maintain the accounts of the Drawing & Disbursing Offices/Principal Controllers/Controllers of Defence Accounts and prepare daily Payment and Receipt Scrolls (Annexure **A&B-2** and Annexure **A&B-3** respectively) in quadruplicate, separately for each account holder. Each day's scroll will be given a running serial number for the accounting year from 1<sup>st</sup> April to 31<sup>st</sup> March. Separate serial numbers being given to scrolls of each account to facilitate detection of any omission in the submission of daily scrolls. These serial numbers on the scrolls will bear prefix Def (E) and Def (R) for payment and receipts relating to BRO. The serial number of the entry in the scroll will be recorded on the corresponding cheques/challans for the purpose of identification. After the books of the branch have been balanced with reference to the total of the day's scrolls, two copies of the scrolls along with the related challans/paid cheques will be sent by them to the designated Focal Point Branch with a forwarding memo (Annexure 'A&B-4') on a day-to-day basis. One copy of the scroll will be sent by them direct to the concerned DDO. The fourth copy of the scrolls will be retained by the branches for their record. The branches will not report/furnish any documents direct to the concerned Defence Accounting Circle

Note:- The cheques issued by the PCDA(BR)/DDOs of BRO will bear the name of PCDA(BR) with the relevant code number allotted by the RBI in order to facilitate easy identification and sorting of the cheques at the dealing branches :-

- (a) to sort out the documents pertaining to PCDA(BR).
- (b) to prepare scrolls.
- (c) Transmit the scrolls to the Focal Point branch.

### **Focal Point Branch**

102.4 The Focal Point Branch Scheme introduced from 01/10/1993 is a revised system of reporting, settlement and reconciliation of transactions of non-Civil Ministries viz – Defence, Railways and Post and Telecommunications. The Focal Point Branch, in addition to acting as a dealing branch, will be responsible for prompt and accurate accounting of the transactions reported to it daily by all the dealing branches linked to it. SBI, Nirman Bhawan, New Delhi is the nominated Focal Point Branch for PCDA (BR).

#### **102.5 Submission of Scrolls and documents to PCDA (BR)**

The Focal Point Branch will receive from dealing branches linked to it, two copies of the scrolls along with paid cheques/challans, attached to the original scroll. It will separate the original and duplicate copies of the scrolls and carefully scrutinise for accuracy. It will consolidate the transactions of the various dealing branches including its own and prepare Main Scroll in triplicate (Annexure 'A&B-5') giving the totals of all accounts separately for which scrolls have been received from each branch. Two copies of the Main Scroll along with the original copy of the scroll and the relative instruments received from various dealing branches will be forwarded to the PCDA (BR) on day-to-day basis. The duplicate copy of the scrolls without any instruments received from the dealing branches will be stitched and retained by the Focal Point Branch for its record. Simultaneously the aggregate of receipts and payments arrived at in the Main Scrolls will be incorporated in a daily memo (Annexure 'A&B-6') and the same will be reported to SBI, GAD, Mumbai on a day-to-day basis. While furnishing the daily memo to SBI, GAD Mumbai, the Focal Point Branch should furnish a certificate to the effect that necessary scrolls, paid cheques/MROs etc. have already been submitted to PCDA (BR). A "nil" advice should be sent where there are no transactions to report. The Main Scroll submitted to the PCDA (BR) as well as the memo/nil advice to the Link Cell should bear a serial number in consecutive order for the year from 1<sup>st</sup> April to 31<sup>st</sup> March. PCDA (BR), on receipt of copies of Main Scroll and supporting documents, will certify and return the duplicate copy of the Main Scroll within 24 hours to the Focal Point Branch after verification. The Focal Point branch should keep a watch on the prompt receipt of the certified copy of the Main Scroll from the PCDA (BR). The Focal Point branch should ensure that:-

- (i) the mistakes/discrepancies pointed out by the PCDA(BR) are rectified after proper verification through Error Scroll, where necessary, as per the prescribed procedure;
- (ii) the copies of the Main Scroll duly verified by the PCDA(BR) are kept on its record.

#### **102.6 Maintenance of Scrolls in the Accounts Section**

The daily scrolls will be received in the Accounts Section. Accounts Section will maintain a Register in manuscript in the format mentioned in Annexure 'A&B-7' for recording date-wise the receipt of Bank scrolls (with their number and amounts—debit and credits separately) and disposal of accompanying vouchers. Separate pages in the Register will be allotted for each bank. The total of this Register will be agreed with the monthly total as contained in the DMS and that reflected by the Central Accounts Section of the Reserve Bank of India, Nagpur. When the MROs/paid cheques are handed over to the staff concerned for further linking etc., their initials will be obtained on the Main Scrolls. The receipts and payments compiled by the PCDA(BR) for the month will be reconciled with the DMS total.

### 102.7 **Submission of Certificates in lieu of challans/paid cheques or duplicate copy of scrolls lost/misplaced in transit**

- (a) Since the MROs/paid cheques are important documents evidencing payments /withdrawals from/to Government Account, utmost care has to be exercised by dealing/Focal Point Branch to ensure that no MRO/paid cheques is lost/misplaced while handling the documents. However, in the event of loss/misplacement of documents during transit, the Focal Point Branch should obtain the certificate in lieu of MRO/paid cheque in the form Annexure 'A&B-8' and Annexure 'A&B-9' respectively from dealing branch and attach with scroll. The certificates should be serially numbered and the number indicated against the entry in relevant scroll. The scroll of the dealing branch should not be included in the Main scroll unless it is supported by such certificate.
- (b) Similarly in the event of loss/or misplacement of scroll along with documents during the transit, the Focal Point Branch should obtain duplicate copy of the scroll along with certificates in lieu of MROs/paid cheques and include them in the Main Scroll.
- (c) If the lost/misplaced MRO/paid cheques/scrolls are recovered subsequently, they should be sent to the Accounting Authority through a covering letter citing reference to the corresponding certificates/scrolls. The scroll/documents should be marked "for record and not for accounting" so as to avoid double accounting.

### 102.8 **Methodology to be followed for adjustments of wrong debits/credits**

The mistakes/discrepancies in scroll, resulting on account of erroneous entry of debit/credit, will be rectified by withdrawal of erroneous credit or debit by minus credit or minus debit, as the case may be, and not by passing contra debit/credit adjustments by the banks. The methodology for adjustments to be carried out through error scroll is illustrated hereunder:-

- (i) The Focal Point Branch will incorporate the Receipts and Payments figures of the dealing branches, as they appear on the branch scroll viz either minus or plus in the Main Scroll and the aggregate receipts and Payments figures, either minus or plus, arrived at in the Main Scroll should be reported to RBI, CAS for settlement.
- (ii) For the purpose of inter-branch settlement, the minus "Receipt" may be treated as "Payment" and the minus "Payment" as "Receipt" and the branch account may be debited and credited respectively.
- (iii) When the overall Receipt and Payment transactions arrived at in the Main Scroll reveal a minus figure it/they should be reported as such. However, for the purpose of inter-branch adjustments/settlements, the minus Receipts and minus Payment may be taken as Payment and Receipts respectively. An illustration of the minus adjustments is furnished below:-

**Illustration:** - A branch of a bank had effected Receipt transactions of, Rs.1,54,000 and Payment transactions of Rs.2,60,000 on 5<sup>th</sup> March in respect of PAO "B". These transactions had been wrongly reported as 5,14,000 (R) and 6,20,000(P). Corrections were carried out by the bank on 9<sup>th</sup> March. The Receipt and Payment transactions of PAO "B" at that branch on that date were Rs.48,00,000(R) and Rs. 78,00,000 (P).

Adjustments entries would appear in the scroll as under:-

**Particulars in the Error Scroll**

	<b>R</b>	<b>P</b>
Correct transaction of 5 <sup>th</sup> March	1,54,000	2,60,000
Withdrawal of wrong figures reported earlier	(-) 5,14,000	(-) 6,20,000

These minus figures will be adjusted in the day's scrolls (Receipts or payments as the case may be) on 9th March as follows:-

	<u><b>R</b></u>	<u><b>P</b></u>
Total transactions of the day (as shown in the respective scrolls)	48,00,000	78,00,000
Adjustments of errors as shown in error scrolls	(-)3,60,000 (+) 44,40,000	(-) 3,60,000 (+) 74,40,000

#### 102.9 Submission of Date wise Monthly Statement (DMS)

The Focal Point Branch will also prepare in quintuplicate, the Date wise Monthly Statement (DMS) (Annexure 'A&B-10') and submit four copies thereof to the PCDA(BR) for verification latest by 3<sup>rd</sup> of the following month, retaining the fifth copy as office copy. Two copies of the monthly statement will be returned by the PCDA (BR) duly verified to the 'Focal Point' Branch within 3 days of receipt thereof. Out of the two certified copies so received by the branch, one copy will be retained by the Focal Point Branch and the other will be forwarded to SBI, Govt. Accounts Department, Mumbai by 10<sup>th</sup> of every succeeding month. The Focal Point Branch will be responsible for reconciliation of accounts with the PCDA (BR) and settle any discrepancy pointed out by it. The adjustments on account of discrepancies/errors pointed out by the PCDA (BR) will be incorporated in a separate Error Scroll and reported to that office.

Out of the two copies, original copy of DMS will be retained by the Defence Accounting Circle for its record and the duplicate copy duly verified sent to the Principal Accounts Officer so as to reach his office latest by 8<sup>th</sup> of the following month.

As regards code number for Focal Point Branches, no separate code number is being allotted. The Focal Point Branches may use their respective inter-branch reconciliation (IBR) code numbers.

#### 102.10 Action by the SBI, GAD, Mumbai

On receipt of daily memoranda/online data in respect of transactions from various Focal Point Branches, the GAD, SBI, Mumbai will consolidate the position and report the consolidated figures (Receipts and Payments separately) to RBI, CAS, Nagpur for eventual settlement. While reporting the consolidated figures to RBI, CAS, Nagpur SBI, GAD will also furnish a certificate to the effect that the relative scrolls, documents etc. have been submitted by the Focal Point Branch to the PCDA(BR).

SBI, GAD, Mumbai will also prepare 4 copies of Monthly Settlement Statement as per Annexure 'A&B-11' and forward 3 copies thereof to the RBI, CAS, Nagpur for verification before 5<sup>th</sup> of the succeeding month. RBI, CAS after verification of the monthly totals of receipts and payments settled with it will forward one copy to CGDA; one copy to SBI, GAD and retain one copy of their record.

SBI, GAD Mumbai will also prepare 5 copies of Monthly Settlement Statement Defence Accounting Circle-wise furnishing dates of transactions (Annexure 'A&B-12) and forward one copy each to the 'CGDA', 'RBI, CAS, Nagpur', concerned 'Defence Accounting Circle' and 'Focal Point Branch' and retain the fifth copy for their record. SBI, GAD, Mumbai will also prepare monthly settlement statement in duplicate as per Annexure 'A&B-13' and forward one copy thereof to the CGDA.

#### 102.11 Self-Monitoring

SBI, GAD, Mumbai will also receive a copy of the certified DMS from its Focal Point Branch latest by the 10<sup>th</sup> of the following month. On receipt thereof, SBI, GAD compares entries of receipts and payments in respect of each Defence Accounting Circle, with reference to the amounts put through as shown in Annexure 'A&B-14. In case it is found that the amount as shown in the DMS and as appearing in Annexure 'A&B-12' differs, the difference should be adjusted in the daily advice for the next day showing the corrections distinctly giving a reference to the date of each transaction. This will ensure settlement of accounts on self-reconciliation basis.

#### 102.12 March Residual Transactions

The transactions relating to the Defence Accounting Circle reported by the 'Focal Point' Branch to the Reserve Bank of India, Central Accounts Section, Nagpur through SBI, GAD during the month of April may include transactions effected by the dealing branches in the month of March (or in exceptional cases, earlier).

The transactions pertaining to a financial year are required to be adjusted to the extent possible, in the accounts of that year itself. As such, the transactions effected during the month of March should be expeditiously advised by the dealing branches to the 'Focal Point' branch to enable the latter to report the same to CAS, RBI, Nagpur through the Link Cell/SBI, GAD Mumbai. In particular, the transactions taking place from the 15<sup>th</sup> of March till the end of the month should be reported by the Focal Point Branch to the Link Cell online. As regards residual March transactions which could not be reported to Reserve Bank of India during the concerned financial year, the Focal Point Branch should segregate from 1st April all transactions pertaining to the previous financial year and prepare separate Main Scrolls for the residual transactions effected at the branches in March or earlier (i.e. those effected from 1<sup>st</sup> April onwards), The main Scroll for March transactions prepared from 1<sup>st</sup> April to April 20<sup>th</sup> (or the date as notified by the RBI) should be distinctly marked as March Residual -1, March Residual-2, and so on up to March Residual-20 . The Focal Point Branch should report these transactions to the Link Cell/SBI, Mumbai in separate Daily Memo i.e. one for March and the other for April transactions. This procedure of reporting should continue up to and inclusive of 20<sup>th</sup> April. All transactions thereafter advised by the dealing branches will be reported in the usual manner and adjusted in the accounts of the month of report at CAS, Nagpur. The same procedure should also be followed by the Link Cell/SBI, GAD, Mumbai in reporting the transactions to CAS, RBI, Nagpur. The 'Focal Point' Branches should also furnish two separate monthly statements, one pertaining to "March Accounts" clearly marked as such, covering transactions relating to the



period upto 31<sup>st</sup> March but reported during 1<sup>st</sup> to 20<sup>th</sup> April and the other one covering the April transactions of the current year (which may include transactions of the previous months reported after 20<sup>th</sup> April as usual. The monthly statement pertaining to the "March Account" should be sent to the PCDA(BR) latest by the 30<sup>th</sup> April. The statement relating to the month of April should be sent latest by the 3<sup>rd</sup> of the following month in the normal course.

#### **102.13 Reserve Bank of India Offices**

Each RBI branches is independent in functioning. The RBI Offices will follow the procedure applicable to the dealing branches and Focal Point Branches as the offices will function both as 'Dealing Branch' and 'Focal Point Branch' in respect of those Defence Accounting Circles. Each RBI branch will act independently and render, accounts through debit/credit scrolls. The transactions effected by them in respect of PCDA(BR) will be accounted for in their books and the balances in the accounts reported to RBI,CAS, Nagpur daily. The Public Accounts Department of the RBI Branch will render daily scrolls etc. to the concerned Defence Accounting Circle and submit Datewise Monthly Statement to the Defence Accounting Circle for verification/certification and also attend to reconciliation work thereof. The verified copies of the scrolls and DMS will be returned in the manner as in case of SBI.

SBI will furnish to CAS, Nagpur daily the Defence Accounting Circle-wise transaction statement. By the 5<sup>th</sup> of the following month, SBI will furnish to CAS, Nagpur Defence Accounting Circle-wise monthly statement of transactions to enable CAS, Nagpur to submit consolidated monthly statement of accounts to CGDA.

#### **102.14 Allotment of code numbers to DAC**

CAS, Nagpur will advise code number of Defence Accounting Circles to the concerned banks.

#### **102.15 Accounting of the Transactions by Defence Accounting Circle**

On receipt of two copies of Main Scroll together with the daily scrolls and relevant documents pertaining to various branches from the Focal Point Branch, the PCDA(BR) will verify the scrolls and the documents enclosed therewith and return within 24 hours the duplicate copy of the Main Scroll, duly certified to the Focal Point Branch. It will also verify the Datewise Monthly Statement (DMS) received from the Focal Point Branch and return within three days, two copies of the statement, duly certified, to the Focal Point Branch. It will retain one copy for its record and forward one certified copy to the Principal Accounts Officer so as to reach him latest by 8<sup>th</sup> of the following month. The Defence Accounting Circle should ensure that all errors and discrepancies noticed in scrolls and DMS are pointed out to the Focal Point Branch and got rectified by personal contact before certification. Under no circumstances there should be any unilateral correction or deletion of the figures in the scrolls and DMS. The scrolls along with original documents pertaining to other Ministries/Departments wrongly received by it will be returned to the concerned Focal Point Branch for re-transmission to relevant Ministry/Department. PCDA(BR) will also receive from SBI, GAD, Mumbai, Defence Accounting Circle wise statement of transactions and statement of adjustments put through by CAS, Nagpur for its verification and record. On receipt of these statements, the transactions should be compared with those appearing in the DMS for the month and a detailed reconciliation statement drawn up. The errors/discrepancies should be promptly brought to the notice of the Focal Point Branch by the 18<sup>th</sup> of the following month. A watch should be kept to ensure that the errors etc. are set right within the same month.

*Note: Efforts should be made to verify the scrolls promptly without any error. If any discrepancy is detected, the same should be got settled by personal contact. If the scrolls are verified correctly, the DMS would become only a copy of verified figures and would not pose any problems subsequently.*

#### 102.16 **Rectification of Misclassifications**

In the revised scheme of reporting and accounting the chances of transactions relating to other Circles/Departments being included in the scrolls are rare. However, if any transactions pertaining to other DAC and/or other Departments such as Civil, Railways, Posts and Telecom are noticed, the PCDA(BR) will ask the Focal Point Branch to withdraw the same and pass them on to the concerned Focal Point Branch (for reporting to the correct Accounting Circle/Department) through the dealing branch, if necessary. The amount of such transactions, if already advised to SBI, GAD, Mumbai shall also be got rectified by the Focal Point Branch.

The Defence Accounting Circle will advise the concerned Focal Point Branch to take up with the dealing branch (es) concerned not to commit such mistakes. In case of repetition of the above mistakes by the dealing branch (es), the matter may be reported to the Head Office of the GAD, SBI, Mumbai, for taking remedial action.

#### 102.17 **Reconciliation**

The reconciliation work will be done in two parts:-

First part will be reconciliation between the accounts rendered by the dealing branches to Focal Point Branches. This will be the responsibility of the concerned Focal Point Branch.

Second part will be reconciliation from the level of Focal Point Branch onwards right up to the stage of transactions put through. This will be the responsibility of Defence Accounting Circle and the Focal Point branch concerned.

#### **Principal Accounts Officer – CGDA**

The clearance of amounts from Reserve Bank Suspense unclassified Head (00/020/83) will be watched and monitored by the Principal Accounts Officer viz; CGDA.

### **103. REMITTANCES IN TO BANKS AND TREASURIES ON MILITARY RECEIVABLE ORDERS**

- 103.1 Cash tendered by an officer of the Defence Services on Bank/ Non-Bank treasury shall be accompanied by a Military Receivable Order in triplicate. The original duly receipted will be delivered to the tenderer and duplicate copy sent to the CDA concerned by the Bank/Treasury Officer through Focal Point Branch and triplicate copy will also be returned to the depositor. The MRO is having the 17 digit MIN (**MROs Identification Number**). Refer to HQrs Letter No. A/III/12157/MRO/PC-II dated 23.05.2012.

The duplicate copies of MROs will be received in the Accounts Section along with Credit Scrolls /Schedule of Receipts from Banks/Treasuries and scrutinised to see that they pertain to the particular office. Wanting MROs will be called for from Banks/Treasuries concerned. Details of each MRO will be recorded in the Register of MROs maintained for the purpose state-wise/Accountants General wise as per specimen given in Annexure 'A&B-15'. Separate folios will be allotted for each Bank/Treasury. Totals in the Register will be agreed with the totals in the respective Credit Scroll/Schedule of Receipts.

- 103.2 Duplicate copies of MROs received from Banks/Treasuries will be adjusted in Accounts Section by debiting the Head "Reserve Bank Deposits-Defence" and crediting the Suspense Head "Remittance into Banks and Treasuries" as Minus Charge. The month of adjustment will be recorded in the appropriate column of the Register referred to above. Total of the duplicate MROs adjusted will be reconciled at the end of the month with the credits appearing under the Head "Remittances into Banks/Treasuries" in the RDR heads Printed Compilation.
- 103.3 Original copies of MROs (sent by the depositors) will be received in the Audit Sections and adjusted by them by debiting the Suspense head "Remittance into Banks/Treasuries" and crediting the Service Heads as Minus Charge or Plus Receipts as the cases may be. The original copies of MROs will, after adjustment be passed on to Accounts Section along with a statement of MROs adjusted separately in respect of each Bank/Treasury. The fact of adjustment of original copies of MROs will thereafter be recorded in the appropriate columns 9 and 10 of the Register of MROs referred to above and their totals agreed with printed compilation. If entries exist in columns 6 to 10 of the Register against each MRO, the item will be treated as "Linked and Paired" and endorsed as such in the Remarks Column. Summary of the Register prepared at the end of each month will show the amount credited to the Suspense Head "Remittance into Banks/Treasuries" (as recorded in column 6 of the Register) and the amount debited to that suspense Head (as recorded in column 10 of the Register) as also the balance remaining outstanding under the above Suspense Head.

*Note 1: AAO will exercise test check over the posting of the duplicate MROs in the MRO Register and linking of duplicate MROs with the corresponding entries in that Registers done by the task holders to the extent of 5 percent to ensure correctness thereof.*

*Note 2: AAO will also exercise an intelligent scrutiny over the Debit and Credit summary prepared at the end of each month for the purpose of reconciliation.*

- 103.4 In cases where Original Copies of MROs (OMROs) have been received and adjusted but for which corresponding Duplicate Copy of MROs (DMROs) have not been received, the matter will be taken up with the Banks/Non-Bank Treasuries by Accounts Section to call for DMROs /certificate of loss in lieu and pursued to finality. In the event of any Bank/Non-Bank Treasury denying the deposit of the amount, the case will be referred to Audit Section concerned who will be responsible for further investigation and its final clearance, in communication with the parties concerned. Similarly a list of items remaining unlinked at the end of each quarter will be extracted to the Audit Sections concerned duly supported by duplicate MROs for further action. With reference thereto, the Audit Section will intimate the Accounts Section the month's account in which the original MROs received by that Section is adjusted. In case the original MROs are stated to have been lost, necessary adjustment will be carried out by the Audit Section with reference to the duplicate copies thereof received by Account Section from the Bank/Treasuries.

**104. REMITTANCES TO DEFENCE SERVICES FROM BANKS AND TREASURIES i.e. CHEQUES DRAWN ON BANKS AND TREASURIES**

- 104.1 When a cheque is drawn, a Punching Medium will be prepared by the Audit Section by crediting the Suspense Head "Cheques and Bills" and debiting the relevant Service head etc.

The Daily Payment Sheets and Schedule III will be sent to Accounts Section by the "D" Section and Sub Offices authorised to issue cheques on daily basis. Schedule III in respect of cheques drawn against Cash Assignment will be forwarded by the AOs (Project)/Task Force monthly to the PCDA (BR).

- 104.2 The D.P. Sheets will be checked to see that the totals agree with the corresponding totals of Schedule III and difference, if any, noticed will be rectified in consultation with the Audit Sections concerned. To facilitate linking of paid cheques with Schedule III, a distinguishing mark of the Section issuing the cheque will be made on the cheque by the "Disbursement Section" at the time of issue. Schedule III will be recorded Section-wise/Office-wise and date-wise and will form the basis for linking with the paid cheques.

- 104.3 Paid cheques alongwith debit scrolls/Schedules of Payments will be received in Accounts Section daily from the Banks/Treasuries. These will be scrutinized to see that they pertain to the PCDA(BR). Wanting paid cheques will be called for from the concerned Bank/Treasuries. With the help of distinguishing mark mentioned in Para 104.2, the paid cheques will be sorted out Section-wise, Office-wise, DDO wise and date-wise and paired with the corresponding entry in Schedule III. While pairing, not only the entries relating to cheque number and amount should be compared, but also the other entries viz. name of payee, station etc. should be verified. Suitable encagements of "Linked and Paired" will be made on both the Schedule III against the relevant entry and the paid cheques under the dated initials of the cheque linking task holder.

*NOTE: AAO will test check the linking done by the task holders to the extent of 1 percent in respect of cheques below Rs. 20,000/-, 5 percent in respect of cheques of the value of Rs. 20,000 and below Rs. one lakh, and 10 percent in respect of cheques of Rs.1 lakh and above. The Officer-in-Charge will carry out test check to the extent of 2 percent of the cheques of the value of Rs.1lakh and above. While carrying out the test check the AAO/SO (A) and the Officer-in-Charge will check the entries from Schedule III to paid cheques and not vice-versa.*

- 104.4 Accounts Section will prepare Punching Media RBI/SBI wise (or Associate Bank wise, if any) at the end of the month debiting the Suspense head "Cheques and Bills" as Minus Receipt by contra credit to the Head "Reserve Bank Deposits-Defence" as Plus Receipt. On receipt of printed RD&R Compilation from EDP Centre, the total amount credited/debited to the Suspense Head "Cheques and Bills" will be reconciled with those appearing in the Schedule III and the total of the paid cheques received and cancelled during the month. Thus the total amount of the unlinked cheques will be reconciled with the outstanding under the Head 'Cheques and Bills' as per printed compilation.

*NOTE:-The amount outstanding under the Head "Cheque and Bills" will be reviewed and reconciled every month at the time of effecting the above agreement with the compiled actuals.*

- 104.5 Cheque shall be payable at any time within a period of three months from the date of issue; thus a cheque bearing the date 20<sup>th</sup> January is payable at any time upto the 19<sup>th</sup> April.

(Auth- F.No. 3(4)/2012/TA/262 dt 10/05/2013, GOI, MoF, Dept. of Exp Controller General of Accounts, New Delhi)

- 104.6 When cheques remain in the Schedule III unlinked for more than three months after the month in which they are issued, the progressive number of unlinked cheques, having expired validity period, will be extracted by the Accounts Section and sent to the concerned Focal Point Branch by the 10<sup>th</sup> of the following month with a copy to the concerned dealing branches (Cash Assignment's holder's branch /treasury branch on which drawn) indicating complete particulars of the cheques like serial numbers, date of issue, amount particulars of the treasury on which drawn requesting them to furnish certificate of payment in Annexure-8 referred to in Para 4.3.2 of Memorandum of 'Revised Procedure for Reporting and Accounting of Receipts and Payments Transactions of Ministry of Defence'. On receipt of confirmation of payment of cheques in the prescribed format, Punching Medium will be prepared for clearing PSB Suspense (020/76) or RBI Suspense (Unclassified) (020/83), as the case may be, and "Cheques and Bills", after having ensured that the Suspense for non-receipt of cheques/debit scrolls had been booked. After preparation of PM, the discrepancies in the register of 'Main Scrolls'/'Debit Scrolls'/'RBI Deposits'/'Register of Unlinked Cheques', will be scored off indicating the TE No and month against each. In case, it is confirmed by the Focal Point Branch that the cheques have not been paid so far, the matter will be referred to the concerned Audit Section/Sub-Office for consideration of issuing fresh cheque in lieu thereof, if necessary, or withdrawing the whole transaction. The Punching Medium will be prepared accordingly.

NOTE:-*When a cheque is cancelled and a fresh cheque is issued in lieu, the amounts will be adjusted by credit to the Head "Cheques and Bills" (CB/00) for the cheque drawn and debit (minus receipt to Punching Medium) to the Head "Cheques and Bills" (020/81) which was credited at the time the cancelled cheque was drawn. When a cheque is cancelled and no fresh cheque is issued in lieu, the amount will be adjusted by debiting (minus receipt to Punching Medium) the Head "Cheques and Bills" the relevant head affected being credited in the usual manner in the account of the month in which the cheque is cancelled.*

#### **105. ISSUE OF NON-PAYMENT CERTIFICATE**

- 105.1 On receipt of a request for issue of a fresh cheque in lieu of a cheque (payable at treasury Banks) alleged to have been lost, the drawing officer should send intimation by Registered Post, Acknowledgement due, to the treasury Bank regarding the alleged loss of cheque and advise it to stop payment. A written confirmation about the bank having recorded the "Stop Order" should also be obtained from it. However in cases where the currency of the cheque alleged to have been lost has already expired, at the time when the request for recording the "Stop Order" by the Bank is made, no acknowledgement of the "Stop Order" by the treasury Bank other than a postal acknowledgement due is necessary.

NOTE: - *The certificate of non-payment prescribed in sub Rule (1) of Rule 165 Central Treasury Rules Volume-I should be obtained from the Treasure Officer.*

- 105.2 The party requesting for a fresh cheque in lieu of lost one should execute an Indemnity Bond in the prescribed form. However in the case of Government Department or Bank, the execution of an Indemnity Bond is not necessary. But a

fresh cheque should be issued in its favour only on receipt of a certificate stating that it has not received the cheque alleged to have been lost or having received it, it has been lost and that it will be returned to the drawer if found later.

- 105.3 The Audit Section and the Assignment Holder etc., on receipt of the acknowledgement from the treasury bank for the stop order, will intimate the Accounts Section, the date on which the treasury Bank has acknowledged the "stop Order". On receipt of intimation of the loss of cheque together with the date of acknowledgement of "Stop Order" by the Bank, an entry thereof will be made by the Accounts Section in a Register of No Payment Certificate maintained for the purpose, under the dated initials of the AAO.
- 105.4 Accounts Section will verify from Schedule III, whether the entries relating to the cheque in question remained unlinked for want of paid cheque. If the cheque is found linked therein, the relevant paid cheque will be verified and the Audit Section informed accordingly for further action and investigation. In case, the cheque is found unlinked in Schedule III, the Scroll Register, the relevant scrolls and other records for the period from the date of issue of cheque to the date of noting the "Stop Order" by the bank (in the case of current cheques) and for three months excluding the month of issue of cheque (in the case of lapsed cheques) will be verified with a view to ensuring that the paid cheque has not been received. AAO will carry out cent per cent check of the relevant records to ensure that the paid cheque has not, in fact been received. In case any scroll is wanting as could be verified from the continuity of serial number of the scrolls, the same will be called for from the Bank and verified before issue of Non-payment certificate. Once it is ensured that the cheque reported as lost has not been received from the Bank duly paid, the 'Non-payment certificate' will be issued under the signature of the Officer-in-Charge and a note to this effect kept in Schedule III and Non-Payment Certificate Register.
- 105.5 Relaxation as follows in the procedure referred to above, is however allowed in those cases where the cheques alleged to have been lost, related to an Officer's monthly salary.
- (a) On receipt of the request for issue of a fresh cheque, the Bank concerned by FAX about the loss of cheque. The FAX advice will be followed by intimation by Registered Post Acknowledgement due.
  - (b) If the PCDA(BR) is of the view that the completion of normal formalities will cause hardship, he/she may, at his discretion, allow the issue of a fresh cheque, after verifying from the list of paid cheques received that the cheque alleged to have been lost, has not already been paid.
  - (c) The individual concerned will be informed that the payment of the fresh cheque will be treated as provisional and that it will be treated as final only on receipt of confirmatory advice from the bank regarding registration of "Stop Order" and further verification from the bank scrolls that cheque alleged to have been lost, has not been paid. The individual will also be informed that payment of his salary for the month following that, to which the cheque pertains, is likely to be held over if the aforementioned formalities cannot be completed by the date it becomes due.
- 105.6 The issue of provisional cheque in lieu of salary cheque reported as lost is, however, subject to the following conditions:-
- (i) The provisional payment is authorised under the orders of the CDA, himself and the power is not delegated to any officer under him.

- (ii) Such a power is exercised for two months i.e., as the prescribed procedure will have to be completed before issue of a cheque for the next subsequent month, no further relaxation for issue of a cheque by the CDA even in exceptional cases is contemplated.
- (iii) Such provisional payment is reviewed at the end of each month.

*Note:-In cases where the cheques issued by the Executive Authorities against the Cash Assignment placed at their disposal by the Pr. Controllers are lost and parties concerned insist on the issue of fresh cheques, such cheques may be issued by the Main office direct on receipt of Non-Payment certificate from Accounts Section and acceptance of Indemnity Bond where necessary by D.D. Officers.*

**106. TRANSACTIONS ORIGINATING IN THE BOOKS OF RAILWAYS/DEPARTMENT OF POSTS AND DUE FOR FINAL ADJUSTMENT IN THE BRO BOOKS IN DEFENCE PROFORMA**

The settlements of transactions with FA & CAO of Railways/Directorate of Accounts Posts will be through book adjustment in the Defence Proforma Account.

**Inward Transactions**

- 106.1 Vouchers and Accounts etc relating to debit/credit transactions originating in the books of Railways, Post due for final adjustments in Defence Accounts will be received in Accounts Section periodically from the FA & CAO of Railways/Directorate of Accounts Posts and will be entered in the "Inward Settlement Account Register" of the Railways/Post concerned, showing the serial number of the Advices, the distinctive numbers of schedules accompanying the particular advice, the total amount of advice separately for credit and debit items. The specimen of the Register is given in Annexure 'A&B-16'. This Register will also provide for items held under objection which will be entered into after due scrutiny and action will be taken to call for the necessary particulars/vouchers from the Accounts Officers concerned.

*Note: - The transactions originating in the books of PAOs of Department of Supply New Delhi/Kolkata/ Mumbai/ Chennai relating to procurements of stores by the BRO from DGS&D Rate Contract (CP Vouchers), are settled with book adjustment with the RBI and centrally dealt with by the office of the PCDA, New Delhi.*

- 106.2 The Accounts Section will schedule, the relevant items in duplicate in IAF (CDA)-338 B to the Audit Sections/Sub-Offices concerned, who will enter the same in the prescribed Register of Civil ID Schedule to exercise watch over the receipt and adjustment of the schedules. These schedules should be adjusted by the Audit Sections/Sub-Offices within 3 days of receipt.
- 106.3 The Audit Sections, after audit of the debits/credits scheduled, will adjust the transaction by debiting/crediting the head "Reserve Bank Suspense (Classified) (020/82)" as Minus Receipt /Minus Charge per contra adjustment to the Service/Expenditure head concerned as Plus Receipt/Plus Charge. The Punching Medium will be sent to the DDP/EDP Centre and the duplicate copy of the ID Schedule will be returned to Accounts Section showing the particulars of adjustment therein with TE particulars. The duplicate copy of Schedule received from the Audit Section will be linked with original copy on records in Accounts Section and the adjustment noted in the relevant column of the "Inward Settlement Account Register". A summary of the outstanding items will be prepared from the said Register and the outstanding will be reconciled with the figures appearing in the printed compilation.

- 106.4 On receipt of Clearance Memo from the Central Accounts Sections of the Reserve Bank of India, Accounts Section will link the same with the advice received from the FA & CAO, Railways/Directorate of Accounts Posts. A suitable note will be made in the "Register of Inward Settlement Account Register". Thereafter Accounts Section will prepare a Punching Medium for adjustment in Defence Proforma by crediting/debiting "Reserve Bank Deposits-Defence (00/021/00)", as Plus Receipt/Plus Charge as the case may be, by contra compiling "Reserve Bank Suspense (Classified) (00/020/82)" as Plus Charge/Plus Receipt. The relevant details of clearance memo will be noted in the 'Inward Settlement Accounts Register'. Wanting clearance memo will be called for from the RBI
- 106.5 As soon as the Accounts for the month are closed, Civil Accounts Officers will send to the Pr. Controller of Defence Accounts concerned, a monthly Settlement Account working up to the total net debit or credit which has been advised to the Reserve Bank of India during the month for adjustment against the balance of the latter. This Account will be supported by a statement giving particulars of the schedules or advices with which the vouchers etc. have been forwarded to the Pr. Controller of Defence Accounts.

**107. TRANSACTIONS ORIGINATING IN BRO BOOKS WHICH ARE ADJUSTABLE AGAINST BALANCES OF RAILWAYS/DEPARTMENT OF POSTS IN DEFENCE PROFORMA**

**Outward Transactions**

- 107.1 On receipt of the relevant documents to support a debit/credit to be passed on to FA & CAO of Railways/Directorate of Accounts, Department of Post, Audit Section concerned will adjust the transactions under Minor Head of Major Heads "8787-Adjusting Account with Railways" and Major Heads "8788-Adjusting Account with Posts" and forward the vouchers to Accounts Section along with duplicate copy of Punching Medium by crediting/debiting the adjusting account relevant code head of Railways/Posts heads as Minus Receipt/Minus Charge by contra adjustment to the concerned Service/Expenditure head as Plus Receipt/Plus Charge. With reference to the details furnished by Audit Section along with copies of Punching Media, Accounts Section will prepare separate Railways/Directorate of Post wise Schedule (in Form IAFA-725), showing amount debited/credited to the Adjusting Account. These schedules will be serially numbered for Railways/Post for each month. The serial number of schedules will be noted against the particular entries in the "Outward Settlement Account Register" of the Railways/Posts Accounts Officers.

*Note: - The transactions originating in the books of BRO but adjustable in the books of PAOs of Deptt. of Supply New Delhi/Kolkata/ Mumbai/ Chennai relating to procurements of stores by the BRO through DGS&D are settled with book adjustment with the RBI and centrally dealt with by the office of the PCDA, New Delhi.*

- 107.2 At intervals, a separate advice will be issued by the Accounts Section to the Reserve Bank of India, Central Accounts Section Nagpur in the Form given in Annexure 'A&B-17' to Chapter 6 of Defence Accounts Code, intimating the net amount due to or from the posts and Telegraphs/Railways for carrying out necessary monetary settlement by the RBI CAS in the Defence Proforma Account. A copy of this advice will be sent at the same time to the Accounts Officer concerned along with the necessary vouchers.



- 107.3 On receipt of clearance memo from the Central Accounts Section intimating adjustment in the accounts, as per advice, Accounts Section will carry out necessary adjustment transferring the amount from the "Adjusting Account" to the Head "Reserve Bank Deposits-Defence (00/021/00)" as Plus Receipt/Plus Charge per contra adjustment to "Adjusting Account. It should be watched that there is no delay in the receipt of clearance memo from the Reserve Bank of India. The Transfer Entry number and month in which the adjustment has been carried out will be noted in the "Outward Settlement Account Register". The outstanding advises for which the Reserve Bank clearance memo has not been received will be checked monthly and called for from Reserve Bank of India, Central Accounts Section.
- 107.4 At the end of each month, a monthly account called "settlement Account" showing the aggregate position of the Advises issued during the month will be sent to the Accounts Officer concerned in the form at Annexure 'A&B-18', after effecting an agreement of the total amount with the compiled actual.

**108. SETTLEMENT OF TRANSACTIONS WITH CIVIL MINISTRIES/ STATE AGs INCLUDING J&K AND ON CASH BASIS**

The settlements of transactions with Civil Ministries except Department of Supply and State Governments will be on monetary settlement basis.

**108.1 Inward Transactions**

Transactions arising in the Books of AG/PAO Ministries and Departments of Central Government adjustable in the books of PCDA(BR) are to be dealt with by operating PAO Suspense and AG Suspense as under :-

- (a) The Inward claims duly supported by schedules/vouchers along with Bank Draft [in case the net effect is a credit to the PCDA (BR)] or a memo requesting for a cheque [in case the net effect is a debit to the PCDA (BR)] will be received in the Accounts Section maintaining the Inward claims Register mentioned in Annexure 'A&B-19'.
- (b) The credit and debit schedules/vouchers/bills will be carefully scrutinised to see that the transactions relate to the PCDA (BR). These will be segregated and details posted in the Inward Claims Register, debit and credit items pertaining to each Audit section being indicated separately. If the net effect is a debit to the PCDA(BR) for which, a cheque is demanded by the party a payment order on IAF CDA-13 with Punching Medium compiling debits and credits to the respective Service Heads will be prepared and submitted to the AO/SAO of Accounts Section for approval. The paid bill will be sent to the Disbursement Section along with IAFA-728 (DP Sheet) for preparation of a cheque. The cheques will be sent with a forwarding memo as per Annexure 'A&B-20'. The relevant columns in the Inward Claims Register-(i.e. Columns 13, 14, 15 & 16) will be completed.
- (c) The credit and debit items will be scheduled to the respective Audit Sections indicating in the Schedule (prepared in duplicate) the relevant head operated with an endorsement that in case the code head operated is not the appropriate one, suitable re-adjustment should be made immediately. The inward claims register (Column 8) will be completed.
- (d) If the net effect of the inward claims received is a credit to the PCDA(BR) for which a Bank draft/cheque has been received columns 4, 5, 6, 9 and 10 of the register will be completed and a MRO prepared in triplicate. The MRO will indicate that it is adjustable by the inward claims group of Accounts Section. Columns 11 and 12 of the Inward Claims Register will be completed and the MRO sent to the Bank with the Bank Draft/Cheque for Deposit. On receipt of the original MRO the Inward Claims

Group will classify the credits and debits to the various service heads with reference to Schedules/Vouchers received and a Punching Medium prepared accordingly.

- (e) The credit and debit items will be scheduled to the respective Audit Sections as at (b) above with an endorsement that in case the code head operated is not the appropriate one, suitable re-adjustment should be made immediately.

## 108.2 Outward Transactions

Transactions arising in the books of CDA which are adjustable in the books of AG State Govt./PAO Ministries and Departments of Central Government are to be dealt with as under :

- (a) On receipt of the relevant documents to support a credit/debit to be passed on to PAO Civil Ministry/State AG, Audit Section/Sub-Office concerned will adjust the transaction by crediting/debiting the relevant PAO/AG Suspense Head as Receipt/Charge and by debiting/crediting to the relevant code head of Service Head/Expenditure Head as Plus Charge/Minus Charge and forward the vouchers to Accounts Section along with duplicate copy of Punching Medium.
- (b) Outward Claims will be noted in the proforma prescribed in Annexure 'A&B-21' to Defence Account Code. Sufficient number of folios will be allotted for each PAO of the Ministry/AG indicating the Suspense Code head/Remittance head at the top of the folio. As the Suspense heads opened are Ministry wise, the same suspense head will cater for different PAOs of that Ministry. The Schedules received from the scheduling group/task will be segregated (PAO wise in the case of Ministries/Departments of Central Government) and posted in the outward claims register. Weekly totals of columns 3 & 4 of the folios pertaining to each party will be struck and if the resultant effect of this is a credit, a payment order for the net amount on IAF CDA-13 and a Punching Medium will be prepared and submitted to the AO/Senior AO of Accounts Section for approval. The passed bill will be sent to the Disbursement Section along with IAFA-728 (Daily Payment Sheet) for preparation of cheque.
- (c) On receipt of Paid vouchers and IAF CDA-13 from the D Section, the relevant columns (6,7,8 & 9) of the Outward Claims Register will be completed and the cheque despatched with a forwarding memo (as per Annexure 'A&B-22') on the same day on which the cheque is received from Disbursement Section.
- (d) If the resultant effect of the totals of columns 3 & 4 of outwards claim register is a debit, a memo will be sent (as per Annexure 'A&B-23' to the party concerned requesting them to send a Bank Draft in favour of the Controller of Defence Accounts preparing the claim. As and when such memos are issued, column 13 of the Register will be completed. On receipt of Bank draft/cheque from the party, a MRO will be prepared in triplicate which will contain sufficient information (that the transaction is adjustable in the outward claims group of Accounts Section) so that it can be easily identified when received from the Bank. Columns 14, 15,16, & 17 of the register will be completed and the MRO with the draft presented in the Bank. The receipted original MRO will be obtained from the Bank as and when it is ready, in case it is not handed over as soon as the bank draft and MROs are presented.
- (e) On receipt of the original copy of the MRO in the outward claims group the same will be adjusted by the Accounts Section by relieving the PAO /AG Suspense head.
- (f) The remarks column of the register will contain details of adjustments made while issuing cheques and while adjusting MROs. On receipt of Printed compilations reconciliation will be effected with reference to the details shown in the remarks column.

An endorsement to the effect that reconciliation has been done with the printed compilation should be made over the initials of the AO/Senior A.O., Accounts Section.

**109. TREATMENT OF INCORRECT AND INCOMPLETE DEBITS/CREDITS**

- (i) In cases, where full particulars of vouchers are not forthcoming in support of the advices or where the advices have been included in the memo of clearance received from the Reserve Bank but have not actually been received from the Accounts Officer concerned, the amount will be adjusted by debit/credit to the Head 'PSB Suspense (00/020/76)' 'Reserve Bank Suspense-Unclassified (020/83)' by contra debit/credit to the Head 'Reserve Bank Deposits-Defence'. The missing advices/particulars should be called for, immediately and on receipt of the same the above Suspense Heads will be cleared.
- (ii) Should it become necessary to redebit/credit the amounts in respect of wanting vouchers it should be done after obtaining the consent of the other party to the account. Where the consent or the voucher is not forthcoming, say for six months, the item may be reversed. Erroneous debits or credits should be written back by fresh credits/debits and not by minus debits or credits.
- (iii) Where it is clearly established that any incorrect debit or credit has been given to PCDA (BR) instead of to other Accounts Offices of Railway/Posts/Telegraph etc. the item will be cleared by advice to the Reserve Bank through Outward Settlement Account with that Accounts officer.
- (iv) In case of cheques wrongly advised by the Bank to PCDA (BR) the cheque should be passed on to the PCDA/CDA concerned through the Defence Exchange Account. The adjustment of cheque received initially will be made by credit to the Head "Reserve Bank Deposits-Defence" per contra debit to the "Defence Exchange Account" Head of the PCDA/CDA concerned. The latter will respond by contra debit (minus credit) to the Head "Cheques and Bills" and take further action as envisaged in *Para 104*. In case of MRO wrongly advised by the Bank to a Pr. Controller other than the one shown therein, the MRO should likewise be passed on to the PCDA concerned through the Defence Exchange Account. The PCDA (BR) on receiving the MRO will initially adjust the same by debit to the Head "Reserve Bank Deposits-Defence" per contra credit to the "Defence Exchange Account" of the PCDA/CDA concerned. The latter will respond by contra credit (Minus Charge) to the Head "Remittance into Bank and Treasuries" and take further action as outlined in *Para 103* et seq.
- (v) Any error noticed in the figures of Bank Scrolls shall immediately be pointed out to Central Accounts Section of the Reserve Bank of India which would set them right by addition to or deduction from the balances of that Pr. Controller in the following month.
- (vi) The cheques etc. pertaining to Department of Posts, Telegraph Railways etc., if received from the Bank will be returned to the FPB. The FPB in turn will forward the documents to the appropriate Accounts Officer and advice its Central office to effect necessary adjustments through the Central Accounts Section of Reserve Bank of India. The adjustment will be made by the Central Accounts Section by regular debit/credit entries in both the accounts affected. Such rectification should be watched.

**110. ADJUSTMENT OF TRANSACTIONS RELATING TO THE MONTH OF FEBRUARY AND MARCH**

Special steps should be taken for the prompt clearance of transactions relating to the Accounts of the last two months of the year, viz. February and March. The Books of the Reserve Bank for the month of March will be closed by the 20<sup>th</sup> April or date as notified by the RBI, after which no transaction involving inter-Governmental adjustment will be cleared by the Bank in that month's account. To facilitate early settlement of the accounts for March, adjustments which originate in the accounts for February and earlier months should be completely settled and advised to the Reserve Bank in sufficient time before the end of March. Adjustments in the month of March should be advised to the Reserve Bank to the extent possible before the expiry of that month and what is left over should be communicated to the Central Accounts Section, Reserve Bank on the 15<sup>th</sup> and 20<sup>th</sup> April by FAX if necessary (or on the previous dates if any of these dates is holiday). All telegrams sent by the PCDA (BR) will be accepted by the Central Accounts Section of Reserve Bank of India, Nagpur for incorporation in the accounts of the preceding financial year. The last advice to be sent by the 20<sup>th</sup> April should include a certificate that no further adjustments will be intimated to the Bank in respect of the financial year just ended. Any further adjustments pertaining to the preceding year should be taken into the accounts of the subsequent years but necessity for such postponement should seldom arise.

**111. TRANSACTIONS OF LARGE MAGNITUDE AFFECTING OTHER DEPARTMENTS OF THE CENTRAL GOVERNMENT COMING TO LIGHT AFTER THE CLOSE OF THE BOOKS OF THE RESERVE BANK**

If any item of large magnitude (say above Rs. 1,00,000/-) affecting other departments of the Central Government (Railways, Department of Posts etc) which is not incorporated in the Defence Proforma Accounts of the same year comes to light after the accounts of the financial year are closed by the Reserve Bank, the details of such transactions together with acceptance of Civil Accounts Offices of the debit/credit, will be furnished by PCDA(BR) to the CGDA. If considered necessary CGDA will obtain permission of the CGA in terms of Note under Article 88 of Accounts Code-Vol. IV for carrying out adjustment of those transactions in the accounts of the previous financial year, outside the Books of the Reserve Bank by correction to the "Reserve Bank Deposits-Defence" on proforma basis.

**112. RECONCILIATION OF BALANCES IN THE BOOKS OF THE RESERVE BANK**

- 112.1 After the accounts for the month are closed, the Central Accounts Section of the Reserve Bank of India, Nagpur, will furnish the statement of closing balances as per specimen given in Annexure 'A&B-24'. The statement of closing balances for each of the months April to February will be sent by 20<sup>th</sup> of the following month and that for the month of March by 10<sup>th</sup> May. It will be checked and verified and ensured that the balances worked out by the Reserve Bank in its books are correct and agree with their respective balances as worked out in their own compilation of accounts. These figures should be reconciled with the total figures recorded in their Outward and Inward Settlement Account Register and in the Register of Bank Scrolls which will be abstracted monthly in a separate Register titled "Reserve Bank Deposit Account". The monthly balance communicated by the Reserve bank of India will be confirmed by the PCDA (BR) to RBI within two weeks of receipt with a copy to CGDA. The reconciliation figures for the month of March Residual which will be

confirmed as early as possible but not later than the last date for closing of March Final Account as fixed by the CGDA. Based on this confirmation, the CGDA will confirm the monthly balance for the Department as a whole to the CGA for necessary contra adjusted against 'N-Cash Balances'.

*NOTE.-If some delay is anticipated in the preparation of discrepancy statement etc. due to large number of discrepant items, the confirmation of the monthly balances to the CGDA. as well as to R.B.I. should be sent in advance on the due date The discrepancy statement should, however, be sent to all concerned within one month from the date of receipt of statement of closing balance from the RBI.*

- 112.2 The balances under the Head 'Reserve Bank Deposits-Defence' in the Defence books must agree with the balances as worked out in the books of the Reserve Bank in order to enable the CGA to effect necessary adjustment from 'Reserve Bank Deposits' to 'Cash Balances' in terms of Article 101-A Account Code Vol-IV. In order to achieve this agreement, all the discrepancies with the bank accounts which remain unreconciled and unrectified by the Reserve Bank at the close of the month of March, will be transferred to the Head PSB Suspense/(00/020/76)'Reserve Bank Suspense-Unclassified (00/020/83) as the case may be through March (Final) Account.

### **113. VERIFICATION AND RECONCILIATION OF OUTSTANDING, UNDER THE SUSPENSE AND REMITTANCE HEADS**

- 113.1 The outstanding under the Suspense and Remittance Heads should be reviewed and reconciled every month and regular action taken for the clearance of outstanding items. The Officer-in-Charge of the Section should personally watch the completion of this work every month and for this purpose, all the reconciliation sheets and Suspense Registers etc. put up for his scrutiny and signature.
- 113.2 Ordinarily there should remain no balance at the end of the year under the Heads 'Reserve Bank Suspense (Unclassified)(00/020/83) /Public Sector Bank Suspense(00/20/76)', if prompt action is taken in intimating the transactions to the Reserve Bank /FPB for clearance and in adjusting the transactions of the monthly Inward Accounts of other Accounts Officers. In case there is an outstanding balance at the end of the year, the reasons for the same should be investigated and the items adjusted in the account in hand i.e. in the earliest possible month of the next year.
- 113.3 The missing advices or vouchers or the discrepant items in the RBI accounts in regard to which the adjustments have been made under the Head 'Reserve Bank Suspense-Unclassified' should be vigorously pursued with the Civil Accounts Officers concerned or the FPB of Public Sector Bank /RBI etc., so that the outstanding under the Suspense Head are brought down to the barest minimum by the end of the financial accounts of the year.
- 113.4 The balances under the Head 'Remittance into Banks & Treasuries' and 'Cheques & Bills' will represent the amount of unaccounted remittances (which should be rare)and the amount of uncashed cheques respectively. These should be reconciled every month vide *Para 103.2 and 104.2.*

### **114. EXCHANGE ACCOUNTS**

#### **General**

The types of transactions which appear in the Defence Exchange Accounts are laid down in Chapter 9 of Defence Account Code 1994 Edition.

Under the mechanical system, no monthly Defence Exchange Account as such is prepared and exchanged between parties to the account; only ID schedule

{I.A.F. (CDA)-338-A} are exchanged between parties to the Controller's concerned. The transactions appearing in the Schedules (original and responding) are Computerised linked mechanical process centrally in EDP Centre, Meerut. The annual abstract of the progress registers embodying all outstanding items, remaining unadjusted on 31<sup>st</sup> March is also prepared mechanically by the EDP Centre and rendered to the Controllers responsible for their clearance.

### **115. Procedure in originating Controllers Office**

115.1 The ID Schedule referred to above is prepared by the originating Pr. Controllers/Controllers for each original item compiled to Defence Exchange Account head, with reference to the particulars shown in the original vouchers, Punching Media, etc. It is prepared in quintuplicate for distribution as under:-

- (a) Accounts Section of Originating PCDA/CDA – One Copy
- (b) Accounts Section of Responding PCDA/CDA – Three Copies
- (c) Office copy – One Copy

Out of three copies received by the Accounts Section of the Responding Controller after adjusting the same and completing the lower portion of the DID Schedule showing adjustment details, one copy will be sent to the DDP Centre processing the compilation for that particular office (along with PM for other classes of vouchers). One copy will be sent to the section entrusted with the work of preparing the monthly report of DID Schedules responded/adjusted through the computer and the third copy will be retained as office copy of the adjusted schedules by the section adjusting the same.

115.2 DID Schedule number will consist of 15 digits. These are the codes mentioned in the Punching Medium. The first two digits will indicate the CDA's code, next four digits the Section number, the seventh digit the class of vouchers, eight to eleventh digits voucher number, twelfth and thirteenth the month and fourteenth and fifteenth the year as per example shown below in the case of class VIII voucher floated by the PCDA (WC) in the month of March, 94:-

06 0010 8 1021 03 94

Note:- From the year 2000 onwards, the year in the DID schedule will be indicated as under:-

e.g.:- 060010810210300 |  
060010810210301 | and so on.

EDP Centre, Meerut will indicate DID Schedule number in respect of all transactions compiled to the DEA heads in respect of all class of vouchers. In respect of class IV and class V vouchers (where the Section No. and the voucher No. shown will be the same) and where DEA heads operated may be more than one, the EDP Centre, New Delhi will allot voucher number as 0001, 0002 etc. in strict chronological sequence (e.g. 0/070/21, 0/071/21 etc.). The originating CDA should also indicate the responding the DEA head and amount in Part 'B' of the DID Schedule.

115.3 EDP Centre, New Delhi will prepare a print out of original DID Schedule for each month in the following format:

- (a) **DID Schedule No.**
- (b) **Code Head Receipt/Charges**
- (c) **Responding CDA**
- (d) **Amount.**

While the EDP Centre, New Delhi will send the data of Originating/Responding items to EDP Centre, Meerut, they will ensure despatch of the above report PCDA/CDA wise to the Originating PCsDA/CsDA concerned by the 15<sup>th</sup> of the following month. On receipt of the above report the Accounts Section of the originating PCDA/CDA will verify whether all the DID Schedules in question have in fact been floated by the various Sections of the PCDA/CDA with reference to the copy of DID Schedule sent to them by the various Audit Section at the time of floating of the Schedules. The omission, if any, will be got rectified immediately. A certificate in this regard should be put up by the Accounts Section to the JCDA of the organisation every month.

- 115.4 The duplicate and triplicate copies of the schedules together, with supporting vouchers, if any, will be sent by the Originating Controllers direct to the respective Sections of the Responding Controller's office as indicated in the schedules. The Originating Controllers will also maintain an outward DID Schedules Register in the proforma given in Annexure 'A&B-25' where in all DID schedules sent by them to the responding parties shall be entered serially, The register will be submitted to the Officer-in-Charge monthly.
- 115.5 The Originating Controllers should not take any action to write back any item appearing in the detailed list under the Defence Exchange Account head even though it has been erroneously compiled. Such items should be redebited/recredited by the responding Controllers on receipt of the Defence ID Schedules bearing the remarks 'erroneous, may be redebited/recredited'.
- 115.6 The following points should be observed carefully in the preparation of Schedules:-
- (i) I D Schedules should be prepared for the full amount compiled and not for a part.
  - (ii) I D Schedules should not be clubbed.
  - (iii) No Schedules should be prepared for items which are not actually compiled to the Defence Exchange Account heads.
  - (iv) Original credits and debits should be afforded under 070 etc/21 and not under 070 etc. 22.
  - (v) Audit Section of the responding Controller's office should be correctly noted on the schedules.
  - (vi) The schedules should be despatched in one batch along with the original copy of the printed list of vouchers to EDP Centre on the due dates.
  - (vii) Items erroneously compiled in Defence Exchange Accounts Heads and consequently appearing in the detailed lists sent by the EDP Centre will be rectified by the section concerned by withdrawing the amount which will be classified as minus receipt and minus charge, as the case may be.

The original and rectified DIDS will be sent together to the responding Controller through DO letter, who will respond both the schedules by operating the Exchange Account head per contra adjustment to code head 00/020/72.

## **116. Procedure in responding Controller's office**

- 116.1 A Register of Defence ID Schedules on the lines indicated in Vol-II of this manual will be maintained in each Audit Section concerned to exercise watch over the receipts and adjustment of Defence I D Schedules. Immediately on receipt of a batch of I.D. Schedules in the Audit Section, they will be examined to verify the correctness of the 'Responding Section' entered by the Originating Controller.

Necessary entry of these Schedules will be made in the Register where item has not been responded to and has accordingly been shown as outstanding in the outstanding list prepared by EDP Centre, the Accounts Section of the responding Controller's Office, will, as usual, pass it on the correct audit section to whom the original ID Schedules was in first instance passed on.

- 116.2 If the debit or credit prima facie pertains to the responding PCDA/CDA, the DID schedules should be responded and necessary verification and acceptance of Administrative/Executive Officers should be called for subsequently. In no case a DID Schedule should be reversed without the approval of GO/JCDA.
- 116.3 Having endorsed the actual details of the adjustment in code numbers on both copies of the schedule under the heading 'Responding Item' the second copy of the schedule will then be treated as the Punching Medium and forwarded to EDP Centre in the same manner as other Punching Media. The class of voucher to be shown on these Punching Media will be quoted as "8". The third copy will be retained in the Audit Section as an office copy of the Punching Medium.

**117. Objections on inward items**

Objections on inward items and correspondence connected therewith will be addressed by each Audit Section of the Responding Controllers office direct to the Audit Section of the Originating Controller. The Originating Controllers Section, kind of voucher and voucher number which are recorded on the schedule should also be quoted in all such correspondence besides the schedule number, in order to facilitate tracing the relevant documents.

**118. Clearance of outstanding items**

- 118.1 In order that the outstanding items under the Defence Exchange Account heads may be cleared, it is of paramount importance that the responses should be afforded promptly. A particular item should not normally appear as outstanding in two consecutive outstanding lists received from EDP Centre, Meerut and if an item is found to appear in the third outstanding list, this should be a matter of special enquiry and action. Cases of chronic delay for which satisfactory reasons cannot be adduced should be investigated and dealt with from the disciplinary point of view.
- 118.2 I D Schedules received in a responding Controller's office in respect of items which are not adjustable in his books wholly or partly, will be responded to in full in the first instance and re-debited or re-credited rejecting the whole or part of the amount as the case may require.
- 118.3 Where no Section has been marked in the original ID Schedule, EDP Centre will, for purposes of preparation of the outstanding lists, show the item, against Section '00', if it has not been responded to the Accounts Section of the Responding Controller will be responsible for taking further action for its clearance.
- 118.4 While adjusting the ID schedules the Responding Controllers should carefully observe the following points:-
- (i) Each schedule should be treated and responded to separately.
  - (ii) Responses should not be passed on to the Controller other than the one who raised the original items.
  - (iii) A Plus Receipt/Charge should be responded to by a Plus Charge/Receipt and minus Receipt/Charge by a minus Charge/Receipt.



**119. Statement of unadjusted items**

- 119.1 A statement showing full details of all the Defence Exchange Account original items remaining unadjusted in each section of a Controller's office will be prepared Section-wise by EDP Centre and forwarded every month in the form attached as Annexure 'A&B-26' to this chapter. Necessary action will be taken by the Section concerned to expedite the clearance of the outstanding items shown in the statement. Any items shown wrongly in the statement of unadjusted items or in respect of which details are given wrongly should be reported to EDP Centre as soon as possible after receipt of the statement.
- 119.2 A summary of the progressive total of outstanding for the whole office will also be sent monthly to each Controller in the specimen form attached as Annexure 'A&B-27' to this chapter duly supported by a detailed statement in the form shown as Annexure 'A&B-28'. This will be received by Accounts Section and put up to the Controller for his information to enable him to have an idea of the state of work in the office as a whole in connection with the adjustment of Defence Exchange Account Schedules.

**120. Inclusion in March Final Account**

- (a) Original debits and credits may be included in the accounts for March Final sparingly, only with the prior consent of the other party to the account. Such items, if any, will be processed by the EDP Centre along with other items as mentioned at 120 (b) (iii) of Defence Account Code.
- (b) An Annual Consolidated Abstract of Progress Registers in respect of Exchange Accounts between the Principal Controllers of Defence Accounts (BR) embodying all outstanding items remaining outstanding on 31<sup>st</sup> March is prepared after close of financial year by the EDP Centre Meerut in the format given in Annexure I to IV of Chapter 8 of Defence Accounts Code and sent to the CGDA, Delhi Cantt. after consolidating the data as received from the sub-offices i.e. AO (P)/AO TF.

**121. DEFENCE ACCOUNTS DEPARTMENT RECEIPTS AND EXPENDITURE**

The PCDA (BR) will compile the receipts and expenditure pertaining to DAD to the civil heads of account opened in the RD&R Pamphlet.

*NOTE 1-The forms of pay bills, Contingent bills, TA Bills etc. will continue to be used in DAD.*

*NOTE 2-The existing system of Budgetary Control by the CGDA's Office will continue. The responsibility for explaining the variations between budget figures and the actual expenditure pertaining to a Controller's charge in respect of DAD expenditure will continue to vest with him. The overall responsibility will rest with CGDA's Office.*

*NOTE 3-The existing audit arrangement will continue. The accounts of DAD will continue to be test checked by the DADS.*

**122. Register of Loans and Advances**

A separate case file will be maintained for each of the heads under Major Head 7610-Loans to Government Servant. All communications sanctioning allotment and references calling for certificates as to the availability of funds will be recorded in these files. In the report on the availability of funds, the balance of allotment

available after verification of each proposal for sanction will be worked out as indicated below for the information of the sanctioning authority:-

Last Balance	Rs.
Amount now proposed to be sanctioned	Rs.
Balance available	Rs.

After the registers in IAFA-195 and IAF (CDA)-51 have been posted, Accounts Section will verify monthly that no advance has been paid without a certificate regarding the availability of funds having been obtained beforehand. In order to avoid heavy lapses of funds at the close of the year, it should be seen that amounts which have not been drawn up to 30<sup>th</sup> November and are not likely to be expended during the remaining portion of the year are surrendered by 10<sup>th</sup> December each year.

### **123. ANNUAL STATEMENT OF EXPENDITURE UNDER HEAD 2049**

#### **Interest on other obligations**

An annual statement showing expenditure under different minor heads of Head-2049 Interest on other obligations to end of March Supplementary will be rendered to the CGDA so as to reach them by 30<sup>th</sup> Sep each year, with brief explanations for variations between the actuals and the original and modified allotments. The figures will be carefully checked and agreed with the relevant compilation before the despatch of the statements.

### **124. APPROPRIATION ACCOUNT**

An Appropriation Account in the format approved by the CGA, Ministry of Finance, Department of Expenditure, is prepared by the Ministry of Road Transport and Highways and submitted to CGA/Accredited Audit Officer/and DGACR as per provisions contained in Civil Accountant Manual Chapter – II.

### **125. REVIEW OF COMPILATION**

125.1 It is the responsibility of the compiling Section/Sub-Offices concerned to ensure that the classification given in the punching media is absolutely correct. As further safeguard, Accounts Section will review the monthly compilation received from the EDP Centre concerned and the following points will be specially looked into. It may be added that the points mentioned are illustrative and not exhaustive:-

- (i) No amount appears under a fictitious code head which has been deleted from the financial accounts during the course of the year.

*Note-The EDP Centre of HQrs Office is required to send list of fictitious code heads operated by the organisation of the PCDA/CDA (BR) in Punching Media. It will be ensured that readjustments where necessary is carried out promptly by Audit Sections/Sub-Offices concerned in the current month's account. It will be ensured that there are no outstanding at the close of the annual accounts.*

- (ii) No minus figure ordinarily appears under a head other than a deduct head or a plus figure under a deduct/Suspense head.
- (iii) The heads of accounts operated exclusively by AO, DAD (MoD) Civil/CDA (CSD) certain specified Controllers do not appear in the compilation.
- (iv) The Defence Exchange Account Heads, both for original and responding items, allotted to a controller, do not appear in his own compilations.
- (v) Refund if any authorised by the Income Tax authorities are operated as Deduct Refunds and not as Minus Receipt.

- (vi) Fund compilations other than GREF personnel are transferred to the fund maintaining authority in March Supplementary Corrections.
- (vii) Interest is charged by the PAO (GREF) on the Provident Fund of the GREF personnel in March Supplementary Corrections.
- (viii) Prefix Category '01' and '77' is not operated to code head 015/01-GPF otherwise the balances would not be transferred to CDA (Funds) Meerut/fund maintaining Controller in March (Supply Corrections) Accounts.
- (ix) The percentage of the Education Cess compiled is proportionate to the prescribed percentage on Income tax recovered.

The compiling Sections will review their Sectional Compilations keeping in view the points mentioned above and will invariably include in the certificates of review of compilations to be rendered by them to Accounts Section in the Main Office within a week of the receipt of the printed compilation the erroneous/unusual compilations noticed by them as a result of review.

125.2 Some of the more important points which will be looked into during the review of compilations for the closing months of financial year are given below:-

- (i) The balances under the Defence Exchange Account heads, as also the heads for Deposits, Advances and Suspense Accounts are reduced to the absolute minimum;
- (ii) The head "Transfer Between Offices of the BRO.". (Code NO. 0/022/10) is closed with a 'NIL' balance;
- (iii) The receipts and charges compiled by the PCDA/CDA (BR) in respect of which Funds are maintained by the CDA (Funds), Meerut and rectification up to March Preliminary, March Supplementary and March Corrections are central transferred by the EDP Centre of HQrs Office to the Controller of Defence Accounts. If however, any amount is compiled in March Final, the same will be transferred to the CDA (Funds) Meerut by operating Exchange Account.
- (iv) It should be ensured that debit transactions on account of Loans and Advances passed on by one Controller to the other are responded to and adjusted by the responding Controller in the accounts of the same year. In the case of transactions that are passed through the account for March (Final and Supplementary) the originating Controllers should send advance Schedules to the responding Controllers to enable the latter to incorporate the transactions in the accounts of the same year. The figures of balances from one Controller to another are reconciled with reference to the Debt Head Register.

## **126. TRANSFER ENTRIES**

Punching Media for the transfer entries carried out in Accounts Section will be sent direct to the EDP Centre for incorporation in the appropriate detailed compilation.

## **127. DEFENCE LEDGER**

### **General**

Defence ledger is prepared in the form of statements showing receipts and charges and balances under the Revenue, Debt and Remittance heads. Two forms are used, I.A.F. (CDA)-361 and 361-A, which show the heads and details of balances closed to 'Government Account' and "Balance Account" respectively. The heads shown in these statements have been grouped together to facilitate the preparation of the Annual Review of Balances.

**128. Posting of Defence Ledger**

The entries in the military ledger will be posted annually. As soon as orders of the Comptroller and Auditor General are received through the Controller General of Defence Accounts, for the final closing of the books of the previous year, the closing balances of the account closed to "Balance Account" in the previous year will be brought forward in the statements of current year. After the close of the compilation for March Supplementary (taking into corrections, if any), the final accounts of receipts and charges will be posted in the statements and balances struck for the preparation of the Review of Balances. The closing balances in the statements will be verified with the balances worked out independently in the debt and suspense heads register.

**129. Closing of Books**

The Revenue Account (Receipts and Expenditure Heads under Major Heads 0020 to 3999), Capital Account (Receipt and Expenditure Major Heads 4000, 4046-5999) shall be closed to "Government Account". The Debt, Deposit and Remittances Receipts and Expenditure under Major Heads 6001-8999 except the Head "Reserve Bank Deposits-Defence" shall be closed to "Government Account".

*Note:-The receipts and expenditure heads of dummy DIDS appearing in the Book Compilation as a result of central transfer of balances by the EDP Centre will be reflected in the Government Account as close to balances.*

**130. REVIEW OF BALANCES**

130.1 Detailed instructions for the preparation and submission of the Review of Balances are contained in Chapter 12 of Defence Account Code 1994 Edition. The format of the Annual Review of Balances is given in **A&B-29**.

In addition to the instructions contained therein, the following further information should be embodied in the report:-

- (i) The certificate of the Pr Controller/Controller will support the balances in the AROB.
- (ii) Various prescribed certificates will be given in the Annual Review of Balances under the signature of Jt.CDA/Addl CDA.
- (iii) The Explanatory Notes may be prepared in two for all the heads closing to the Government including the dummy DIDS originated/responded as a result of central transfer of the amounts by the EDP Centre of the HQrs office and reflected in the book compilation, the Part-II will contain explanatory notes in respect of all the 'Balanced Heads'.
- (iv) The amount booked under Revenue, Capital and other transactions of the Government, the balances of which are not carried forward from year to year and the accounts are closed to a single head, called 'Government Account' [Annexure A&B-29 (i),(ii) & (iii)]. The balances under this head represents, the cumulative result of all such transactions, so that after adding thereto the balance under Debt, Deposit and Remittance Heads and Contingency Fund, the closing cash balance at the end of the year may be worked out and proved. The 'Government Account' will be prepared to show how the account at the end of the year has been arrived at.
- (v) The closing balances of the last year appearing under "Credit/Debit" columns of the Government Account will be taken as opening balances in the current

year 'Government Account' under "Debit/Credit" column of the Government Account.

- (vi) The closing balances worked out in the Government Account should agree with the balances worked out in the Statement No 5.
- (vii) The 'CR/DR' balances if worked out in '(-) CR/DR' under Statement No 13, will be reflected as 'DR/CR' respectively.
- (viii) After mechanical matching of the originating and responding items, no Punching Medium is to be prepared for clearance from the AROB. The balances of certain heads like GPF (00/015/01), PAO's Suspense (018/65) are centrally transferred by the EDP Centre of HQrs Office by originating and responding dummy DID Schedule, to settle the transaction between the controllers. The DIDS mechanically matched and cleared by the EDP Centre Meerut will be Proforma dropped in the AROB.
- (ix) An 'Action Taken Note' will be prepared in cases of Code Heads which culminate into minus transactions or adverse balances.

*Note: - Adverse balances are outstanding balances under a head supposed to be closed in debit or credit but closing otherwise.*

130.2 After closing of March (Supply Corrections) Accounts every year, all Sub-Offices/Audit Sections will prepare statement of outstanding balances under various Debt, Remittances and Suspense Heads appearing in their registers, duly reconciled with the compiled actual and forward to PCDA(BR). The Sub-Offices will tally the figures shown in their statement with the opening balances brought forward from the previous year. It will be ensured that entries recorded in the various registers/ledgers are duly supported with details. The balances will be agreed to with the compiled actuals before reflecting in Annual Review of Balances.

130.3 At the close of the accounts of the year, the total credits and debits for the year, and the balances at the end of the year under each head will be agreed with the total credits, debits and balances as recorded in the Defence Ledger [IAF (CDA)- 361-A]

### **131. Certification of Balances**

The PCDA (BR) will furnish a certificate mentioned last page of Annexure A&B-29 (i),(ii) & (iii) in the Annual Review of Balances. To ensure correctness of the figures shown by the Audit Sections/Sub-Offices, the Officer-in-Charge of the Audit Sections/Sub-Offices will furnish similar certificate to the PCDA (BR).

### **132. REGIMENTAL FUNDS**

Accounting and banking and auditing of the Regimental Funds will be undertaken on the request from the BRDB/DGBR with the approval of the PCDA (BR)/CGDA.

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**Para-133 to 140: Blank.**

**Annexure A&B-1****Referred to para-102.2**

## Statement showing nomenclature of Defence Accounting Circles under Defence Proforma Account

Sl No	Name of the PCsDA/CsDA	CDA Code Number	RBI transaction Code	RBI Ten Digit Code	Focal Point Branch of SBI	Focal Point Branch of Associate Banks
1	CDA Patna	00	504	4015000006	Exhibition Road Patna	NIL
2	PCDA (Pensions) Allahabad	01	507	4053000002	Kachahary Road Allahabad	NIL
3	CDA ( Officers ) Pune	02	506	4021000009	SBI, Golibar Maidan, Pune (7433)	SBBJ,SBH,SBS,SBT,SBM and SBP
4	CDA ( Army ) Meerut	03	501	4012000003	Meerut Cantt 0680	State Bank of Patiala
5	PCDA ( SC ) Pune	04	503	4011000002	SBI, Golibar Maidan, Pune (7433)	SBS,SBBJ,SBP and SBM
6	CDA Bangalore	05	505	4016000007	St.Marya Road Bangalore	SBP and SBBJ
7	PCDA ( WC ) Chandigarh	06	502	4013000004	Madhala Marg Sec 7 Chandigarh	SBP and SBBJ
8	PC of A ( Fys ) Kolkata	07	508	4051000000	Strand Road Kolkata 0001	SBH,SBP,SBBJ,SBM and SBS
9	PCDA ( AF ) Dehradun	08	509	4041000003	Main Branch Dehradun 0630	SBH,SBP,SBBJ and SBS
10	PCDA ( Navy ) Mumbai	09	510	4031000006	Focal Point Cell Mumbai	NIL
11	CDA ( Funds ) Meerut	10	511	4052000001	Meerut Cantt 0680	NIL
12	Ex-CDA ( ORS ) N. Meerut	11	512	4023000001	Meerut Cantt 0680	NIL
13	PCDA ( NC ) Jammu	12	513	4014000005	Hari Market Br. Jammu 00657	NIL
14	ZO ( DPD ) Chennai	13	527	6000020451	Royapettah High Road Chennai 267	State Bank of Tranvancore
15	AO, DAD, MOD, New Delhi	14	522	4002000006	RBI New Delhi	NIL

16	CDA ( CSD ) Mumbai	15	521	4054000003	Safedpul Premises Mumbai 1950	NIL
17	PCDA New Delhi	16	514	4001000005	Parliament Street BR. New Delhi	SBP and SBBJ
18	Ex-CDA ( ORS ) Nagpur	17	515	4024000002	Katol Road BR. Nagpur 5999	NIL
19	CDA Chennai	18	516	4022000000	Royapettah High Road Chennai 267	SBT and SBP
20	PCDA ( R&D ) New Delhi	19	524	4055000004	R.K.Puram Branch New Delhi 1076	NIL
21	CDA ( PD ) Meerut	20	523	4056000005	Meerut Cantt 0680	SBP and SBBJ
22	CDA Guwahati	21	525	4057000006	New Guwahati-0221	NIL
23	PCDA ( CC ) Lucknow	22	526	4018000009	Lucknow Cantt BR. 1132	NIL
24	PCDA ( BR ) Delhi Cantt	23	528	4058000007	Nirman Bhawan, New Delhi-0583	SBBJ
25	CDA ( R&D ) Bangalore	24	529	4055035000	C.V.Raman Nagar BR. Bangalore	NIL
26	CDA Secunderabad	25	530	4055090007	Main BR. Secunderabad 2802	State Bank of Hyderabad
27	CDA Jabalpur	26	531	4055095002	Civil Lines Branch Jabalpur 0390	NIL
28	CDA ( AF ) New Delhi	27	532	4046010012	R.K.Puram Branch New Delhi 1076	NIL
29	CDA ( R&D ) Hyderabad	28	533	4065000001	Main Branch Hyderabad 3026	NIL
30	CGDA New Delhi	29	534	4003000007	R.K.Puram Branch New Delhi 1076	NIL
31	CDA ( IDS ) New Delhi	30	536	4001001006	Parliament Street BR. New Delhi	NIL
32	PCDA ( SWC ) Jaipur	31	537	4055096003	Sangneri gate Branch Jaipur	SBBJ and SBP

Note:- All the Defence Accounting Circles are conducting Defence transactions with RBI Branches as RBI Branches are acting as Dealing Branches as well as Focal Point Branches in addition to Focal Point Branches of SBI and Focal Point Branches of Associate of SBI.RBI Branches with whom DACs are conducting transactions are :Ahmadabad, Bangalore, Bhubaneswar, Chennai, Guwahati, Hyderabad, Jaipur, Kanpur, Kolkata, Mumbai, Byculla Branch Mumbai, Nagpur, New Delhi, Patna, Tiruvanthapuram and Chandigarh

(Referred to para-102.3)

**PAYMENT SCROLL**

- 1.Scroll No Date
2. Name of Bank (Dealing Branch)
- 3.Name of PCDCA/CDA/DAC
- 4.CDA/DAC Code No

Sl No	Cheque		Date	Amount Rs	Mode A/B/C	Progressive	Initials
	Category	No					

A:Cash

B:Clearing

C:Transfer

Note: To be prepared in quadruplicate

Branch Manager



**Annexure A&B-3**  
**(Referred to para-102.3)**

**RECEIPT SCROLL**

- |                   |         |
|-------------------|---------|
| 1.SI No           | Date    |
| 2. Name of Bank   | Code No |
| 3.Dealing Branch  | Code No |
| 4.CDA/DAC code No | Code No |

<b>SI No</b>	<b>Name of Depositor</b>	<b>Head of account as mentioned in MRO</b>	<b>Amount Rs</b>	<b>Mode A/B/C</b>	<b>Progressive Total</b>	<b>Name of Depositor</b>	<b>Initials</b>

A:Cash

B:Clearing

C:Transfer

Note: To be prepared in quadruplicate

Branch Manager

**Annexure-‘A & B’-4**

Daily Advice of transactions (To be submitted by dealing branches to Focal Point Branch) in respect of Ministry of Defence.

To

Name of CDA/DAC

The Branch Manager

-----  
 -----

Date

Ministry of Defence

Sr.No.

Code No. \_\_\_\_\_

Name of Dealing Branch

Code No. \_\_\_\_\_

Receipts (Rs.)	Disbursements (Rs.)

Branch Manager

The Receipt/Payment Scrolls along with receipted MROs, paid cheques etc. must be attached to this advice.

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(Referred to para-102.5)

**MAIN SCROLL****MINISTRY OF DEFENCE (EXPENDITURE ACCOUNTS)**

- |                  |         |
|------------------|---------|
| 1. Running SI No | Date    |
| 2. Name of FPB   | Code No |
| 3. CDA/DAC       | Code No |

SI No	Name of DDO	Name of the Dealing Branch	Date of transaction at dealing branch	Receipts Rs	Payments Rs	Remarks
Sub Total						
Transactions at FPB						
Grand Total						

Note:

- To be prepared in triplicate by the FPB
- Two copies-original with scrolls and paid cheques/receipted MROs and duplicate without documents to be submitted to DAC on day- to- day basis.
- Triplicate copy duly verified by DAC to be obtained by the FPB on day to day basis.
- Triplicate copy to be retained as office copy.
- Scrolls of dealing branches with documents to be attached to Main scrolls should be in the same order in which entries are listed in this Main Scroll.
- The grand total of the receipts and payments should be reports to SBI GAD /Link Cell, Nagpur on day to day basis.

Branch Manager

(Referred to para-102.5)

**DAILY MEMO TO SBI GAD MUMBAI TRANSACTIONS ON BEHALF OF RBI  
(GOVERNMENT TRANSACTION)**

SI No-----

Date-----

Code-----

Name of Bank-----

Name of Focal Point Branch-----

<b>Receipt</b>	<b>On account of</b>	<b>Code No</b>	<b>Disbursement</b>
	CDA/DAC----- CDA/DAC-----		
Total Receipts	Total Net Receipts/Disbursement		Total Disbursement

Certified that the scrolls/paid cheques/MROs etc has been submitted to the concerned Defence accounting Circle.

**Branch Manager**



**(Referred to para-102.6)**

**CERTIFICATE IN LIEU OF LOST/MISPLACED MROs**

Certified that a sum of Rs -----(Rupees-----) was received from (Name of Party)-----  
-----on account of -----for credit to Central Government Account under  
the head -----on -----by—Authorised -----branch. The amount has been  
included in the scroll dated----- at SI No -----.

Authorised Officer

Date-----

Bank-----

(Referred to para-102.7)

**CERTIFICATE IN LIEU OF LOST/MISPLACED PAID CHEQUES**

Certified that a sum of Rs -----(Rupees-----) was paid to -----(name of party) under the head -----on-----by debit to assignment/drawing account/PD account maintained in the name of -----on behalf of Ministry of Defence as per cheque No -----dated----- at branch----- . The amount has been included in the Scroll dated ----- at SI No ----dated----- --.

Authorised Officer

Date-----

Bank-----

Focal Point Branch

(Referred to para-102.9)

**DATE WISE MONTHLY STATEMENT OF RECEIPTS AND DISBURSEMENT  
(DMS) FOR THE MONTH OF**

Name of Bank-----

Code No-----

Name of the Focal Point Branch -----

Code No-----

Name of CDA/DAC-----

Code No-----

SI No	Receipts(Rs)	Disbursement(Rs)	Initial of the Supervisor/Official
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			



**Annexure A&B-11****(Referred to para-102.10)****MONTHLY SETTLEMENT STATEMENT**

(Consolidate for all DACs)

Settlements made by State Bank of India on account of Defence Accounts transactions settled by the Focal Point Branch of State Bank of India for the month of -----.

Ministry of Defence Code No-----

## AMOUNT SETTLED

Date of Settlement	Receipt Rs	Payment Rs	Net Rs

**Annexure A&B-12****(Referred to para-102.10)**

Settlements made by State Bank of India on account of Defence Accounts, CDA/DAC wise date wise for the month of -----

Name of the CDA/DAC----- Code No-----

Name of the Focal Point Branch-----Code No-----

## AMOUNT SETTLED

Date of Settlement	Date of Transaction	Amount Settled	
		Receipts (Rs)	Payments (Rs)

**Annexure A&B-13****(Referred to para-102.10)**

The settlement made by State Bank of India, CDA/DAC wise for the month of -----

MINISTRY OF DEFENCE

CODE NO

SPECIAL ACCOUNT CODE NO	AMOUNT SETTLED	
	Receipts (Rs)	Payments (Rs)

**Annexure A&B-14****(Referred to para-102.11)**

Settlement made by State Bank of India, on account of Defence Account CDA/DAC wise, date wise for the month of -----

Name of the CDA/DAC wise for the month of -----

Code No-----

Name of the Focal Point Branch-----

Code No

Date of Settlement	Date of Transaction	AMOUNT SETTLED	
		Receipts (Rs)	Payments (Rs)



(Referred to para-106.1)

**INWARD SETTLEMENT ACCOUNT REGISTER****(Transactions Originating in the Books of****Railways & Department of Posts and adjustable in the books of BRO).**

Sl No	No and date of Schedule with which vouchers received from the Accounts Officers	Accounts of Schedule <b>DR</b> <b>CR</b>	Reference to the Advice received (No and Date)	Accounts Officer from whom Schedules received	Amount of each Advice
1	2	3	4	5	6

Reference to ID Schedules with which item sent to Audit Sections	Voucher No and month of Audit Section's PM adjusting the item	Reference to RBI Memo on which cleared	Amount cleared by Bank <b>DR</b> <b>CR</b>	PM vouchers No and month in which adjusted to head "Reserve Bank Deposits" by Accounts Section	Remarks
7	8	9	10	11	12



**(Referred to para-107.4)**  
**SUMMARY OF SETTLEMENT**

Sl No	No and Date of Vouchers/Schedule	Value Credit/Debit	Code operated Credit/Debit	No and Date of the Memo under which sent to CDA	Acknowledgement No & Date received from consignee (CDA)	Remarks
1	2	3	4	5	6	7

**Annexure A&B-19****(Referred to para-108.1)****REGISTER OF INWARD CLAIMS (CASH BASIS)**

1. SI. No.
2. No. and date of the letter with which the account was received.
3. Period to which account pertains.
4. Credits to PCDA/CDA Audit Section.  

A		b	e	d	etc.
---	--	---	---	---	------
5. Debits to CDA Audit Section.  

A		b	e	d	etc.
---	--	---	---	---	------
6. Net amount due from the other party (Column 4-5)
7. Net amount due to the other party (Column 5-4)
8. No and date of the letter under which the account is sent to respective audit sections.
9. No. and date of Bank Draft received with inward account if the amount is due from the party.
10. Amount of Bank Draft.
11. No. & date of the MRO with which the Bank draft is sent to the Bank.
12. Initials of the A.O./S.A.O.
13. No. and date of the cheque issued, (if the amount is due to other party)
14. Amount of cheque.
15. No. and date of letter forwarding the cheque to the other party.
16. Initials of the AO/SAO.
17. No. and date of acknowledgment of the cheque by the other party.
18. Initials of the SO (Accounts)/AAO.

**Annexure A&B-20**

**(Referred to para-108.1)**

Office of the C.DA

Dated.....

To

As requested in your letter No.....a cheque  
No.....Dated.....for Rs.....is sent herewith in settlement of your account.

Please return the lower half of this letter duly signed, immediately in token of acknowledgement.

Details, of enclosures  
Cheque.....

Signature  
Designation

-----  
**Office of the**  
**Dated-----**

Receipt is hereby acknowledged of his letter No..... dated  
.....along with the cheque No.....dated..... for  
Rs.....

Signature  
Designation

To

The.....



(Referred to para-108.2)

**REGISTER OF OURWARD CLAIM (CASH BASIS)**

1. SI No.
2. Period to which Account pertains.
3. Credits to Suspense (P & AO Suspense/Remittance Head)
4. Debits to Suspense (P & AO Suspense/Remittance Head)
5. Net amount due to the other party (Column 3-4)
6. No and date of the cheque issued.
7. Amount of cheque.
8. No. and date of the letter forwarding the cheque to the party.
9. Initials of the A.O./S.A.O
10. No. and Date of acknowledgment of the cheque by the party.
11. Initials of the S.O. (Accounts)/AAO.
12. Net amount due from the other Party (Column 4-3) No. and date of the memo calling for Bank Draft from the other party.
13. Details of the Bank draft received from the other party.
14. Amount of the Bank Draft.
15. No. and date of the MRO with which the bank is sent to the Bank.
16. Initials of the A.O./S.A.O.
17. Particulars of the Class II Punching Medium under which original MRO was adjusted
18. Remarks.

**Office of the PCDA (BR)**

(Referred to para-108.2)

Office of the PCDA (BR)

To,

The AG/PAO.

Two schedules of Receipts and Disbursements (as per enclosed Appendix) which arose in the accounts of this office during the week ending.....and are adjustable in your books, are sent herewith along with a cheque No.....dated .....for Rs.....(Rupees--)

Note: (Please returns the lower half of this letter duly signed immediately in token of acknowledgment)

Signature Designation AO/SAO

Details of enclosures No. ....  
Supporting Vouchers.....  
Cheque No. .... Dated .....for Rs. ....

Office of the AG/PAO

Receipt is hereby acknowledged of the Account received with his letter No. ....dated.....along with the cheque No----dated for Rs .....

Signature  
Designation

To

The.....  
No. ....Dated

**Appendix to Annexure A&B-22****(Referred to para-108.2)****SCHEDULE OF DEBIT/CREDIT ADJUSTABLE BY AG/PAO**

No of accompanying Vouchers / Schedules	Particulars	Amount  Rs	Remarks
	Total		

Office of the CDA

Dated.....

Signature

Designation

N.B. : Separate Schedules will be prepared for credits and debits in duplicate

(Referred to para-108.2)

No.

Office of the PCDA/CDA

To

The AG/PAO.

Two schedules of receipts and disbursements (as per enclosed Appendix) which arose in the accounts of this office during the week.....and are adjustable in your books are sent herewith with the request that a cheque/Bank draft for Rs. ....drawn in favour of CDA.....,.....may please be sent within seven days of the receipt of this claim.

Please return the lower half of this letter duly signed, immediately in token of acknowledgment.

Signature

Designation  
AO/SAO.

Details of enclosures No. ....

Supporting vouchers.....

-----

Office of the AG/PAO

Account received with his letter no. ....dated..... and steps are being taken to send a cheque/bank draft in settlement of the account.

Signature

Designation

To

The .....

No. ....Dated..!.....

## Appendix to Annexure-23

(Referred to para-108.2)

## SCHEDULE OF DEBIT/CREDIT ADJUSTABLE BY AG/PAO

No of accompanying Vouchers / Schedules	Particulars	Amount		Remarks
		Rs	P	
	Total			

Office of the CDA

Dated.....

Signature

Designation

N.B. : Separate Schedules will be prepared for credits and debits in duplicate and one copy retained as office copy.

**Annexure A&B-24****(Referred to para-115.4)****Name of the PCDA/CDA against whom the DID Schedule has been Originated : \_\_\_\_\_**

SI No	DID Sch No	Code Head	(+)RT	(-)RT	Particulars of DID Sch	Letter No & date under which DID Sch	Description	Concerned TE No & month	Initial of AAO/AO/SAO AAO
1	2	3	4	5	6	7	8	9	10

**Annexure A&B-25****(Referred to para-112.1)****RESERVE BANK OF INDIA****CENTRAL ACCOUNTS SECTION, NAGPUR****TELEGRAMS: "RESERVIST" NAGPUR POST BOX NO 13.**

No. CAS Defence.....Dated.....

To

The Controller of Defence Accounts Dear

Sir,

We enclose herewith statement of the closing balance of your office for the month of..... You will please confirm that the net balance (Viz. debit/credit balance of Rs.....) as shown below, agrees with the books of your office.

Debit	Credit

Net transactions of the CDA during

- Net transactions of the PCDA/CDA during the month at branches of the State Bank of India and its subsidiaries as per detailed statement attached.
- Net transactions of the PCDA/CDA at offices of Reserve Bank of India as per detailed statement attached.
- Net adjustment booked against the balances of the PCDA/CDA by Central Accounts Section of Reserve Bank of India as per Statement attached.
- Balance (opening) brought forward from previous month.

Net balance at the close of the month of.....—of year

Yours faithfully

MANAGER

## Annexure A&amp;B-26

(Referred to para-119.1)

**LIST OF ORIGINAL ITEMS OF DEFENCE EXCHANGE ACCOUNT OUTSTANDING IN  
AUDIT SECTIONS AT THE END OF----**

Responding Controllers	Section of Responding Controllers	Particulars of Original Items						Amount	Date
		CDA	Section	Kind of Voucher	Voucher No.	Schedule NO.	Dr. or Cr.		

## Annexure A&amp;B-27

(Referred to para-119.2)

**SUMMARY OF ORIGINAL ITEMS OF DEA AT THE END OF----**

1. Amount outstanding from last month-----
2. Original Items received during the month----
3. Total of Original Items received up to the end of month-----
4. Original Items responded to during the month----
5. Balance remaining unadjusted
6. Forwarded to the CDA---- --for information and necessary action.
7. Details(a) by Sections and (b) Originating Controllers will be found in the enclosed statement.

-----  
-----EDP Centre





(Referred to para-130.1)

Annexure A&amp;B-29

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND BALANCES UNDER HEADS OF ACCOUNTS  
RELATING TO DEBT, DEPOSITS AND REMITTANCES AND CONTINGENCY FUND For THE ACCOUNT-----**

Sector/ sub- Sector Major/ sub- Major/ Minor Head	Descrip tion	Code Head	Opening Balances as on 01-04---		Proforma Accepted / Dropped between 01-04---- to 31-03--- --		Revised opening Balances as on 01-04----		Compilation / Clearance during the year during the year -----		Clearance /Compilation during the year ----		Closing Balances as on 31-03-----	
			Receipts	Charges	Receipts	Charges	Receipts	Charges	Receipts	Charges	Receipts	Charges	Receipts	Charges
1	2	3	4		5		6		7		8		9	
<b>PART-I CONSOLIDATED FUND OF INDIA</b>														
<b>PART-II –CONTINGENCY FUND OF INDIA</b>														
<b>PART-III- PUBLIC ACCOUNT</b>														

(Referred to para-130.1)  
Annexure A&B-29(i) of (iii)

**GOVERNMENT ACCOUNT (DEFENCE)-MARCH MANUAL ACCOUNTS -----**

**Amount (In thousands of Rupees)**

<b>Debit</b>	<b>Details</b>	<b>Credit</b>
(I)	Opening Balance (Defence)	
(ii)	Receipt Heads (Revenue Accounts)	
(iii)	Expenditure Heads (Revenue Accounts)	
(iv)	Expenditure Heads (Capital Accounts)	
(v)	Inter State Settlement	
(vi)	Major Head 8680	
(vii)	RB Deposits- 8675	
(viii)	PLI amount Proforma dropped	
	Exchange Accounts Proforma Dropped (Major Head 8797)	
	<b>Fractional Difference</b>	
	Closing Balance	
	<b>Grand Total</b>	

The Head 'Govt. Account' needs some explanation, under the system of Book keeping followed in Indian Government Accounts. The amount booked under Revenue, Capital and other transactions of Government, the balances of which are not carried forwarded from year to year and the accounts are closed to a single head, called 'Government Account'. The balances under this head represents the cumulative result of all such transactions, so that after adding thereto the balance under Debt, Deposit and Remittance Heads and Contingency Fund, the closing cash balance at the end of the year may be worked out and proved.

(Referred to para-130.1)

Annexure A&amp;B-29(ii) of (iii)

**STATEMENT No.5 (DEFENCE) : SUMMARY OF BALANCES -----****Amount (In thousand of Rupees)**

<b>Debit Balances B/F</b>	<b>Sector of the Account</b>	<b>Name of Account</b>	<b>Credit balance brought forward</b>
<b>CONSOLIDATED FUND</b>			
	<b>E-</b>	Public - Debt	
	<b>F-</b>	Loans and Advances (6425, 7610 and 7615)	
		Loans for Co-operation Industrial Financial	
	(i)-	Institution.	
	(ii)-	Other - Loans	
<b>CONTINGENCY FUND</b>			
<b>PUBLIC ACCOUNT</b>			
		<b>SMALL SAVING PROVIDENT FUND ETC.(8008, 8009, I- 8011 and 8012).</b>	
	<b>J-</b>	<b>RESERVE FUNDS (8226)</b>	
	(b)-	Reserve Fund not bearing interest Total - J	
	<b>K-</b>	<b>DEPOSIT AND ADVANCES</b>	
	(a)-	Deposit bearing Interest Gross Balance Investment (8342).	
	(b)-	Deposit not bearing interest (8443 and 8444).	
	(c)-	Advances (8550 and 8551).	

**L- SUSPENSE AND MISC.**

	(a)- Coinage Account.	
	(b)- Suspense Gross Balance Investment (8659).	
	Other Accounts-Gross Balances Investment (8670, 8671, (c)- 8672, 8674 & 8677)	
	Accounts with Government of Foreign Countries (d)- (8679).	
	<b>M- Remittances (8782, 8787, 8788, 8792 and 8797).</b>	
	<b>Total</b>	

(Referred to para-130.1)

Financial Year-----

**STATEMENT No.13 - STATEMENT OF RECEIPTS, DISBURSEMENTS AND BALANCES UNDER HEADS OF ACCOUNTS  
RELATING TO DEBT, DEPOSITS AND REMITTANCES AND CONTINGENCY FUND-MARCH MANUAL ACCOUNT**

Amount (In thousand of Rupees)

Major/Minor Head of Account	Opening Balances as on 01-04----	Proforma dropped between 01-04----- to 31-03-----	Revised opening Balances as on 01-04----	Receipts during the year -----	Disbursement during the year ----- (As shown in SCT)	Closing Balances as on 31-03----- -
A	B	B	D	E	F	G

**PART-I CONSOLIDATED  
FUND**

<b>Receipt Heads (Revenue Account) -</b>							
<b>Expenditure Heads (Revenue Account) -</b>							
<b>Expenditure Heads (Capital Account) -</b>							

PART-II CONTINGENCY FUND OF INDIA

PART-III-PUBLIC ACCOUNT

**C E R T I F I C A T E**

I certify that the accounts rendered are correct and agreed with the initial accounts maintained by my organization. I am satisfied that the balances whether, in cash or investment or under Debt, Deposits and Remittances Heads of Accounts have been duly verified and found to agree with those shown in the separate registers or other records maintained by my organization and that debits and credits to the various Reserve Funds and Deposit Accounts were for amounts authorized by relevant Acts or Rules of the funds and that there were no diversions for purposes other than those for which the funds were constituted or the grants were made.

*Section/Sub-Office*

*PrCDA/CDA/Officer-In-Charge of the*

## **Section-II**

### **Budget Cell**

#### **General**

- 141.** There will be a separate cell namely Budget Cell in the Main Office for dealing with the following items of works:-
- (ii) Watching the expenditure against allotment in respect of heads under which budgetary control is exercised locally.
  - (iii) To deal with cases received from HQ DGBR regarding appropriation/re-appropriation and distribution of budgetary grants to the lower formations.
  - (iv) Authorisation of Cash Assignments.
  - (v) Cases relating to authorization of Imprest.
  - (vi) Noting of Charged Expenditure sanctions and to watch expenditure against allotment.
  - (vii) Preparation of Cash requirement estimates as required by MoD(Finance).
  - (viii) Preparation of the Monthly Statement of Expenditure (MES) against allotment on IAFA-823 and rendition of statement to Pr.CCA of MORT&H with copies to BRDB, Addl. FA MoD(Finance),CGDA and IFA(BR) alongwith an analysis of MES showing cases where expenditure is unusually high or abnormally low.
  - (ix) Preparation of estimates of Pension and other retirement benefits as required by PCDA (P) Allahabad & for Grant No.20 & 39 MH 2071.

#### **BRO BUDGET**

**142. INTRODUCTION:**

As per provisions of Article 112(1) of the constitution, the Finance Minister shall arrange to lay before both Houses of the Parliament, an annual Financial Statement, commonly known as the "Budget" showing the receipts and expenditure of the Central Govt. in respect of a financial year. The provisions for preparation, formulation and submission of budget to the Parliament are contained in Articles 112 to 116 of the Constitution of India. The Ministry of Finance, Budget Division, shall issue guidelines for preparation of budget estimates from time to time. All the Ministries / Departments shall comply in full with these guidelines.

**143. PRINCIPLES:**

The following principles of financial discipline should be observed:

- ❖ After the Appropriation Bill relating to Budget is passed, amount distributed to different Ministry may be communicated to respective Pay & Accounts Officers who will exercise check against the allocation to each subordinate authority.
- ❖ All money received by and on behalf of Govt. either as dues of Govt. or for deposit, remittance or otherwise shall be brought into account without delay.

- ❖ No authority may incur any expenditure or enter into any liability involving expenditure or transfer of money for investment or deposit from Govt. account unless such expenditure or transfer as the case may be, has been sanctioned by general or special orders of Govt. or by any authority to whom power has been delegated in this behalf.
- ❖ Every officer incurring or authorizing expenditure from public money should be guided by high standards of financial propriety as laid down in Rule-6 of FR Part-I, Vol-I. Every officer should also enforce financial order and strict economy at every step and see that all the financial rules and regulations are observed, by his own office and by subordinate Disbursing officers.
- ❖ The Demands for the Grants to be presented to Parliament shall be for the gross amount of expenditure to be incurred and shall show the recoveries to be taken in reduction of expenditure separately by way of footnotes.
- ❖ Pending the completion of the procedure for passing of the budget, the Finance Ministry may arrange to obtain a vote on account to cover expenditure for one month or a longer period, if necessary.
- ❖ VOTE ON ACCOUNT will not be utilized for expenditure on a “NEW SERVICE”
- ❖ Department of the Central Govt. shall surrender to the Finance Ministry, before the close of the financial year, all the anticipated savings noticed in the Grant of Appropriation.
- ❖ Primary Units of Appropriation shall be re-appropriated with the permission of Finance Ministry.
- ❖ Supplementary Grants may be obtained for any service in a financial year if the amount provided for is insufficient for the purpose.

**144. BRO BUDGET:**

BRO is mainly entrusted with the responsibility for execution of GS works, which comprises construction of Roads and Bridges and maintenance of existing Roads in Border Areas as per requirement of Army for their movement in Border Areas. In addition, BRO has been executing agency works of MOD, MEA, MHA, NEC & PSUs and some other state Govts. BRO has three sources of Budget as under:-

- ❖ GS FUNDS : - Provided by MORT&H under Grant No 81
- ❖ AGENCY FUNDS :- Provided by MORT&H, and other Central Ministries and Departments.
- ❖ DEPOSIT FUNDS :- Provided by State Govts, Autonomous bodies and private parties

**145. PREPARATION OF BUDGET ESTIMATES, WORKS EXECUTED BY BORDER ROADS ORGANISATION & SOURCE OF FUND**

Budget estimates proposals for allocation and subsequent expenditure for the ensuing year are prepared by DGBR based on targets assigned (Approved Annual Works Plan) by Border Roads Development Board to Border Roads Organisation. The following three types of works are executed by the Border Roads Organisation and for that purpose source of funds are as under :-



(A) **General Staff (GS) Works:** - These are executed for the Army, as planned and projected by the Ministry of Defence (MOD) through the Military Operation Directorate (MO Dte) for the Army. For GS Works, funds are provided by the Ministry of Road Transport & Highways from Non-Plan Grants based on Projections by the Ministry of Defence. The Budgetary proposals are projected to the BRDB by the DGBR, through the Integrated Financial Advisor (IFA) BR, on the basis of an approved Annual Works plan for a financial year. These fund projections are examined by the Financial Advisor (Defence Services), as the ex-officio financial advisor to the BRDB and forwarded to the Department of Expenditure, Ministry of Finance. On approval by the Department of Expenditure, Ministry of Finance, the budgetary proposals are returned to the Ministry of Road Transport and Highways for inclusion in their demands for grants for the BRDB. The budget is generally provided under the following heads:-

- (i) Major Head 3054-Roads and Bridges
- (ii) Major Head 3451-Secretariat Economic Service (HQ DGBR)
- (iii) Major Head 3601-Grants-in-aid to State Governments
- (iv) Major Head 5054-Capital outlay on Roads & Bridges

(B) **Agency Works :-** These are executed for the Ministry of Road Transport & Highways, the MOD (Air force & Navy), Army (OP works), other Central Government Ministries and Central Government Agencies like the North Eastern Council(NEC). In the case of Agency works undertaken by the BRO, on behalf of the Ministry of Road Transport and Highways the proposed budgetary proposals are progressed by the DGBR to the Ministry of Road Transport & Highways through the BRDB and PCDA (BR), as well as the IFA (BR). These are taken up by MORT&H with the Department of Expenditure, Ministry of Finance. On approval by the Department of Expenditure, Ministry of Finance, these proposals are transmitted to MORT&H for inclusion in their Demands for Grants. The fund allocation is made from Plan Grants. For Agency Works undertaken for other Ministries e.g. Ministry of External Affairs, Ministry of Defence (Air force & Navy), Army (OP Works), Ministry of Home Affairs, the budgetary projections are progressed by the respective Ministries with the Ministry of Finance and included in their Demands for Grant, on approval by the Department of Expenditure, Ministry of Finance. The fund allocation is from Non plan grants for the MOD and plan Grants for other agencies. The budget for this purpose is generally provided under the following heads:-

- i. Major Head 2061 - MEA Work in Bhutan
- ii. Major Head 2076 - Army Works
- iii. Major Head 2078 - Air Force Works
- iv. Major Head 3054-Roads and Bridges (MORT&H)
- v. Major Head 3605-Technical and Economical cooperation with other countries (MEA)
- vi. Major Head 4055-Capital Outlay on Police (MHA)
- vii. Major Head 4076-Capital Outlay on Defence Services (Ministry of Defence)
- viii. Major Head 5054(NP) -Capital outlay on Roads & Bridges (MORT&H)

(C) **Deposit Works:** - Works under taken by the BRO, on behalf of the State Government and other Government and Semi-Government departments and autonomous bodies e.g. North Eastern Engineering power Corporation, North Eastern Council, Bharat Coke, Coal India Ltd., Vodafone, BSNL etc. are approved for execution by the BRDB based on the budgetary

allocation, through deposits, in the form of cheques/drafts made payable to the PCDA (BR) by the department. The deposition of funds in full or in installments is a pre-requisite, before commencement of execution of work. On receipt of the Deposit made by the Agency/Department through cheque/Draft, the same will be deposited through MRO in favour of PCDA (BR) and credited to Code Head 0/017/05. The expenditure is met for the works out of this head.

Sanctions by the Chief Engineers from the allotments placed at their disposal for special purposes will be watched through guard files maintained separately for each Chief Engineers. A note should be kept on the outer cover of each guard file of the total allotments granted to the particular Commander for the year (with authority in support). Changes in the total allotment made during the year should also be entered therein as notified from time to time. On receipt of sanctions for expenditure against those allotments accorded by different Chief Engineers, the balance available after the expenditure sanctioned under that particular letter should be worked out on the letter of sanction itself (or on the back of it). The figures so worked out should be checked and initialed by the AO(P). The letter of sanction should then be recorded in the guard file relating to the particular Project. The expenditure should be monitored accordingly.

#### **146. ALLOTMENT OF FUNDS**

- 146.1. Based on the projected Budget Estimate by Ministry of Road Transport and Highways(MORT&H) and other Ministries for Grants for GS and Agency works and the funds deposited by other departments/agencies, RE/BE discussions are held with Projects at HQ DGBR during December-January of the current financial year. Targets for the ensuing financial year and the subsequent two consecutive financial years are planned and fixed for each project. On finalization of the RE/BE discussions, the physical targets and budgetary support Major Head/detailed Head Wise and State wise are intimated to the Projects.
- 146.2. On voting and passing by the parliament of the budget Estimate projected by various Ministries under their Demands of Grants and its conversion as an Appropriation Act, on consent by the President of India, bulk allotment of funds are received in the form of Budget Estimate (BE) allocation from the Ministries. In addition to these allotments, the BRO also gets cheques/drafts for the execution of Deposit Works for the State Government and other Government and Semi-Government departments and autonomous bodies. These allocations are received under different Major Heads of Account.

#### **147. APPROPRIATION**

Appropriation of funds means the allotment of a particular sum of money to meet expenditure on a specified work through the annual allocation of funds under a particular budgetary head immediately after passing of the Estimate of concerned Department/Ministry by the Parliament. No new Major Capital Work will commence unless and until such specified allotment of funds is made for that work or project.

#### **148. Register of Appropriation (IAFW 2244)**

On receipt of appropriation approved by the parliament, the same will be recorded in the Register of Appropriation (IAFW 2244) by the Budget Section. Further, appropriation/re-appropriation and distribution of budgetary grant to the lower formation made by the DGBR

will also be noted in the Register to keep watch over the expenditure through prescribed reports/returns.

#### **149. PROVISION OF FUNDS FOR CHARGED EXPENDITURE**

##### **(i) G.S.Works:-**

Anticipatory provision is made for making payment of 'Charged Expenditure' under Major Head 5054, which relate to G.S. works, in the budget of the Border Roads Organization every year. The funds so provided are, however, controlled centrally by the DGBR and these funds will not be sub-allotted by DGBR to any subordinate formation to cover any past or future sanctions and that each sanction accorded by the Competent Authority shall invariably indicate the classification as "charged" to avoid any ambiguity in compilation of the expenditure.

Charged expenditure is to be identified by category prefix 99 to the relevant code head. For e.g. Charged Expenditure is to be booked under MH 5054 (Non-Plan) code head 99/069/01.

#### **150. PROCEDURE OF PAYMENT**

150.1 **Charged Expenditure:** As and when any payment, classified as charged expenditure, is to be made, the formation concerned will have to refer the case to HQ DGBR. The case in turn, will have to be referred by HQ DGBR to PCDA (BR) for noting the expenditure. Thereafter, sanction will be issued by HQ DGBR for the requisite amount, indicating in the sanction that the amount has been noted by PCDA (BR). A separate sanction is required to be issued in each case.

In accordance with Article 112(3) of the constitution of India, payment made in satisfaction of a judgement, decree or award of any court or arbitral tribunal will be treated as expenditure "Charged" on the Consolidated Fund of India.

The under mentioned items of expenditure are also treated as 'Charged' on the Consolidated Fund of India –

- (i) Interest Charges on Fund Balance
- (ii) Loan for water supply programmes to the State Governments.

No payment on account of "Charged Expenditure" will be made without specific sanction & allotment of fund. In urgent cases, the payment should, nevertheless, be made and adjusted as "Charged Expenditure" provisionally and HQ DGBR may be advised for issue of fresh allotment for the said provisional payment.

*Note: Charge expenditure sanction will be issued by the DGBR, only for GS works. For Agency/Deposit works the expenditure is to be met from the Fund provided or deposited by the Agency concern only. However, specific expenditure sanction of DGBR is required to make the payment.*

##### **150.2 *Deposits in Court***

*When Government files an appeal to a higher court against a judgement, decree or award of subordinate court and prays for the stay of execution thereof and, pending the decision of the appeal, it is ordered by the appellate court to deposit the decretal amount as a condition precedent to the grant of a stay order, the payment made in pursuance of the said order is only*

*a deposit and cannot be said to have been made in satisfaction of the decree passed by the lower court. The fact that the court may allow the decree holder to withdraw the amount so deposited by the Government does not alter this position. Consequently, the provision of Article 112(3)(f) of the constitution would not be attracted to such cases. The amount, being in the nature of deposit in the court, would not constitute 'expenditure' of Government and should be classified under the head 'Section T-Deposits and Advances-Part-IV Suspense-Suspense Account', in the Public Fund Account of India, the debit under the suspense head being cleared after, the amount is recovered as and when the appeal is decided in favour of Government. Where, however, the appeal is dismissed and the decree becomes final, the amount deposited in the court would thereupon constitute payment made to satisfy the decree and, consequently, the debit under the Suspense Head should then be cleared by transfer to the final head, as 'charged expenditure' and covered by appropriate provision of funds or, in anticipation thereof, by an advance from the Contingency Fund of India as may be necessary.*

*[ Ministry of Finance OM No.F.1(52)-B/68, dated 31 January,1969 ]*

**151. Re-appropriations/distribution of Budgetary Grants to lower formations**

The rules governing re-appropriations, utilisation of savings in the budget provision under one head to meet excess expenditure under another head, are contained in Delegation of Financial Power Rules, 1978, GFR and Financial Regulations Part I. During scrutiny of Statement of Approved Estimates for re-appropriation and distribution of Budgetary Grants to lower formations the following points will be seen :-

- (a) That the order has not the effect of increasing the amount of appropriation at the disposal of the controlling authority, without the sanction of the competent authority;
- (b) That the amount appropriated is available under the unit from which it is allotted;
- (c) That the order is issued by the competent authority and is a legitimate charge against the allotment;
- (d) That the re-appropriation has been authorised only within the appropriation of that year. All re-appropriation within the appropriation for a year can be authorised at any time before, but not after the expiry of the financial year;
- (e) No appropriation/re-appropriation is made to allot funds to a work not administratively approved
- (f) No appropriation/re-appropriation is made to works which would have the effect of exceeding the amount of its Administrative Approval/ Expenditure sanction beyond the permissible limit.
- (g) No appropriation/re-appropriation is made between projects for which budget provision is made under different major Heads of Accounts.
- (h) No re-appropriation of funds from the works sanctioned by the Government of India/BRDB is permissible except with the approval of Government/BRDB.
- (i) Updated expenditure statement duly verified by the concerned audit authority has been considered before re-appropriation of fund.

**152. WATCHING EXPENDITURE AGAINST BUDGET ALLOTMENTS IN BRO**

- 152.1 The fundamental rule on which the whole system of budgetary control rests is that no item of public expenditure may be incurred unless provision exists to meet it in the sanctioned budget estimates of the year concerned. This rule applies to the nature of expenditure as well as the amounts; in other words the provision in the budget must have been made for the purpose of meeting the particular kind of expenditure involved. DGBR /CE (P) are vested with limited powers of “re-appropriations” i.e., transfer of funds from one budget head to another, but with this exception, the rule referred to above is absolute. It follows that each individual officer to whom any portion of a grant, provided in the budget to meet a specified class of expenditure, is allotted, is responsible for seeing that the allotment is utilized solely for that class of expenditure and is not overspent and that prior sanction of the Govt. of India is applied for, whenever, in exceptional circumstances, expenditure, which cannot be met from the sanctioned grant, has to be incurred.
- 152.2 The BRO authorities, to whom allotments are made, are primarily responsible for keeping the expenditure within the appropriation.
- 152.3. In order to help the BRO authorities PCDA (BR) will furnish to DGBR monthly statement of receipts and expenditure under different Heads of Account with Headwise analysis thereof.
- 152.4 It is therefore of the utmost importance that the data compiled by DAD offices should be as accurate and up to date as possible and all transactions arriving in their respective accounting areas are brought to account promptly. This requirement equally applies to transactions which are passed on to them through exchange account or TBOs.
- 152.5 The DAD offices attached to BRO will keep a watch on the progress of expenditure against sanctioned allotments and bring to the notice of the appropriate in BRO authorities, cases in which the progress of expenditure, their opinion is abnormally high or unusually low.
- 152.6. When cases, referred to in paragraph 152.5 above, are brought to the notice of controlling authorities, they are required to take prompt action as detailed below:-
- a) Where savings can be foreseen to surrender such portions of the allotment as are not likely to be required for the rest of the year, and
  - b) Where expenditure in the past has been heavy to regulate their future expenditure so as to restrict it within the sanctioned allotment or to obtain from the higher authorities additional.
- 152.7 No payment in excess of sanctioned allotments are to be made save in exceptional cases under the personal orders of the PCDA (BR) who may authorize provisional payment at his discretion whenever he is satisfied that the allotment is forthcoming and expenditure sanction will be accorded based on the assurance of executive authority.

**153. Budget Estimates for DAD & GREF (Pension)**

- 153.1 Separate files will be opened for each head of account of which the sanctions of the budget estimates are prepared. All Government and CGDA's orders effecting the procedure of work and provision in the estimates will be filed separately in their respective files. The budget estimates and connected returns will also be filed in these files.

- 153.2 A strict watch should be kept to see that estimates are received from HQrs DGBR. In cases of delays the matter will immediately be brought to the notice of the HQrs DGBR/BRDB.
- 153.3 The budget work should be concentrated with the maximum of accuracy. It will be the duty of the Budget Group to review the compiled actuals systematically every month and all abnormal charges compiled under heads for which affect the estimates are brought to the notice of all concerned for review.

**154. Preparation and submission of Budget Estimates**

- 154.1 No precise rules can be prescribed for arriving at the amounts to be included in budget estimates, or for checking the amounts included in them but an intelligent discretion must be exercised with reference to the effect that events occurring or impending at the time estimates are under preparation are likely to have on receipts or expenditure. The following general rules will however, be observed when preparing or checking budget estimates:-
- (i) Sanctioned expenditure only may be included in the estimates but the estimates requiring sanction that are likely to be sanctioned during the year should be noted.
  - (ii) All variations between provision for the next year and that for the current year should be scrutinised and fully explained.
  - (iii) The provision for appointments and fixed charges will be supported by reference to the number and date of the Government order sanctioning the appointment or charge. The estimates for salaries of officers and establishment will be prepared in accordance with the sanctioned scales and with reference to the ranks and appointments held by the officers. In the case of progressive salaries, the rate of pay due on 1<sup>st</sup> September of the year to which the budget relates should be adopted
  - (iv) The estimates should include provision for cash expenditure only.
  - (v) Fixed charges and those for supplies and services for which definite scales are laid down will be based on those data.
  - (vi) Fluctuating charges such as travelling allowances etc., for which no scales are laid down will be calculated with reference to the average normal expenditure of the previous three years due regard being given to orders and circumstances likely to affect the expenditure for the ensuing year.
  - (vii) All temporary and supernumerary establishment should be shown separately from permanent establishment.
  - (viii) In respect of pay and other charges which are payable in arrears after the close of the month to which they relate, provisions should be made for the amount due for the period from 1<sup>st</sup> March to 28<sup>th</sup>/29<sup>th</sup> February. In respect of other charges which are payable as soon as incurred provisions should be made for charges likely to be incurred during the period 1<sup>st</sup> April to 31<sup>st</sup> March, pay and allowances which are fixed at daily rates should be calculated for 365 days (366 days in the case of a leap year) and not on monthly basis.
  - (ix) The projections for pensions heads are received from executives and sent to PCDA(P), Allahabad.

**155. Checking of Estimates**

155.1 The actual process of checking the estimates is described below:-

- (i) The detailed heads given in the estimates will be compared with the Pamphlet of RD&R and with the Classification Hand Book of Defence Services Receipts and Charges to see that provisions have been correctly catered for under the existing heads.
- (ii) The estimates will be compared with those for the previous year. It will be seen that explanations are given for all variations;
- (iii) The estimates will be compared with the current pay bill to see that no provision is included for a charge which is not being paid and that provision has been made for allowances, etc. admissible;
- (iv) It will be seen that all orders issued after the submission of the estimates for the previous year have been taken into consideration;
- (v) The total provision proposed under each detailed head will be compared with the average normal actual for the last three years to see that the provisions proposed is not in excess of that warranted by the actual;
- (vi) Every other practicable test will be applied to see whether the estimates provide for the administration of the services with due economy.

155.2 After check of the estimates, a deduction should be made, if considered necessary, for probable savings on account of absentees or other causes, based on the average normal actual of the past three years.

**156. PREPARATION AND SUBMISSION OF CASH REQUIREMENT ESTIMATES OF 'DAD'**

Although no hard and fast rules can be laid down for the preparation of the Cash Requirement Estimates, they are generally based on the compiled actuals for the first six months of the current year and the last six months of the previous year and the figures thus arrived at are suitably modified taking into account the compiled actuals of the previous year as a whole, and any extraordinary or abnormal transactions known at the time, which are likely to affect the requirements.

The Revised Estimates for the current year will be prepared on the same lines as the original estimates. Abnormal transactions, if any, should be taken into consideration in making the provisions.

**157. CASH ASSIGNMENTS**

157.1 Cash Assignment is a letter of credit in favour of a Disbursing Officer authorizing a particular Treasury Officer/Bank to make payments demanded by him up to the limits specified therein. Certain GREF Officers are authorized to draw cash from the civil treasuries or the Bank for certain specified purposes against cash assignments arranged in their favour by the Principal Controllers of Defence Accounts (BR) on the particular treasuries or the Banks from which the drawings are to be made by them. Defence Cheque Books are supplied to them by the Principal Controllers of Defence Accounts (BR). It will be a running account within each financial year, and the amount can be drawn at any time, if the balance at credit. A balance unpaid on the last date of the financial year will lapse except that cheques drawn before but paid on later date.

- 157.2 The amount of the assignments in BRO is fixed by the next higher authority, in consultation with the PCDA (BR):-
- (a) Chief Engineer.
  - (b) Commander Task Force
  - (c) Officer Commanding Base /Transit Depot
  - (d) Commanding Officer Base Workshop
  - (e) OC Stores Divisions.
- 157.3 Generally each GREF Officer will be placed cash assignment with one treasury but where necessary, the assignment may be apportioned between two or more treasuries; in such cases separate Cash Book will be maintained for each Bank/Treasury. The officer will draw against the amount assigned to him exclusively by cheques for which separate cheque books for each treasury will be supplied by the PCDA(BR).
- 157.4 Within the amount so fixed, the assignment will be recouped quarterly by the PCDA (BR) in accordance with the estimate of requirements submitted by the officer. Additional cash assignments may be placed to the concerned authority on application, or as and when need arises on the recommendation of HQ DGBR.
- 157.5 It will be a running account within each financial year, and the amount that can be drawn at any time if the balance at credit. Any balance unpaid on the last date of the financial year will be lapse except that cheques drawn before but paid after the end of the year will be taken against the balance of the assignment of the previous year. The cash assignment will be operated by the assignment holder or a gazetted officer duly authorized by him on his behalf.

**158. Procedure for placing of Cash Assignment**

Based on assigned targets, the Annual Works Plan and the total funds placed at their disposal for the execution of GS, Agency and Deposit works, every Chief Engineer Project /Task Force Commander /Commandant Base Workshop and Store Division initially projects a consolidated monthly demands for cash assignment, before the commencement of the financial year. Subsequently, every Chief Engineer Project /Task Force Commander /Commandant Base Workshop and Store Division places a quarterly demand on PCDA(BR) duly vetted by Accounts Officer for a cash Assignment. From the total funds, the adjusted expenditure i.e. on account of CP Vouchers, deduct recoveries on account of usage rates, departmental charges, pay and allowances, cost of rations and medicines likely to be received from Army authorities are deducted. The net requirement of cash is thus arrived at by the Chief Engineer Project /Task Force Commander /Commandant Base Workshop and Store Division, and submitted to PCDA(BR) duly vetted by the concerned Accounts officer and with the recommendation of next higher authority. The PCDA(BR) will examine the cash requirement with reference to the budget provisions, and place Cash Assignment in favour of the concerned BRO authorities on Bank on which the Units/Formations are dependant. The procedure to be followed in placement of cash assignment is detailed as under:-

Demand for Cash Assignment for 1<sup>st</sup> Quarter: CA is placed for the first quarter (April to June) based on Vote on Account restricted to 1/6<sup>th</sup> of approved Budget Estimate of the current financial year. Deduction of the elements mentioned above will be made to arrive at the net cash availability.



Demand for Cash Assignment for 2<sup>nd</sup> Quarter: CA is placed for the second quarter (July to September) to the extent of ½ of the Budget allotment after deduction of the elements mentioned above to arrive at the net cash availability.

Demand for Cash Assignment for 3<sup>rd</sup> Quarter: CA is placed for the third quarter (October to December) to the extent of 3/4<sup>th</sup> of the Budget allotment after deduction of the element mentioned above to arrive at the net cash availability.

Demand for Cash Assignment for 4<sup>th</sup> Quarter: CA is placed for the fourth quarter (January to March) to the extent of balance cash available after deduction of cash assignment already drawn and the elements mentioned above.

### 159. METHOD FOR WORKING OUT NET CASH AVAILABILITY

<b>A. <u>GS BUDGET</u></b>	<b><u>RS IN LAKH</u></b>
1) Total BE allotment /RE allotment for the year	:
2) Pay & allowances of GOs/GPs/AOs/APs(since the online monthly system has been introduced )	:
3) Deduct Proforma & Deptt charges	:
Deduct carry forward liabilities on account of central purchase of CAT B stores.	:
4) Net allotment { 1-[2+3+4]}	:
5) Deduct adjusted expenditure.	
(a) Cost of Rations received from Army authorities	
(b) Cost of Medicines received from AFMSD	
Deduct cash assignment available at the end of the quarter	:
6) Balance/ Net cash available for expenditure	:
	<b>TOTAL:</b>
<b>B. <u>AGENCY/DEPOSIT WORKS</u></b>	<b><u>Rs. IN LAKH</u></b>

- 1) Total BE allotment/RE allotment for the year.
- 2) Pay & allowances of GOs/GPs/AOs/APs (since the online monthly system has been introduced):
- 3) Deduct Proforma & Deptt. charges.
- 4) Deduct carry forward liabilities on account of Central purchase of CAT B stores of the year
- 5) Net allotment {1-[2+3+4]}
- 6) Deduct adjusted expenditure
- 7) Deduct cash assignment available at the end of the quarter
- 8) Balance/Net cash available for expenditure

**TOTAL:**

**160. Opening of new Cash Assignment Account**

The necessity for opening a new Cash Assignment account generally arise due to following reasons :-

- (i) raising of new Unit to whom Cash Assignment is authorised;
- (ii) movement of Cash Assignment holding Unit to a different location;
- (iii) cases where Cash Assignment is required with more than existing bank branches.

For opening a new cash assignment account HQ DGBR will submit the following documents to PCDA (BR):-

- (a) Statement of Case;
- (b) Sanction of DGBR for opening and operating Cash Assignment account;
- (c) Specimen signatures of Cash Assignment holders;
- (d) Certificate from bank branch to the effect that branch is authorised to conduct Govt. transaction and they have no objection for opening of cash assignment account in favour of the Cash Assignment holder;
- (e) Annexure –“A”( proposal for opening of drawing account under the control of CsDA,PCDA(BR),Defence Accounting Circle New Delhi) to SBI, GAD letter No. GAD/CENT/Clarification A/C-op/0083, dated 05/04/2008 duly filled-up and signed by the Cash assignment holder.

The documents will be examined to see that:-

- (i) documents submitted by HQ DGBR are complete in all respect;
- (ii) The Unit is authorised to hold Cash Assignment;
- (iii) Opening of new cash assignment account is adequately justified in Annexure-‘A’ (specimen appended as Annexure-B to this chapter)

The Annexure-‘A’ will be signed by PCDA(BR) personally and all the documents will be forwarded to the General Manager ,local head office of the bank branch for their recommendation and getting approval of SBI,GAD, Navy Mumbai. A copy of the letter will also be forwarded to SBI GAD, HQ DGBR,CA holder ,bank branch (Cash assignment) & ‘D’ Section.

**161. Verification of Specimen Signature**

Before authorizing cash assignments, the specimen signature, duly attested by the senior disbursing officer of the Headquarters to which he is attached, will be maintained in the Register of specimen signature. The specimen signature of the Defence Drawing and Disbursing Officer (DDO), will be verified before placing an assignment.

**162. Authorisation of Cash Assignment**

Cash Assignment will be authorised by the Budget Section of PCDA (BR) to the Cash Assignment Holders authorised by the HQ DGBR. At the time of authorizing the Cash Assignment the following points will be seen:-

- (a) Cash Assignment demand is based on the actual requirements within the available budget allotment with the Project/Task Force against the sanctioned BE/RE only.

- (b) The demands received on quarterly basis have been projected taking into account the deductions as per HQrs DGBR letter No 22641/CA/GEN/2008-09/DGBR/10/E5B dt 01-08-2008.
- (c) Cash requirements for non-budgetary items such as payment of GPF, encashment of EL other terminal benefits have been considered.
- (d) The demands for assignments have been approved by the next higher authority.
- (e) The Task Force wise, Bank wise distribution has been projected in the requisition.
- (f) The details of the works in which no deduction towards adjusted expenditure is to be made such as LA(Land Acquisition), FC (Forest Clearance) are given in the requisition.
- (g) The cash requirement for payment to attached personnel has been approved by the CE (P).
- (h) The cash requirements for Deposit Works do not exceed the amount deposited by the Agency as per the record available with the Accounts Section.
- (i) No cash assignment has been authorised against an unsanctioned Job.

**163. Reduction of Cash Assignments**

During the examination of various financial reports & returns submitted to PCDA(BR) by the Accounts Officers (Projects)/Task Forces, if it is seen that the progress of expenditure in any quarter is abnormally low, the cash assignment of that quarter can be reduced by the PCDA(BR) after due notice to the cash assignment holder.

**164. Register of Cash Assignments**

The Cash Assignments authorised to Disbursing Officers will be recorded in the Register in IAFA 277. The numbers and dates of all correspondence with the treasuries or the Banks in regard to the grant, transfer or reduction of assignments will be noted in this register. The authorization will be intimated to Disbursement Section. If it is reported by the Disbursement Section that the amount placed to the credit of a Disbursing Officer has been overdrawn, he will be called upon to explain the cause of the overdraft. The Treasury Officer or the Bank concerned will also be called upon to state why the over-draft was allowed.

After closing of financial year, the amount surrendered will be brought to the notice of the PCDA (BR) and HQrs DGBR/BRDB.

**165. Monthly Expenditure Statement**

- 165.1 A Monthly Expenditure Statement (MES) as per Annexure-‘A’ to this chapter will be prepared by the Budget Section in respect of payment/adjustments made by all DDOs, based on the compiled figures, as appearing in the monthly compilation, indicating expenditure against Object Head wise allotment and sent to Pr CCA of MORT&H, Ministry of Defence (Finance), HQrs DGBR, BRDB, CGDA, New Delhi. The expenditure on P&A paid by PAO (GREF) is shown in the MES on adhoc basis, based on the expenditure of previous quarter.
- 165.2 The PCDA (BR) will also simultaneously keep a watch on the progress of expenditure against sanctioned allotments and bring to the notice of the HQ DGBR and their immediate higher authorities, cases in which the progress of expenditure is, in their opinion, abnormally heavy or unusually low.

NOTE 1-*To exercise strict budgetary control it is of the utmost importance that the compiled actuals should be as accurate and up to date as possible. Accordingly, the Pr. Controller/Controller (BR) will ensure that all transactions arising in their respective*

*audit areas (including Inter Services Adjustments to the extent permissible) are brought to account promptly. This requirement equally applies to transactions which are passed on to them through settlement Exchange Accounts by other Civil and Defence Accounts Officers.*

*NOTE 2-Expenditure debited on behalf of other Ministries/Organisations/ Departments/State Govts (excepting the expenditure relating to balance heads. which is to be passed through Defence Exchange Accounts) will be intimated to the concerned Pr. Controller/Controller through a monthly statement on the lines contemplated in Para 320 Defence Audit Code, to enable him to watch the progress of expenditure against the allotment.*

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**Para-166 to 170: Blank**

(Para-165 Refers)

MONTHLY EXPENDITURE STATEMENT PART 1 (A) (GS WORKS) MOST FOR THE  
MONTH OF \_\_\_\_\_

Sl. No.	Major Head	Detailed Head	Code Head Year	Allotment for the month ----- Wks. P&A	Expenditure during the the month ----- Wks P&A	Expenditure up to end of	Grand Total	Remarks
1	2	3	4	5	6	7	8	9

**MONTHLY EXPENDITURE STATEMENT FOR THE MONTH OF \_\_\_\_\_**

Sl. No.	Major Head	Detailed Head	Code Head	Amount compiled during the month	Progressive upto end of the month
1	2	3	4	5	6
<b>RECEIPTS/REDUCTION IN EXPENDITURE</b>					
(i) Recovery of Rent					
(ii) Revenue Receipts					
(iii) Usage Rates/Departmental Charges					
(iv) Capital Receipts					

**MONTHLY EXPENDITURE STATEMENT PART 1(B) (AGENCY WORKS) MORT&H WORKS FOR THE MONTH OF \_\_\_\_\_**

Sl. No.	Major Head	Detailed Head	Code Head	Allotment for the month	Expenditure during the month		Expenditure upto end of	Grand Total	Remarks
					Year	Wks. P&A			
					-----	-----			
					(a) (b)	(a) (b)			
1	2	3	4	5	6	7	8	9	
<p>Certified that the figures shown in Col. 6(a&amp;b) tally with those of P.M. for the month of.....</p> <p style="text-align: center;">ACDA/Sr. AO/AO</p>									

**MONTHLY EXPENDITURE STATEMENT PART II FOR DEPOSIT WORKS FOR THE MONTH OF \_\_\_\_\_**

Sl. No.	Name of Agency viz. NEC etc.	Amount of Deposit	TE No. & date under Which Deposit Was made	Code Head	Expenditure during the month ----- Works P&A		Expenditure up to end of month ----- Works P&A		Grand Total	Remarks
1	2	3	4	5	6(a)	6(b)	7(a)	7(b)	8	9
<b>0017/05</b>										
Certified that the amounts/shown in col. 6 agree with the amounts shown in monthly P.M.										
ACDA/Sr. AO/AO										

**MONTHLY EXPENDITURE STATEMENT PART III (DEFENCE WORKS) AND DEPOSIT WORKS FOR THE MONTH OF \_\_\_\_\_**

Sl. No.	Major Head	Detailed Head	Code Head	Allotment for the Year	Expenditure during the month ----- Wks. P&A		Expenditure up to end of the month ----- Wks. P&A		Grand Total	Remarks
1	2	3	4	5	6(a)	6(b)	7(a)	7(b)	8	9

Certified that the amount shown in col. 6 agree with the amounts shown in monthly P.M.

ACDA/Sr. AO/AO

ANNEXURE-III  
 MINISTRY OF SURFACE TRANSPORT  
 MONTHLY EXPENDITURE STATEMENT  
 (PARA 165)

GRANT NO.

Sl. No.	Main Head	Description of Head	Code Head	Allotment	Expenditure during the Month	Progressive
1	2	3	4	5	6	7

ANNEXURE-IV  
 REGISTER FOR TRANSCRIBING HEADWISE EXPENDITURE  
 MAIN HEADS

Sl. No.	Category Code	3451	3054(Non Plan)	3054(Plan)	5054(Non-Plan)	5054(Plan)	Progressive Total

## ANNEXURE-V

GRANT

Sl. No.	Main Head	Description of Head	Allotment	Expenditure Compiled to Code Head	Expenditure Compiled to Suspense with Details of Suspense	Total 5+6
1	2	3	4	5	6	7

ANNEXURE-VI  
 SAO ACCOUNTS

Name \_\_\_\_\_ of \_\_\_\_\_ PAO/AG.....  
 MONTH.....

Sl. No.	Project/ Task Force	Code Head	Description	No. & Date Amount of Cheque/MRO	TE No. & Month	Remarks
1	2	3	4	5	6	7



## ANNEXURE-‘B’ (Referred to para-160)

**Proposal for opening of Drawing Account under the control of Controller of Defence Accounts****CDA (BR) Defence Accounting Circle****New Delhi-110010**

Name of the Unit which will operate the account	Approximate amount of transactions (expenditure and receipts per year)	Name with full address of the Public Sector Bank Branch with which drawing Account is proposed to be opened	Whether willingness of the Bank/Branch has been obtained and copy enclosed	Details of existing arrangements	Justification for the proposed arrangement	Remarks
1	2	3	4	5	6	7

PCDA (BR)

Defence Accounts Circle

New Delhi-110010

## Chapter-V

### Disbursement Section

#### 171. **Objectives**

To arrange prompt disbursement on behalf of the Border Roads Organisation and DAD in the allotted spheres safeguarding the interest of Government.

#### 172. **Duties**

**The duties of Disbursement Section are as under:-**

- (i) To arrange for cash assignments on treasuries and the banks in favour of disbursing officers authorised to make payments;

*Note :- The terms "The Bank" wherever used in this manual means the Reserve Bank of India or any of its offices or branches and includes any branch of the State Bank of India acting as the agent of the Reserve Bank of India in accordance with the Provision of the Reserve Bank of India Act (Act II of 1934).*

- (i) To indent for cheque pads and cheque books and to arrange for their custody and accounting.
- (ii) To pay all passed bills received from other sections.
- (iii) To prepare Schedule-III [IAF (CDA-345)] and forward one copy to Account Section.
- (iv) To maintain a daily record of the reconciliation made between the totals of daily payment sheets and schedule-III.
- (v) To dispatch cheques and cheque slips.

#### 173. **Cash Assignments**

The CsDA/PCsDA and other officers of the Defence Accounts Department authorised by them on their behalf may draw cheques on any civil treasury or the Bank to meet the requirements of expenditure of the Defence Services/Border Roads Organisation and DAD. No cash assignments are required for the purpose. But in the case of disbursing officers, who are allowed to draw cash from civil treasuries or the Bank for certain specified purposes, cash assignments are arranged in their favour by the PCDA/CDA on the particular treasuries or the bank from which the drawings are to be made by them. Details about Cash Assignment, demand for cash assignment and its authorization by the PCDA (BR) have been mentioned in para-157 to 164 of Chapter-IV (Accounts & Budget Section) of this Manual.

Requisitions of demand for cash assignment are received in Budget Cell of Main Office, PCDA(BR) and after exercising necessary scrutiny, Budget Cell will authorize the Cash Assignment with the approval of appropriate authority and forward the same to 'D' Section to arrange the Cash Assignment in favour of Cash Assignment Holder in their respective treasury/bank branch(es). On their receipt, Disbursement Section will send the advice to the concerned treasury officers or the Bank concerned from which drawings are to be made by the Cash Assignment holder specifying the period (month/quarter/year) and amount authorized to draw under advice to the concerned Accounts Officer and the Cash Assignment holder. Generally each Cash Assignment holder will be placed cash assignment with one treasury but where necessary, the assignment may be apportioned between two or more treasuries; in such cases separate Cash Books will be maintained for each

Bank/Treasury. Drawings against these assignments by the officers concerned are made exclusively by cheques supplied to them by the PCDA (BR). It will be a running account within each financial year, and the amount can be drawn at any time, if the balance is at credit. A balance unpaid on the last date of the financial year will lapse except those cheques drawn before but paid on later date after closing of the financial year.

Drawings against assignments authorised to a disbursing officer will be watched by Disbursement Section through a register in IAFA-277, in which separate pages will be allotted for each treasury or the Bank on which assignment is placed. The assignments authorised and the monthly drawing, as advised by the disbursing officers through the monthly statements, will be entered in this register and the balance worked out. The numbers and dates of all correspondence with treasuries or the Bank in regard to the grant, transfer or reduction of assignments will also be noted in the register. If it appears that the amount placed to the credit of disbursing officer has been overdrawn, he will be called upon to explain the reasons for the overdraft under advice to the Budget Section. The treasury officer or the Bank will also be called upon to state the reasons for allowing overdraft.

The monthly statements of drawings submitted by the disbursing officers to the audit sections or AOs(P)/AOs TF/AOs (Support Service) will, after verification from the monthly accounts, be sent to Disbursement Section for posting in the cash assignment register (I. A.F. A. -277 ) and record.

#### **174. Receipts, Custody, Accounting etc. of Cheques**

Payments on treasuries and the Banks are made by cheques. The detailed rules for obtaining cheque pads ("fan-fold" cheque pads) and cheque books, their safe custody, the issue of cheque books to the disbursing officers in whose favour assignments are granted and the steps to be taken to prevent their fraudulent use are given in the Annexure-‘K’ to this chapter.

#### **175. DISBURSEMENT**

- 175.1 Payments are made either by cheques or by cash. The general rules affecting cheques are contained in Rules 300 to 302 Financial Regulations Part I Volume-I . However, as per CVC directives, each Govt. office has to adopt e-payment mechanism for disbursing salary to employees and also for making the third party payments to ensure transparency and avoid delays in Govt. transactions. Ministry of Defence (Finance) vide ID No. 32(I)/2004-Estt-1 dated 09.06.2006 has made it mandatory for the supplier/vendors to indicate their bank account No. and other relevant e-payment details so that payment could be made through ECS/NEFT/RTGS mechanism instead of payment through cheques. Detailed procedure and guidelines for making e-payment are given in Annexure-L to this chapter.
- 175.2 Books of daily payments sheets in form IAFA728 will be maintained by each audit section from which sheets will be detached for use, both for ordinary and urgent payments. Particular care must be taken to see that payments which can await inclusion in ordinary payment sheets are not included in urgent ones.
- 175.3 All bills passed for payment by the gazetted officers of an audit section will be allotted consecutive disbursement voucher numbers and entered in the daily payments sheets by that section. The particulars entered in the daily payment sheet will be noted simultaneously in the disbursement voucher number register. The number of vouchers that are to be scheduled

to the Accounts Offices attached to BRO Units/Formations will, in addition, be entered in the remarks column of the disbursement voucher numbering register in the Stores Section. Bills payable to the same payee will be grouped together in Column 4 and the total carried to Column 5. The total amount of each sheet will be entered at the foot of Column 5 in figures as well as in words. The total number of items appearing in Column 5 should also be shown in words and figures in the space provided at the bottom of the left hand corner of the sheet.

- 175.4 If there are insufficient items to fill in a sheet completely, a line should be drawn horizontally under the last entry in Columns 4 and 5, and a diagonal line drawn from the last entry in these columns to the foot thereof.
- 175.5 The daily payment sheets will be carefully checked and initialed by the AAO of the audit section concerned and signed in full either by the AO/SAO of that section. Thereafter, the bills will be arranged in the order of the entries in the daily payment sheets and handed over to Disbursement Section in one batch together with the daily payment sheets between 3 to 4 PM of each working day. These will be kept in Disbursement Section under lock and key for issue of cheques on the following working day. Urgent bills on which cheques have to be issued on the day of receipt, should be sent to the Disbursement Section by 12 O'clock with daily payment sheet marked "out today". In exceptional cases, where it is essential that cheques in payment of bills should be issued forthwith, bills which are so marked will be received and paid by Disbursement section. In daily payment sheets "Out today", the endorsement should be signed by the Group Officer of the audit section concerned.
- 175.6 During the last week of the month when there is rush of payment, the audit sections should endeavour to ensure that the flow of bills of Disbursement Section is even. Cheques for ordinary payments, i.e., those which can wait till the first of the next month, should not be issued on the last two working days of a month. Daily payment sheets in respect of such payments should, therefore, be sent to Disbursement Section on the first working day of the following month.

*NOTE 1- Piecemeal payment, on different days, of bills entered in any one daily payments sheet will not be permitted under any circumstances.*

*NOTE 2- The date of payment of the daily payment sheet will be noted in the space provided for the purpose in the right hand bottom corner under the signature of the officer-in-charge.*

*NOTE 3- Disbursement Section will be supplied with a complete list of specimen signatures of all gazetted officers responsible for passing bills and signing the daily payments sheets.*

*NOTE 4- Generally no payment shall be made by 'D' Section by cheque. Payment will be made by e-mode of payment only. The newly implemented e-mode payment system SBI-CMP(Cash Management Product) is given in Annexure 'G' to this chapter.*

*NOTE 5- Operation of Military Treasure Chest, wherever appearing in this manual refers to those establishments of BRO where drawal of payment from and remittances to Military Treasure Chest still prevail, procedure in this regard may be followed as laid down in Para 231 & 263 of Defence Account Code.*

- 175.7 On receipt of the bills with IAFA-728 in Disbursement Section, the names of payees and the treasuries as shown in the bills will be checked with those in IAFA-728. This check will be

carried out by the examiner to be appointed by the officer-in-charge of the section. The examiner will also verify the signatures of the AO/SAO and the AAO on the passed bills and the daily payment sheets with the specimen signatures on record in Disbursement Section, before the cheques are issued. The bills and the daily payment sheets which do not pass scrutiny will be returned to the section concerned for completion. Thereafter, the bills and the daily payments sheets will be sorted out separately for each section and arranged in a serial order.

The bills will then be examined to see (i) that all have been duly passed and the voucher number allotted and (ii) that the required number of cheque slip/cheque forwarding memos are attached. The bills will be stamped with the "Pay" stamp by the AAO and the enfacement initialed by him. Daily payment sheets will then be handed over to the operator. If several items pertaining to the same payee appear in any batch of the daily payments sheets, which could not be combined by the audit section concerned, further omnibusing of cheques (to the same payee) within each audit section will be carried out.

- 175.8 Cheques and Schedule III will be prepared by the operator in accordance with the instructions laid down in para- 177. As each schedule is completed, it will be passed on to the auditor concerned together with the cheques and the daily payment sheets. The auditor will enter the date of the cheque in the case of individual cheques and the No. and date of the cheque in the case of omnibus cheques (please see note 10 below) in the space provided for the purpose on the voucher, initial the entry and compare schedule III with the daily payment sheets in order to see that the schedule has been correctly typed out and that it agrees with the daily payment sheets. If a cheque relates to two or more bills the bills should be collected in a wrapper and the relevant cheque slips/cheque forwarding memos pinned to the top of the voucher.

The bills thus completed will be handed over to the AAO together with the cheques for scrutinising and submission to the officer-in-charge along with the office copy of schedule III.

*NOTE 1-While drawing cheques it should be ensured that the following procedure is adopted:-*

- (i) Where cheques are typed on perforated cheque writing machines or computer generated(OA System) the name of the issuing Controller should be typed after the words "and charge the same against the account of" printed on the body of the cheques.*
- (ii) In the case of defence cheques drawn by the various BRO authorities against cash assignments placed at their disposal, PCDA(BR) may arrange at the time of issue of blank cheque books to the BRO authorities that the name of the PCDA(BR) is filled in the blank cheque book. All cheques, the proceeds of which are creditable to Public Fund Account should be embossed prominently with a rubber stamp reading as "For credit to Public Fund Account Only.*
- (iii) The names of the controller i.e. PCDA (BR) should be typed or written as the case may be in capital letters uniformly by all the issuing officers as per specimen below:*

*'PCDA(BR)'*

*(iv) It should be the personal responsibility of the cheque signing officer to ensure that these instructions are strictly complied with before signing the cheques. The implementation of these instructions should also be checked by the Group Officer of 'D' Section every month by sample checks.*

*NOTE 2:- If a cheque is prepared in manuscript or any alteration is made in the amount of a cheque typed on perforated machine, a cross enfacement should be made. The cross enfacement should express in words the sum of rupees next above that in the body of the cheque; that is, if a cheque is for rupees one hundred and twenty, the enfacement should read "under rupees one hundred and twenty one".*

*NOTE 3:- Ordinarily, one cheque will be made out in payment of bills payable to the same party which is received in the same batch from an audit section. Controllers, however, are permitted to relax this rule in cases where they consider that this relaxation is necessary. Omnibusing of cheques is, however, permissible within one section only.*

*NOTE 4(a):- Cheques, the amounts of which are payable to officers of the Government to enable them to make disbursement of pay and allowances of non-gazetted staff, Contingent expenditure, permanent advances etc. on behalf of Government shall be issued as stated below:-*

*(i) Where the Disbursing Officers have a banking account, crossed cheques in favour of the banker may be issued for credit to the 'Personal' Deposit Accounts/Public Fund Account of the Unit or Formation concerned.*

*(ii) Where the Disbursing Officers do not have a 'Personal' deposit Account/Public Fund Account, the cheques payable to Officers of the Government are to be issued in favour of the Government Officer concerned by designation, the word 'ONLY' being added after the designation of the payee Officer on the cheques. Such cheques shall bear the superscription 'Not transferable.'*

*(b) All Cheques/drafts on banks for amounts exceeding Rs. 1,000 (Rupees One thousand only) in each case, other than in payment of salary, allowances, pensions etc. of Government servants and pensioners, drawn in favour of an individual, a firm, a company, a statutory body etc. for services rendered or supplies made by them to the Central Government should invariably be "Crossed" with the addition of the words "Accounts payee only" between the crossing.*

*NOTE 5:- Cheques preferable at a treasury for payment are non-negotiable instrument and should not therefore be crossed. They will be despatched in the manner laid down in Note 4.*

*NOTE 6:- In respect of payments made in settlement of inter-departmental or inter-governmental dues, the cheques drawn on an office of the Reserve Bank or any of its agencies other than a treasury agency, should be crossed with the words "Account payee" appearing between the crossing. On cheques drawn on a treasury agency the words "account-Government-not payable in cash" should be superscribed without any crossing.*

*NOTE 7:- Under no circumstances should an open cheque be issued to an officer on account of his pay and allowances unless he asks for it in writing as required by Rule 300 (iii), F.R., Part I Volume 1.*

*NOTE 8:- As the protection intended to be afforded to cheques by crossing under the provision of Rule 300 (iii) F.R. Part I, is entirely nullified by the non-deletion of the inapplicable names of the drawees in Government cheque form, it is essential that the PCDA(BR) and other disbursing officer while issuing Government cheques should score out the inapplicable drawees printed on the cheque form. To illustrate, if a cheque is drawn on the Reserve Bank of India the entry "Reserve Bank of India" should be allowed to stand while the other two drawees viz; State Bank of India/Treasury Officer should be scored out.*

*NOTE 9: - On no account should a cheque be issued in favour of a payee otherwise than in accordance with the name and designation shown in the pay order on passed bills and daily payment sheets by the officer-in-charge of the audit section and if the pay order, as given on the bills, is defective, the bills should be returned to the audit section concerned for amendment and attestation of the amendment.*

*NOTE 10:- If one cheque is issued for two or more bills, the bills should be placed together with the cheque and the entry on the payment encasement should show that the amount of bill is included in cheque No..... dated..... for Rs.....*

*Note 11:- All cheques, the proceeds of which are creditable to Public Fund Account should be embossed prominently with a rubber stamp reading as "For credit to Public Fund Account only".*

175.9 The AAO will pair the payment encasement on vouchers with cheque slips relating to cheques made out in the name of the actual payees (as distinct from bankers) and initial such cheque slips. He will also examine all cheques to see that they are prima facie in order in all respects and especially on the following points-

- (i) that the cheques are dated;
- (ii) that the cross limits, where necessary, have been correctly written;

He will then initial the cheques and submit the cheques along with other documents to the officer-in-charge.

175.10 The officer-in-charge will pair the treasury or the Bank, the amount (both in figures and words) and the payee written on the cheques with corresponding entries shown on the payment encasement of the voucher. He will next verify that the first (opening) cheque written for the day bears the immediately succeeding number to the last cheque used on the previous day. He will then sign the cheque and initial the encasement. As he signs the cheque he will initial each entry in schedule III relating thereto and stamp the bills with the "paid" stamp.

In the case of payments which are to be credited to the personal account of an officer, contractor, etc., with a bank, cheque slips will be paired by the officers signing the relevant cheques with the payment encasement on vouchers and signed.

*NOTE 1:- All alterations in cheques should be attested by full signature of the drawing officer and not by initials only. As per latest instructions of RBI no alterations can be made in the amount of the cheque. Fresh cheque is required to be issued where alteration in amount is necessitated.*

*NOTE 2.-Cheques should, as far as possible, be signed by the officer-in-charge, Disbursement Section. At time of pressure he may be assisted by other cheque signing officers.*

- 175.13 At the close of each day, the totals of schedule III (as recorded by the accounting machine /system) at the completion of each schedule will be worked out on the form given below for each section separately and agreed with the aggregate total of the daily payment sheets of each section, which will also be worked out similarly and independently. When agreement has been effected, a certificate of the agreement will be given against the aggregate total of the schedules on the last schedule to which the totals of the other schedules should be carried over. The totals of the daily payment sheets and schedule III of each section will then be verified by the AAO who will submit them to the officer-in-charge for approval. This reconciliation statement should be prepared by carbon process or in computer. The original copy of the statement will be sent to the officer-in-charge, EDP Centre, so as to reach him by the 3rd of the month following that to which it relates.

**Reconciliation statement between the total of daily payment sheets and schedule III**

PCDA(BR)		Section	Month		Remarks
Date of Payment	Total amount	Serial number of cash voucher in respect of which payment has been included in column 2	Analysis of payment		
			Payment of cheque	Payment of cheques on account of Petty Imprest/Pt. Advance	
1	2	3	4	5	6

*NOTE- The castings of the daily payment sheets and the pairing of the entries therein with the vouchers should not be checked by Disbursement Section until and unless actual discrepancy arises between the aggregate total of the daily payment sheet and the total of schedule III of any section.*



- 175.14 After issue of cheques all paid voucher along with Top List will be returned by 'D' Section to the Section concerned through transit register.
- 175.15 The office copies of schedule III will be bound in monthly volumes. The original copies of schedules III along with DP Sheets duly sorted out section wise and date wise are to be sent to Accounts Section under a Top List, in the first week of the following month for their reconciliation and record.
- 175.16 Hand written (in ink) specimen signatures of officers authorised to draw cheques will be forwarded to all treasuries, banks and military treasure chests on which cheques are drawn. The number of such officers should not at any given point of time exceed three in PCDA (BR) office (including the full time 'D' Section Officer).

In the case of transfer, death or retirement of officers authorised to sign cheques, their specimen signatures should be cancelled as soon as they are transferred or become non-effective.

- 175.17 With a view to safeguarding bankers and payees against the possibility of fraudulent payments at any stage between the issue of cheques and their credit to the respective accounts in banks or treasuries, the following procedure will be observed:-
- (i) CTC cheque will be used as introduced by RBI;
  - (ii) All payments are to be made through e-payment mode only;
  - (iii) High value cheques of Rs.10 lakh (Rupees ten lakh only) and above should be signed by two signatories;
  - (iv) Cheque slips will be prepared in the OA system and initialed by the AAO/AO of the audit section concerned.
- 175.18 The daily payment sheets should be returned to the audit section concerned only after completion, i.e., when the necessary agreement between the totals of schedule III and the daily payment sheet is signed by the officer-in-charge, Disbursement Section. They cannot be removed from Disbursement Section during the course of the day before they are completed.

#### **176. DESPATCH OF CHEQUES AND CHEQUE SLIPS**

- 176.1. On return of cheques alongwith bills, etc., from the officer-in-charge, the cheques will be handed over to the dispatcher together with the cheque slips.
- 176.2 The despatch of cheques, etc., will be carried out by an Auditor of Disbursement Section. He will mark off the despatch of cheques in Schedule III. Those which are to be sent by registered post will, however, be entered in a despatch register together with the other documents accompanying the cheques.
- 176.3 Open cheques drawn in favour of Government officers for Rs.2500/- or over should be despatched by Registered post. No cheque under any circumstances, should be handed over to any AO or member of staff of the PCDA(BR) office by the AO of 'D' Section, Cheques which are required to be handed over to the authorised representative of Units will be handed over personally by the Group Officer of 'D' Section only.

No. Cheque should be handed over to the representative of any supplier except under the order of 'PCDA (BR)'.

- 176.4 While despatching cheques, the dispatcher will scrutinise them with a view to seeing that these have been duly signed and the alterations, if any, have been attested by full signature of the officer signing the cheques. He will also see that the cheque slips attached to the cheques drawn in favour banks and treasuries have been signed by the same officer who signed the cheques.
- 176.5 Ordinarily all cheques written out during the day will be despatched the same day, but if for some reason this cannot be done, the unissued cheques will be made over to the AAO, who will see that they are locked up in the safe by the officer-in-charge, Disbursement Section or any other gazetted officer in the main office.
- 176.6 The dispatcher will prepare memorandum daily showing the total number of cheques, etc., received by him, the number issued and the balance in hand. The AAO will check the number of cheques, etc., received by the dispatcher with the number as shown in the several Schedules III and the number of cheques issued with the entries in the despatch register and the balance in hand by actual count.
- 176.7 The dispatcher will be personally responsible to see-
- (a) that the covers contain the cheques, etc., and other documents to be despatched with them;
  - (b) that the covers are duly stamped, franked and securely closed;
  - (c) that the envelopes are of sufficiently stout paper to render their contents invisible and there is no entry on the outside to indicate that they contain cheques.

### **177. PREPARATION OF SCHEDULE- III**

- 177.1 The Schedule of monthly drawings is called Schedule III. It is prepared on IAF (CDA)-345 by Disbursement Section. A separate Schedule III will be prepared for each section. The PCDA/CDA, the section code number and the month will be entered once at the top of Schedule III. The voucher number and the cheque number will be shown against each item.

The cheques and the required number of copies of Schedule III will be typed from the daily payment sheets in one operation on the accounting machine or system generated (through OA system) copies will be printed. Consecutive cheque forms will be used irrespective of the Treasury, Bank or Treasure Chest on which the cheques are drawn.

Copies of Schedule III will be required as under:-

- (a) One for Accounts Section
- (b) One for 'D' section as office copy.

NOTE- *The copy of Schedule III kept in 'D' Section will be utilized for marking off cheques despatched by the cheque dispatcher.*

- 177.2 When a cheque is cancelled, the Audit Section concerned will intimate to Accounts Section, the month's account in which the adjustment is made. A note to this effect will be made in Schedule III against the particular entry by Accounts Section.

177.3 A spoiled cheque will be submitted to the officer-in-charge, Disbursement Section with the words "form destroyed" written against the item in Schedule III, the item itself being scored through. He will destroy the cheque and sign against the item.

177.4 In offices where the AAO, Disbursement Section does not have fulltime work, he should be given a portion of the work of some other section, conversely AAO of some other section when not fully employed in that section may carry out the supervision work of the Disbursement Section.

**178. Cheque Truncation System (CTS)**

RBI has replaced of the existing system of settlement of payment on the basis of physical cheques by a new procedure called "Cheque Truncation System (CTS). It is an online image-based cheque clearing system where cheque images and Magnetic Ink Character Recognition (MICR) data are captured at the collecting bank branch and transmitted electronically eliminating the actual cheque movement.

To implement "Cheque Truncation System", RBI has issued CTS-2010 guidance note in which the mandatory features in cheques under CTS-2010 Standards have been revised. The Mandatory features in CTS-2010 Cheques are as under:-

- (i) Water Mark (To be incorporated at paper manufacturing stage)
- (ii) VOID pantograph (At Printing Stage)
- (iii) Ultra Violet-UV logo of Bank (At Printing Stage)
- (iv) Standardizing Field placements of a cheque
- (v) Cheque printing Colours and Background
- (vi) Printing of account number field
- (vii) Micro lettering
- (viii) New Rupee Symbol

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Para-179 to 180: Blank

**Annexure 'G'**

(Referred to in Note 4 under Para-175.6)

**ACCOUNTING AND RECONCILIATION OF TRANSACTION MADE THROUGH CASH MANAGEMENT PRODUCT (CMP), STATE BANK OF INDIA, MUMBAI**

In order to bring about uniformity in e-payments made across various offices of the DAD, it has been decided by HQ office to implement the Cash Management Product (CMP) of SBI in Defence Accounts Department.

2. SBI is the accredited bank in all non-Civil Ministries/Departments and SBI-CMP Branch, Mumbai is authorized as e-Focal Point Branch (FBP) in Civil Ministries/Departments. CGA vide the OM No-S-11012/e-payment/6/2012 dated 07/08/2012 has decided that SBI CMP Branch, Mumbai will also act as e-FPB for e-payments in Defence. SBI has customized its Cash Management Product (CMP) for the Defence Accounts Department for making e-payment through a secured payment gateway.

3. The salient features of CMP are:

- (i) CMP Centre will act as link as well as e-Focal Point Branch (FPB) for e-payment to the beneficiaries through NECS/NEFT/RTGS etc. Payment files, in a prescribed format, will be routed by Account Officers (AO) to CMP portal for effecting e-payments. The CMP Centre would be the one point contact for Defence payments.
- (ii) Settlement of Fund with RBI CAS Nagpur based on mandate without any physical instrument. Reimbursement of Funds is claimed from RBI only for and after the payment is effected.
- (iii) Daily updation of paid or unpaid data by CMP to all the Accounts Offices on the portal for online reconciliation of payments done on daily basis supported by payment scrolls.
- (iv) Accurate reporting mechanism of transactions and accounts. Scrolls uploaded on the Portal contains full history of the transaction including payment reference number, date of payment and date of settlement with RBI.
- (v) Centralized monitoring of turnaround Time and effective control of Defence Accounts.

- (vi) As processing of files, payment to beneficiaries, capturing of payment reference number, settlement of fund with RBI and uploading of scrolls is an automated process, scaling up of the operations will not affect the process flow and the turnaround Time.
- (vii) Storage of all payment data in electronic form. The same can be retrieved at no time for compiling any MIS.

The Defence Proforma transactions, as advised by SBI to RBI Central Account Section(CAS)- Nagpur, date of settlement with the RBI, Debit Scrolls, Date wise Monthly Statement (DMS), Monthly Settlement Statement (MSS) will be made available on the portal by SBI which may be accessed by the concerned sections of our offices for compilation, accounting and linking purposes for which log-in id and password will be provided.

4. At the time of passing the bill, the existing procedure of operating the PM will continue to be followed by the Audit Sections. However, in all such cases where payment is proposed to be made through CMP branch by issue of e-mandate, the code head 00/020/81 will be substituted by the code head 00/020/91 (Pay Account Office).

An illustration is given below.

The Punching Medium for CMP payments will be prepared by the Audit Section as under:

**Punching Medium for Compilation of e-mandate prepared by Audit Section:**

Code Head	Receipts		Code Head	Charges	
	(+)	(-)		(+)	(-)
00/20/91 (PAO electronic advice)	50,000		Relevant Service/ Expenditure Head	50,000	

5. The existing procedure of preparation of section-wise Daily Payment Sheet manually or through OA system shall continue to be followed. The DP Sheet will be prepared for two modes of payments separately, i.e.

- (a) For payment through CMP and
- (b) For payment through other than CMP if circumstances warrant such payments.

The Audit Sections would continue to authorize payments and will prepare payment order and DP Sheet in respect of all passed bills indicating requisite particulars like name of the individual/vendor, bank account number, type of account, bank branch code, IFS Code/MICR Code etc, as required in the prescribed format to process the transaction through CMP. The Cheque Slips and related DP Sheets will be forwarded to the Disbursement Section for processing payment.

6. The updated user manual for using various functionalities of Defence Payment Portal hosted by CMP is available on the portal (<https://www.sbi.cmp.co.in/MOD>). The prescribed format in which the payment file will be uploaded and authorized for payment is given in Annexure 'A'. After effecting payments, the data format in which the debit scrolls will be made available in the portal is given in Annexure 'B'.

7. Debit Scrolls will be sent by the CMP Branch on daily basis indicating therein consecutive serial number of the Debit Scroll as per the existing FPB scheme. The Accounts Section will only be given access to the Debit Scroll/Payment Scrolls, DMS and MSS. The pdf file of the Debit Scroll will be downloaded by the Accounts Section on daily basis. The scroll can be down loaded and a print taken by the authorized person. The data of the Payment Scroll will be recorded in the Debit Scroll Register. For this purpose, a separate folio for the SBI, CMP Branch, Mumbai will be opened in the register. It will be ensured that the consecutive serial numbers of Debit Scrolls are strictly watched. The missing serial numbers shall be immediately called for from SBI- CMP Centre. The register for Debit Scroll and for Minus Debit Scroll will be maintained separately as per **Annexure 'C' and 'D'** enclosed.

8. In the cases where transactions failed because of wrong account number or IFS Code/MICR Codes, the same will be displayed on the portal and there will be a provision for the Authorizer for amending and rectifying those fields and then authorizing the payment once again. SBI will credit the beneficiaries account. The rejected transactions/record will be displayed on the portal for **10 days only from the date of rejection**, for amendments and rectifications by the PCsDA/CsDA. On the 11<sup>th</sup> day the same will be cancelled and SBI shall send a debit amendment advice to RBI so that the actually paid amount is debited (reduced) from the concerned Defence Proforma Account with RBI. The Minus Debit Scroll (Completely rejected transactions) with the Status Flag 09(rejected transactions) will be uploaded on the Portal for further action by the PCsDA/CsDA.

This procedure is essential because SBI, after first making payments, debits the Defence Proforma account with RBI with the full amount of the payment file uploaded by the PCsDA/CsDA. SBI comes to know of the rejected transactions from other banks only after a few days. As there are rejected transactions, the amount debited to Defence Proforma Accounts will not tally with the exact payments made by SBI unless amended debit advice is given to RBI.

9. The debit scrolls will be compiled by the Accounts Section on monthly basis. It will be ensured that the scrolls figures received from the CMP branch are maintained separately. In no case will the transactions received from the CMP Branch be mixed with the transactions of the existing system of manual Focal Point Branch scheme. Registers are also to be maintained separately for the **Debit scrolls (Annexure 'C')** and **Minus Debit scrolls (Annexure 'D')** .

10. The details of the credited and un-credited amounts will also be available in CMP Portal in downloadable pdf file. A copy of the credited and un-credited items will be sent by the D Section to the Accounts Section for linking and pairing of Schedule III and for the reconciliation of the compilation figures. The details of the rejected items shall be given to the Audit Section concerned for further course of action for settlement.

11. The Account Section will maintain the Register separately for the rejected amount (items) of the Minus Debit scroll. **The adjustments of the rejected items lying in the Suspense head will be done by the concerned Audit section to which the rejected item pertains. After this adjustment by Audit Section, Account Section will link and clear these items from Suspense head.** (The process is similar to linking and pairing of OMROs and DMROs).

#### Minus Debit Scroll:

The Minus Debit scroll is the scroll containing the details of rejected items, i.e. items for which the respective accounts could not be credited at all. An illustration is given below.

A Payment file is uploaded for Rs 50,000 for 50 items. SBI sends the main debit scroll for Rs 50,000/- after effecting payments and debiting the Defence Proforma A/C with RBI. The main debit

scroll amount will be for Rs 50,000/-. However, it is possible that there are cases which get rejected and the accounts not credited for various reasons. This information from other banks generally comes to SBI after few days from the day SBI made these payments. Since these rejections are known only after few days, SBI will send debit amendment advice to RBI to reduce the debit amount from the concerned Defence Proforma accordingly. Assuming 10 items for Rs 10,000/- gets rejected. This final rejected amount i.e. Rs 10,000/- of 10 items and the details of the rejected items are sent to us through a separate scroll. We name it '**Minus Debit scroll**' for our understanding and convenience. The accounting of these items has to be done accordingly.

These rejected items will be compiled as minus charge in the 00/020/96(Un-credited Suspense a/c) by the Accounts section. The same will be cleared by the Audit Section by plus charge to 00/020/96. The suspense account therefore becomes nil.

12. **At the end of the every month, a monthly Punching Medium for the Debit Scrolls (For Payment) and Minus Debit Scroll (For rejected items amount), will be prepared by the Accounts Section as under:** Annexure-C and Annexure D gives a format of the Debit Scroll Register and Minus Debit Scroll Register to be maintained by each office.

Code Head	Receipts		Code Head	Charges	
	(+)	(-)		(+)	(-)
28/021/00	50,000				
00/020/91		50,000			
28/021/00		10,000	00/020/96		10,000

13. 'D' Section/DDO will also receive Minus Debit Scroll along with the details of rejected items.

The 'D' Section will be responsible to clear the Suspense Head 020/96 in consultation with Audit Section/ Accounts Section and also will liaise with SBI-CMP Centre, Mumbai towards clearing the Suspense Head.

14. Punching Medium will be prepared by the Audit Section on receipt of the details of rejection amounts mentioned in the Minus Debit scroll from 'D' Section:



(a) In Case the transaction has to be totally cancelled:

Code Head	Receipts		Code Head	Charges	
	(+)	(-)		(+)	(-)
			020/96	10,000	
			Concerned Service Head (as earlier)		10,000

----OR----

(b) In case of Re-issue the Payment to the beneficiary:

Code Head	Receipts		Code Head	Charges	
	(+)	(-)		(+)	(-)
020/91	10,000		020/96	10,000	

In both the above cases, a copy of the Punching Medium alongwith the complete details may be forwarded to the Accounts Section and 'D' Section for linking & clearing of the suspense of rejected items.

Note: The re-issue of payment to the beneficiary will be made on the payment order on the form CDA-13.

15. The Category Code "93" may be prefixed with Code Head 020/91 and 020/96 to identify the e-payment made through Cash Management Product (CMP) Centre Mumbai.

## Annexure "A" to SOP in SBI CMP

Sr. No.	FIELD NAME	LENGTH	STRUCTURE	REMARKS
1	CDA Code	6	NUM	Mandatory Field
2	Name of the CDA	25	ALPHA/NUM	Mandatory Field
3	Sub Office Code	6	NUM	Mandatory Field
4	Sub Office Name	25	ALPHA/NUM	Mandatory Field
5	Name of the Beneficiary	40	ALPHA	Mandatory Field
6	Account Number	20	NUM	Mandatory Field
7	IFS Code	11	ALPHA/NUM	Mandatory Field (Either field 7 or field 8)
8	MICR Code	9	NUM	Mandatory Field (Either field 7 or field 8)
9	Account Type	2	NUM	Mandatory Field (if field 7 is blank)
10	Amount	13	NUM	Mandatory Field (Last two digit will be paise)
11	Payment Reference Number	12	ALPHA/NUM	Mandatory Field
12	Pay by Date	10	DATE	DD/MM/YYYY Blank for immediate payment
13	Vendor Code	4	NUM	Optional
14	Vendor Address	50	ALPHA/NUM	Optional
15	Bill Number	25	ALPHA/NUM	Optional
16	Bill Date	10	DATE	DD/MM/YYYY Optional
17	Narration	100	ALPHA/NUM	Mandatory Field (Will be printed in Pass Book)
18	E-mail ID of the Beneficiary	50	ALPHA/NUM	Optional
19	Cell Number of the Beneficiary	12	NUM	Optional
20	Additional Field	25	ALPHA/NUM	For PCDA/AO use

**Annexure “B” to SOP in SBI CMP**

<b>Sr. No.</b>	<b>FIELD NAME</b>	<b>LENGTH</b>	<b>STRUCTURE</b>	<b>REMARKS</b>
1	CDA Code	6	NUM	Mandatory Field
2	Name of the CDA	25	ALPHA/NUM	Mandatory Field
3	Sub Office Code	6	NUM	Mandatory Field
4	Sub Office Name	25	ALPHA/NUM	Mandatory Field
5	Name of the Beneficiary	40	ALPHA	Mandatory Field
6	Account Number	20	NUM	Mandatory Field
7	IFSC Code	11	ALPHA/NUM	Mandatory Field (Either field 7 or field 8)
8	MICR Code	9	NUM	Mandatory Field (Either field 7 or field 8)
9	Account Type	2	NUM	Mandatory Field (if field 7 is blank)
10	Amount	13	NUM	Mandatory Field (Last two digit will be paisa)
11	Payment Reference Number	12	ALPHA/NUM	Mandatory Field
12	Pay by Date	10	DATE	DD/MM/YYYY Blank for
13	Vendor Code	4	NUM	Optional
14	Vendor Address	50	ALPHA/NUM	Optional
15	Bill Number	25	ALPHA/NUM	Optional
16	Bill Date	10	DATE	DD/MM/YYYY Optional
17	Narration	100	ALPHA/NUM	Mandatory Field (Will be printed in Pass Book)
18	E-mail ID of the Beneficiary	50	ALPHA/NUM	Optional
19	Cell Number of the	12	NUM	Optional
20	Additional Field	25	ALPHA/NUM	For PCDA/ AO use
21	Status Flag	2	NUM	01/09 CMP, SBI Use in reverse
22	Mode of Payment	4	ALPHA	DCR/RTGS/NFT/NECS CMP Use
23	UTR Reference Number	16	ALPHA/NUM	CMP, SBI Use in reverse MIS/Scroll
24	UTR Date	10	DATE	DD/MM/YYYY CMP, SBI Use in
25	CMP Reference Number	12	ALPHA/NUM	Mandatory
26	Scroll Number	4	NUM	Numerical; Mandatory
27	Scroll Date	10	DATE	Dd/mm/yyyy; Mandatory
28	Remarks	50	ALPHA/NUM	Input Filename of the Record



## Annexure-D to SOP on SBI-CMP

**MINUS DEBIT SCROLL REGISTER****For the Month of April 2013**

S.No	Minus Debit Scroll Number	Date of Minus Debit Scroll	No of uncredited items	Minus Debit Scroll Amount	Original Debit Scroll No	Original Debit Scroll Date
01	03	01-04-2013	2	10,000	55	22-03-2013
02	04	03-04-2013	1	5,000	59	24-03-2013
03	05	11-04-2013	1	3,000	03	01-04-2013
04	06	16-04-2013	1	2,000	05	08-04-2013
05	07	25-04-2013	2	5,000	07	16-04-2013
<b>Total</b>				<b>25,000</b>		

(Referred to in para-174)

**RULES RELATING TO RECEIPT, CUSTODY, ACCOUNTING, ETC., OF CHEQUE BOOKS AITD CHEQUE PADS**

1. Cheques forms are printed at the Government Security Printing Press, Nasik, on special paper bearing prominently "Government of India" water mark and special shading with the words "Government of India" all over the face of the form. Cheque forms used in the office of the Controllers of Defence Accounts will be supplied by the Controller of Stamps, Nasik in fan-fold pads of 100 continuous forms and those intended for use by the disbursing officers in bound books of 25,50 or 100 forms. Each pad and book will bear consecutive numbers. In the case of cheque books, the book number will also be repeated in each form side by side with the consecutive number. The outer covers of the cheque pads and books will contain the following certificate which will be signed by the AAO/SO (A) and initialed by the officer-in-charge on their receipt:-

"I certify that I have this day counted the forms contained in this pad/book and find them to be correct."

Date	AAO/SO (A)	Officer-in-charge
	Disbursement Section	Disbursement Section

2. Controllers will send their indents for cheques pads and cheque books in the form given at the end of this Annexure direct to the Controllers of Stamps, Nasik, so as to reach him by 1st June each year.
3. Cheque pads and books except when actually in use will be kept in safe custody. The officer-in-charge will keep in his personal possession the key of the safe in which the cheque pads and cheque books are deposited and will not part with it except to another gazetted officer of the Defence Accounts Department.

The number of cheque pads required for the day will be taken out by the officer-in-charge and the safe will be locked up. In the evening, when the payments are concluded, he will personally see that the pads containing unused forms are returned, locked up in the safe and that the number of the last form used during the day that of the first unused from remaining in pad are consecutive.

Every week a report will be submitted to the Controller by the officer-in charge, Disbursement Section certifying that all cheques pads. etc., have been examined and the unused cheques, etc., counted and found correct.

4. A register for receipt and issue of cheque pads and cheque books will be maintained on IAFA-613 showing the number of books and forms received from the press or returned by the disbursing officers and those supplied to the latter including the Disbursing Section of the Controller's office. The balances of books in hand will be struck immediately after each issue

has been made and the stock of forms will be verified half yearly with the balances shown in the register.

In the case of changes of disbursing officers, care must be taken to see that the cheque statement has been initialed by the relieving officer for all cheques issued before handing over. The relieving and relieved officer will sign handing and taking over certificates in the register of cheque pads/books (IAFA-613).

A specimen of the relieving officer's signature should be forwarded to the **treasury or sub-treasury/branch of the State Bank of India /branch of Reserve Bank of India** by the relieved officer.

5. Cheque books will be supplied to the officers to whom assignments are granted by the Controllers of Defence Accounts concerned, necessary notes being made in the register in IAFA-613 at the time of issue. If any books are returned by those officers, they will be brought on the register and the entry made in red ink in the same way as the books received from the press. All cheque forms, which have been soiled, stamped with the designation of the disbursing officers or otherwise rendered unfit for further use, should be destroyed by the gazetted officer-in-charge, necessary notes as to the destruction and the cause therefore being made in the register and initialed by the officer-in-charge.
6. Cheque forms will be taken into use in regular succession from the lowest number upwards.

Shortly before a new series of cheques is brought into use, a circular letter in the form given below will be issued to all treasuries, branches of State and Reserve Banks of India on which cheques are generally drawn. The intimation to be sent to Banks/Treasuries regarding the new series of cheques should cover the number likely to be brought into use in the succeeding four months, which will be determined on the basis of past actuals for four months and other factors, if any which can be anticipated. The number and date of communication and the date when the cheque pads are brought into use should be noted in the register in IAFA-613 and entries attested by the gazetted officer-in-charge. In the case of treasuries, etc. on which cheques are usually drawn an intimation regarding the issue of cheques and the specimen signature of the officer signing the cheques will be sent simultaneously with the issue of cheques.

**(SPECIMEN FORM)**

To

THE AGENT

State Bank of India .....

The Treasury Officer.....

The Manager, Reserve Bank of India.....

The Military Treasure Chest Officer.....

SUBJECT: - Intimation of cheques brought into use.

Sir,

In continuation of this office No. .... dated ..... " I have the honour to state that cheque Nos. .... to .... are about to be brought into use. On completion of cheque No. .... I shall communicate to you the new series of cheques which will be brought into use.

The above series of cheques will be used for drawing on different treasuries, branches of State Bank of India and Reserve Bank of India and military treasure chests.

May this please be noted.

Yours faithfully

For Controller of Defence Accounts.

7. If a cheque form is found to be missing either from the pads in use or those in stock, an express cyclostyled circular letter should be sent immediately direct to all treasuries, sub-treasuries, military treasure chests and branches of State and Reserve Banks of India intimating the distinctive number of the cheque form missing with instructions that if the cheque is presented at the treasury, etc., payment should be refused. It is important that the intimation should be sent to all treasuries, etc., and not merely to the particular ones on which cheques are normally drawn and advance intimations sent under Para 6 above.
8. Cheques shall be payable at any time within three months after the month of issue. If the currency of a cheque should expire owing to its not being presented at the treasury within the period specified above, it may be received back by the drawer who should destroy it and issue a new cheque in lieu of it. In the event of non-return of the time-barred cheque to the



drawer, the drawer should on the expiry of prescribed period of three months after the month of issue of cheque require the payee either to return the cheque or explain the causes for its non-return. If as a result of this enquiry, a drawing officer is informed that a cheque drawn by him has been lost, he will address the treasury officer, drawn on and forward the following certificate for completion and return:-

"Certified that cheque No. .... Dated for Rs..... reported by the.....  
.....to have been drawn by him on this treasury in favour of  
..... has not been paid, and will not be paid if presented hereafter.',

TREASURY

The .. .....20

Treasury Officer.

If the cheque has not been cashed, the treasury officer will sign and return the certificate and the drawing officer will make a note of cancellation and issue a fresh cheque.

9. Empty fan-fold cheque pads should be destroyed after the cheques contained therein have all been used up. The date of issue of the last cheque in the pad will, however, be noted under the dated initials of the officer-in-charge in the remarks column of the register of cheque pads (IAFA-613) before each pad is destroyed.
10. To safeguard against loss of the cheques taken out for use during the day, the following procedure should be strictly observed:-
  - (i) Before cheque pads are handed over to the operator, the officer-in charge and the AAO, Disbursement Section will verify that the forms in the pads are intact and that the first form in the partly used pad/pads bears the immediately succeeding number to the last cheque on the used on the previous day.
  - (ii) The operator will use consecutive forms and will verify every day that the number on the last cheque form used on the previous day and the number of the first cheque form remaining in the pad are consecutive. If any form is missing, the AAO should be informed forthwith who will investigate and report the matter to the officer-in-charge.
  - (iii) At the end of the day when all payments have been completed the cheque pads will be examined by the AAO to see that the forms remaining in the partly used pads are intact and in consecutive order. The pads will then be returned to the officer-in-charge. Before putting them back in the safe, he will satisfy himself that all the forms used during the day (including destroyed cheques, if any) are continuous and have been submitted to and signed by him. He will also verify that the number of the

last cheque signed by him and the first unused form remaining in the pad are consecutive.

(iv) Separate cheque pads should be used for "not payable" cheques. The verification of consecutive use of the forms of these pads should only be carried out during the period in which such pads are in use.

11. Normally one cheque pad or two cheque pads (one for payable and one for not payable) at a time will be issued by the Officer-in-Charge, Disbursement Section, for typing cheques and handed over to the AAO of the section who will pass it on to the operator for typing cheques there from. On completion of this pad, the AAO will obtain another cheque pad from the officer-in-charge for typing further cheques. Before issue of another cheque pad to the operator, the AAO will satisfy himself that the previous cheque pad has been fully exhausted and that all the cheques typed from that pad have been submitted to him. The partly used cheque pads at the close of the day will be put back in the safe after the necessary check, as prescribed in para. 10 (iii), has been exercised by the AAO and the officer-in-charge Disbursement Section.

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**Annexure-‘L’****(Referred to in para-175)****E-Payment****Introduction**

As per CVC directives, each Govt. office has to adopt e-payment mechanism for disbursing salary to employees and also for making the third party payments to ensure transparency and avoid delays in Govt. transactions. Ministry of Defence (Finance) vide amplification note No. XV issued under ID No. 32(I)/2004-Estt-1 dated 09.06.06 has issued amendment to article 0/5 of schedule-IV (para 5.18) referred to in para 49 of Defence Procurement Manual-2005 making it mandatory for the supplier/vendors to indicate their bank account No. and other relevant e-payment details so that payment could be made through ECS/NEFT/RTGS mechanism instead of payment through cheques.

E – payment for transfer of fund is made through following electronic mode services :-

- (i) National Electronic Fund Transfer (NEFT)
- (ii) Real Time Gross Settlement Scheme (RTGS)
- (iii) Electronic Clearance Scheme (ECS)
- (iv) Core Banking Solutions (CBS)

**NEFT**

In this system, vendor’s account can be directly credited across the country whose accounts are with any CBS Branch having unique IFSC Code. There is no upper or lower limit of transaction value through this mode. The amount is credited to beneficiary’s A/c through batch processing system.

**RTGS**

It is generally used for electronic transfer of high value transactions across the country on real time and gross settlement basis. Main advantage of this system is that funds are transferred to beneficiary’s A/c through online system i.e. unlike NEFT system where many transactions are clubbed together and processed in batches, in this system payments are credited immediately to beneficiary’s A/c. However, at present minimum amount that could be transferred through RTGS is Rs. One Lakh.

**ECS**

It is a mode of electronic funds transfer from one bank account to another bank account using the services of a Clearing House. This is normally for bulk transfers from one account to many accounts or vice-versa. This can be used both for making payments like distribution of dividend, interest, salary, pension, etc. by institutions or for collection of amounts for purposes such as payments to utility companies like telephone, electricity or charges such as house tax, water tax, etc or for loan installments of financial institutions/banks or regular investments of persons.

**CBS**

Core Banking Solutions is new jargon frequently used in banking circles. The advancement in technology, especially internet and information technology has led to new ways of doing business in banking. These technologies have cut down time, working simultaneously on different issues and increasing efficiency. The platform where communication technology and information technology are merged to suit core needs of banking is known as Core Banking Solutions. Here computer software is developed to perform core operations of banking like recording of transactions, passbook maintenance, interest calculations on loans and deposits, customer records, balance of payments and withdrawal are done. This software is installed at different branches of bank and then interconnected by means of communication lines like telephones, satellite, internet etc. It allows the user (customers) to operate accounts from any branch if it has installed core banking solutions. This new platform has changed the way banks are working.

As evident from above that for salary payments, ECS would be preferable. For third parties payments and payments of personal claims of employees, NEFT would be preferable.

The following procedure is required to be undertaken for implementation of e-payment through ECS/ NEFT/ RTGS/CBS:

**1. Creation of database**

To enable e-payment through NEFT/ RTGS/ ECS/CBS, Beneficiary's details in following format need to be maintained:

Table-1

Name of Beneficiary	Account type of Beneficiary	Name of the Bank, address, Contact No.	Bank Account No. of Beneficiary	Beneficiary Banker's IFSC Code	Beneficiary Bankers MICR Code	Beneficiary Address, Contact No. & e-mail address if any
1	2	3	4	5	6	7

Beneficiaries details as per above table along with their mandates (Specimen enclosed as ‘**Annexure A**’) to receive the payment through NEFT/ RTGS/ ECS/CBS & a blank cancelled cheque or photocopy of cheque must be obtained and an accurate & complete database containing these details under different categories of Beneficiaries like employees, vendors/suppliers etc. is to be created for enabling the designate bank to make payments through NEFT/ RTGS/ ECS/CBS. Secondly, a clause for indicating Beneficiary’s details as per table1 and attaching for a blank cancelled cheque or photocopy of cheque or front page of pass book may be incorporated in the Contracts Agreements/Supply Orders/Tender Enquiry and other relevant standard formats which accompany as a part of the bill or submitted as a bill. Running Contract Agreements/Supply Orders/Tender Enquiry, if no such clause has been incorporated, the concerned authority may consider initiating a suitable amendment so that the payments to third parties may be ensured by e-mode only. This would facilitate in creating and updating of Vendors/Suppliers database swiftly.

## **2. Opening of Intermediary Bank account**

The designated Bank shall open an account in the name of DDO. This account will be used for crediting the proceeds of cheques issued by DDO. The proceeds of cheques issued by DDO in favour of designated bank would eventually be squared off by crediting the funds to the Beneficiaries accounts.

However, situations may arise, where due to reasons beyond control of banker or DDO, payments cannot be made to a few Beneficiaries. In such cases, the designated bank would make payment by pay order or demand draft.

## **3. Signing of MOU**

The drawing and disbursing officer i.e. the Cash Assignment/Imprest Account/Public Fund Account holder will have to enter into an MOU or agreement with the designated Bank and draw normally one cheque daily in favour of the Designated Bank. The designate Bank shall encash it from the treasury i.e. RBI or SBI as the case may be at the earliest so as to ensure credit to the Beneficiaries accounts. The specimen of MOU to be signed between DDO (Project/Task Force) and designated banker enclosed as ‘**Annexure-B**’.

The MOU shall contain appropriate stipulations relating to service level commitments for effecting payments to beneficiaries within agreed time period. In case of delays beyond agreed time period, modality of compensation and penalties to be payable will be agreed to clearly by the designated bank.

#### **4. Transmission of Cheque and Data**

The DDO will hand over a consolidated cheque along with the beneficiary details and the debit advice (Specimen enclosed as ‘Annexure-C’) for crediting/transferring the amount in the account of respective beneficiaries.

#### **5. Modification in Upkeep of records**

The present system of maintaining cash book and schedule –III will continue. However, for the payment through e-mode in the Cash Book, cheque number and date will be shown as NEFT/RTGS/ECS/CBS as case may be, alongwith the date. The consolidated Cheque No. and date will be shown against the total payments made during day. The Schedule-III may be prepared for cheque issued in favour of designated bank. However, details such as name of party, CBI No. , amount etc. and remittance details be prepared separately and kept alongwith the Schedule-III.

#### **6. Monitoring of Reports and reconciliation**

The DDO will monitor the credit report daily received from designated bank .Special attention will be paid for any rejected transaction which normally occur due to incorrect account number, IFSC code, MICR Code, Name of the beneficiary or other reasons. In such cases, the DDO will furnish fresh debit advice to designated bank after correcting the bank/other details of the beneficiaries. In case, the transaction is again rejected, the DDO will request the designated bank to issue demand draft in favour of the beneficiary. The designated bank issues the demand draft free of cost.

After the end of each month, the designated bank will normally forward following reports to the DDO for reconciliation:

1. Date-wise Monthly Statement of amount credited and debited to DDO’s account
2. All successful transactions against each cheque.
3. Consolidated rejection report.
4. Outstanding balances in the Account vis-à-vis rejected transactions.

The designated bank sends a daily report for all successful transactions with unique NEFT/RTGS/ECS/CBS transaction reference numbers. The DDO will link all successful transactions to NEFT/RTGS/ECS/CBS reference no. in the register /system (if database is maintained on computer) for reconciliation purposes. This process will be equally applicable for

rejected transactions also. The transaction will remain un-reconciled till it gets successful unique transaction ID. The DDO will check reconciliation report on weekly basis.

The e-payment through NEFT/ RTGS/ ECS/CBS will lead to faster and efficient payment to the ultimate beneficiaries which will also result in cost reduction for both the parties i.e. the payer and the payees, thus ultimately leading to optimization of transaction costs in the system as a whole. The payees would also stand to gain from e-payments wherein funds would get transferred directly into their account in much shorter time as compared to existing system wherein cheque clearing process takes time ranging from 2-3 days for local clearing to a week. In case of outstation payment , the e-payment system is safe, sound, secure and efficient since the funds are transferred direct to payees account by electronic transfer.

### **Mandate Form**

Table-1

Name of Beneficiary	Account type of Beneficiary	Name of the Bank, address, Contact No.	Bank Account No. of Beneficiary	Beneficiary Bankers IFSC Code	Beneficiary Bankers MICR Code	Beneficiary Address, Contact No. & e-mail address if any
1	2	3	4	5	6	7

Name & Signature of Beneficiary

Bankers Stamp & Signature

**Memorandum of Understanding**

This agreement on this \_\_\_\_\_ day of Month, year, between Office of the DDO address on one part

AND

Designated Bank ....., a company incorporated under the Companies act and carrying on the business of commercial banking under the Banking Regulation Act 1949, having its Registered Office at Designated Bank ..... and a Branch Office at \_\_\_\_\_ (here-in-after referred to as the Designated Bank.) which expression shall unless it be repugnant to the context or meaning thereof, mean and include its successors and assigns) of the other part

Whereas

1. Designated Bank ..... has been authorized by the Reserve Bank of India vide letter \_\_\_\_\_ dated \_\_\_\_\_ to conduct Government business as agent of Reserve Bank of India.
  
2. Designated Bank ..... , had approached DDO ..... with a proposal to make payments to all the Contractors/ Suppliers/Salaried Central Govt. employees paid by DDO/Individual beneficiaries paid by DDO/ to Public Fund Account (referred to as 'Beneficiaries' hereinafter) of DDO for free of cost through the following modes:-
  - a. Direct Credit (CBS)
  - b. Real Time Gross Settlement (RTGS)
  - c. National Electronic Fund Transfer (NEFT)
  - d. Electronic Clearing System (ECS)
  - e. Any other suitable mode covered under e-payment as per RBI's norms

And DDO, having accepted the offer of Designated Bank ....., for rendering the above services with conditions stipulated hereunder.

3. The parties hereto are now desirous of recording the various points on which the agreement has reached by and between them through this agreement.



**Payment to Contractors/Suppliers/Salaried Central Govt. employees paid by DDO/Individual beneficiaries paid by DDO/ to Public Fund Account of DDO through Designated Bank .....**

Designated Bank ..... shall provide payment services to the list of beneficiaries provided by the office of DDO, using the following modules.

- Direct Credit for vendors/suppliers having their accounts with Designated Bank \_\_\_\_\_
- National Electronic Fund Transfer (NEFT)
- Real Time Gross Settlement (RTGS)
- Any other suitable mode covered under E-Payment as per RBI's norms

The date of the Credit/Payout under different modes of e-payment will be as under:-

- Direct Credit : T+1 working day
- NEFT : T+1 working day
- RTGS : T+1 working day

'T' being the day on which the clear funds are there in the designated DDO account maintained with Designated Bank ..... . The payout day is reckoned, excluding intervening Sundays and other bank holidays. The payout will be effected on 'clear funds' basis only.

4. The office of DDO will draw a consolidated cheque on Reserve Bank of India/State bank of India in **favour of Designated Bank .....** ” and payable at and hand over this to the representative of bank, by 5:00 p.m. in the evening. The cheque will be lodged in High Value Clearing on the next working day provided it is for an amount of Rs 1 lac and above and drawn on bank branch participating in High Value Zone prescribed by RBI. All cheques other than high value will be lodged in MICR clearing.

- a. Clear funds will be available to the bank as per the below schedule
- b. Day 0 is date of lodgment of cheque
- c. Day 0 is availability of clear funds in case of a high value cheque
- d. Day 2 is availability of clear funds in case of a MICR cheque

In the event of the cheque amount being more than Rs.10 lakhs, the cheque and beneficiaries list would be signed by two authorized representatives (Account officers) of the office of

DDO office, while the same would be signed by only one authorized representative (Accounts officer of DDO Office, ) if the cheque amount is within and upto Rs. 10 lakhs.

5. The Bank will send the cheque for clearing on next working day after receipt of the same and, on realization of the amount, initiate the process of crediting beneficiaries' accounts as per the following modules:

- a) Direct Credit: Payment through this mode will be effected in the accounts of such beneficiaries as would be having a bank account with a Designated Bank ..... Branch located anywhere in India.

This crediting will be done on T+1 basis (next working day). ( Day T being defined as the day on which clear funds will be made available to the Bank). Office of DDO, gives the lists of beneficiaries along with the payment instruction to Designated Bank .....containing all the required details as per Direct Credit format. The mandatory details need to be given in the excel format as per the format duly signed by the authorized signatories. The same would be treated as voucher. Further, a soft copy of the same file need to be sent to bank at designated email ids. There will be separate file for Direct Credit, RTGS & NEFT and no two files to be clubbed together.

The request letter / Debit authority has to be given to bank well before cut-off time of 3.00 PM on weekdays & 12.00 PM on Saturday for same day processing along with annexure (in specified format), duly signed by the AUS( ) of the account. The soft file of the same needs to be sent to Bank in advance to avoid any delay & timely processing.

- b) Real Time Gross Settlement (RTGS): Under RTGS, payments will be effected in the accounts of such beneficiaries, as would be having their accounts with any bank in India subject to the condition that the beneficiary branch is RTGS enabled. The payment through this mode will be effected on T+1 basis (next working day). (Day T being defined as the day on which clear funds will be made available to the Bank)

Remittance of funds through RBI's Real Time Gross Settlement (RTGS) for contractors/Suppliers/vendors having accounts at any bank (other than Designated Bank...) that is RTGS enabled.

The process flow for the same will be as follows:-

Step1: Office of DDO gives the lists of beneficiaries along with the payment instruction to Designated Bank ..... containing the following information.

- i. Beneficiary name and Address.
- ii. Bank and Branch name to which funds should be remitted.
- iii. Beneficiary A/c Number
- iv. A/c Type of Beneficiary, A/c No
- v. Amount of remittance.
- vi. IFSC code of the Bank branch to which funds would be remitted.
- vii. Remitter's name
- viii. Remitter's A/c Number
- ix. Purpose of remittance

In this connection an application form for RTGS transaction needs to be filled up and application form would be treated as voucher. The above mandatory details need to given in the excel format, duly signed by the authorized signatories and a soft copy of the same file need to be sent to bank at designated email ids.

Step 2: Office of DDO provides requisite funds as above to Designated Bank .....

Step3: On receipt of the payment instructions, Designated Bank ..... will debit designated DDO account and transfer the funds through RTGS. In the transfer process, a reference no (UTR No.) will be generated.

The other terms for the payment through RTGS are as follows:-

- Minimum Transaction amount for RTGS transaction is Rs. 1 lakh.
- Customer related transactions through RTGS would be restricted upto 2:45 PM on weekdays and 10:45 AM on Saturdays.
- No special character to be used in the excel file to be provided to bank for RTGS. It has to be purely as per the desired format.
- Once fund remitted through RTGS, for every successful transaction a unique RBI Ref No (UTR No.) will be generated and the remitter bank will have no role / control over

the payment once remitted to the beneficiary bank. The credit of the same to the beneficiary account solely depends on the beneficiary bank & its internal system architecture.

- There will be separate files for Direct Credit, RTGS & NEFT and no two files to be clubbed together.

c) National Electronic Fund Transfer ( NEFT): Payments through this mode will be effected in the accounts of beneficiaries who would be having their accounts with any bank at any designated RBI location in India. The payment through this mode will be effected on T+1 Basis (next working day). (Day T being defined as the day on which clear funds will be made available to the Bank).

Step1: Office of DDO gives the lists of beneficiaries along with the payment instruction to Designated Bank ..... containing all the required details as per NEFT format. The mandatory details need to be given in the excel format duly signed by the authorized signatories. The same would be treated as voucher. Further, a soft copy of the same file need to be sent to bank at designated email ids.

Step 2: Office of DDO provides requisite funds as above to Designated Bank .....

Step 3: On receipt of the payment instructions, Designated Bank ..... will debit designated DDO account and transfer the funds through NEFT. In the transfer process, a reference no (RBI Ref. No.) will be generated.

The other terms for the payment through NEFT are as follows: -

- There is no Min & Max Transaction amount for NEFT
- Customer related transactions through NEFT would be restricted up to 1.00 PM on weekdays and 9:45 AM on Saturdays.
- No special character to be used in the excel file to be provided to bank for NEFT. It has to be purely as per the desired format
- Once fund remitted through NEFT, for every successful transaction a unique RBI Ref No will be generated and the remitter bank will have no role/control over the payment once remitted to the beneficiary bank. The credit of the same to the beneficiary account solely depend on the beneficiary bank & its internal system architecture.
- There will be separate files for Direct Credit, RTGS & NEFT and no two files to be clubbed together.

All disputes arising out of the transactions to be effected through the above modes by your Bank in so far as they relate to disputes arising after the handing over of the consolidated cheque along with the list of beneficiaries to your Bank by the office of DDO will be settled by the beneficiaries with your Bank directly and no liability whatsoever on any count will devolve on the DDO office.

- d) Electronic Clearing System: Salary of employees, who are drawing their monthly salary in their bank account, will be credited through ECS.
6. Save and except in force majeure circumstances: Designated Bank ..... Would be wholly responsible for the proper crediting of the beneficiaries account within the stipulated time schedule after receipt of the consolidated cheque, beneficiary details & the debit advice from the DDO and the responsibility of DDO in all respects will end with the handing over of the consolidated cheque and list of beneficiaries to Designated Bank ..... . However, if there is any reject of transaction on account of wrong/incomplete bank details or any other reason not attributable to Designated Bank ..... , then the funds against said transaction will be credited back to the designated DDO account and Designated Bank ..... will not be liable of Delayed Interest Payment. Designated Bank ..... will provide mutually agreed upon MIS reports relating to payments made by it as and when required by Accounts office of DDO within time frame. However, DDO, also understands and acknowledges that once funds remitted through RTGS & NEFT, for every successful transaction a unique RBI Ref No will be generated and DESIGNATED BANK ..... (remitter) Bank will have no role / control over the payment once remitted to the beneficiary bank. The credit of the same to the beneficiary account solely depends on the beneficiary bank & it's internal system architecture.
  7. Notwithstanding anything contained in this contract, in the event of failure by Designated Bank ..... to make payments as per the above schedule in the relevant mode as applicable in the case of individual beneficiary, DDO will charge interest at the prevailing prime lending rate of interest of SBI of every day of delay.
  8. At the end of every month, a monthly statement of transactions showing disbursement of payments through the above modes shall be made out by Designated Bank ..... along with details of pay-orders issued on account of delayed payment, if any, and submitted to the office of DDO. This monthly statement in prescribed format in hard copy should reach the office of DDO by the 7th working day of the following month. However, your Bank will send soft copy of the MIS in the prescribed format detailing therein the status of disbursement of payments to each beneficiary against a consolidated cheque by the 5th working day from Day 0 (Day 0 being defined as the day on which clear funds will be made available to the Bank) to the designated email ids of DDO.

9. In the event of failure by your Bank to submit the statements as detailed above within the stipulated time period, DDO, would retain the right to impose penalty on your Bank at the rate of Rs. 100/- per day for each of delay in submission of each type of statement. Provided that such delay is not on account of system failure or account of conditions as per Force Majeure Clause.
- a. Notwithstanding the above, OFFICER acting through office of DDO will have the full right to ask for such additional information as may be deemed necessary by office of DDO from Designated Bank ..... in respect of payments made/ action taken by Designated Bank ..... in regard to any cheque that might have been handed over by the office of the DDO to Bank or in regard to any aspect of the operation of the different payment modules mentioned above and it shall be incumbent on Designated Bank ..... to furnish such information to DDO, within fifteen working days from the date of receipt of the letter.
  - b. Any failure by Designated Bank ..... on this count would constitute a ground for initiation of arbitration proceedings and/or forthwith termination of the contract by DDO.
10. Notwithstanding anything contained hereinabove, it is the understanding of both parties that the obligations of Designated Bank ..... under this agreement shall start following only upon realization of the cheque issued by DDO and Designated Bank ..... shall stand indemnified from any penal action if the list of beneficiaries forwarded by DDO is erroneous and or is not correct in all respects or is rejected on some grounds by the beneficiary bank. Designated Bank ..... shall not be liable for any wrong credit or payment by virtue of the above reason.
11. DDO, will be at liberty to terminate this Agreement by giving one month advance notice. Designated Bank ..... also would retain the right to terminate the agreement by giving one month advance notice to DDO in case of breach of any of the terms of the Agreement .Both the parties to the agreement will have the right to suggest such additional/alteration/modification to this agreement as may be deemed necessary and, on the same being agreed to by the other party, will become a part of the agreement and shall be by exchange of letters duly signed by the authorized officials of both the parties.
12. Incase of rejection of the transaction on account of discrepancy in bank details of the beneficiary, the funds will be credited back to the designated DDO, account maintained with Designated Bank ..... . The transaction will be reinitiated only when revised instruction with corrected bank details are provided by DDO, to Designated Bank ..... . In case, the transaction is not going through electronic mode after receipt of the instruction from DDO, , a PO/DD will be issued by Designated Bank ..... and sent to DDO, latest by end of next working day after the receipt of instruction.

13. **Force Majeure:**

If the whole or any part of the performance by the parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances including a political force measure or events beyond the control of the parties including delays due to vandalism, virus attacks, hacking, theft , phone service disruptions, satellite disruptions, total breakdown of power , internet disruption, system fault, loss of data, extreme or severe weather conditions or any causes like fire, accidents, earthquakes, riots, civil commotion, explosions, wars, hostilities, act of Government, custom barriers, or other causes of like character beyond the control of the parties , or such failure or delay results from the actions taken by either parties in reasonable good faith to avoid violating a law, rule or regulation of any governmental authority, then to the extent the parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

14. **Jurisdiction**

Subject to clause (15) below, this agreement shall be subject to the jurisdiction of the Courts at .....

15. **Arbitration**

The Parties agree that any dispute arising out of this Agreement shall be referred to the arbitration of a sole arbitrator under the Arbitration and Conciliation Act, 1996. The seat of arbitration shall be at and the proceedings shall be in the English language. The costs of arbitration shall be equally borne by the Parties.

16. **Authority**

Both parties of this agreement declare and confirm that the signatories of this agreement have the necessary authority and power under their respective rules, regulations and delegations to execute the said agreement and this agreement so executed shall be binding the Bank and the DDO. All the deliverables and services from either party are subject to their separate applicable laws covering the legal rules governing their relationship with customers, and also dependant on technical deliverables beyond the absolute control of both the parties.

17. **Non-Exclusive**

It is not intended that this agreement should preclude either party from entering into a similar agreement or arrangement with a third party.

18. All disputes and differences and claims and questions whatsoever arising out of this agreement shall either during the continuance of the agreement or afterward either between the parties hereto or their respective representative touching these presents, or any account or liability between the parties hereto in any way relating to these present, shall be referred to arbitrator.

19. In Witness whereof, the parties have set and subscribed their respective hands in execution of this agreement through their authorized official on the first day, month and year as herein above written.

20. **General Provisions:**

Modifications: Any modification, amendment, supplement or other change to this Agreement must be in writing and signed by duly authorized officers of the respective parties. Failure to object to any terms or conditions in any written or oral communication from any party, whether delivered before or after the date hereof, shall not constitute an acceptance thereof or a waiver of any terms or conditions hereof.

**For Drawing & Disbursing Officer**

**For Designated Bank .....**

**Authorized Signatories**

**Authorized Signatories**

**Witness**

1)

2)

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## Chapter-VI

**PAY SECTION****181. Objectives**

Objectives of Pay Section are:-

- (i) To ensure prompt payment of all personal claims in respect GREF employees serving in HQ DGBR.
- (ii) To ensure timely Payment of Pay & Allowances of MES Officers/Deputationists serving in HQ DGBR.
- (iii) Verification of length of Qualifying Service.
- (iv) To ensure prompt payment of all advances including GPF temporary withdrawal.
- (v) To maintain all necessary records, correct and complete in all respects, so as to ensure that service benefits of employees are correctly paid on due dates;

**182. Duties**

The Pay Section deals with:-

- (i) Payment of Pay & Allowances of MES Officers/Deputationists serving in HQ DGBR;
- (ii) Personal claims of officers/staff of HQ DGBR including MES Officer/deputationists such as GPF withdrawals, TA/DA, LTC, Medical re-imburement claims, ration money claims, outfit allowances of GREF officers & lady employees etc.;
- (iii) Audit and payment of all kinds of Advances;
- (iv) Audit and authorization of payment of Cash Requisitions from the Imprest Account of HQ DGBR
- (v) Maintenance of DO Part II Orders in respect of GREF employee serving at HQ DGBR;
- (vi) Verification of Length of Qualifying Service;
- (vii) Verification & adjustment of leave salary and pension contribution of GREF officers & personnel proceeding on deputation from HQ DGBR;
- (viii) Adjustment of OMROs pertaining to Pay section;
- (ix) Payment of Office Contingency Bills.

**183. Pay bills MES Officers on Deputation**

- (i) Pay bills in respect of MES officer on deputation are prepared by HQ DGBR on IAFA-35 the pay bills are required to reach the office of PCDA (BR) not later than 20<sup>th</sup> of the month to which these pertain. On receipt of the pay bills including supplementary pay bills, the auditor will enter them in his work book. Thereafter the bills will be checked as per procedure laid down below:-
  - a) The pay bills will be paid after pre-audit and amounts inadmissible will be disallowed.

- b) Pay Bill admitted provisionally in audit e.g. for want of Last Pay Certificate or any other reasons will be entered in the provisional payment register. The HQ DGBR will also be informed and its final adjustment watched.
- c) The pay bill will be checked with reference to the last audited bill and where necessary with reference to records such as LPC and the rules and orders governing pay and allowances etc. In addition it will be seen that :-
- i) The Last Pay Certificate from the previous Audit officer is attached to the first pay bill in which pay is claimed ;

*Note: The Last Pay Certificate received from the previous Audit Officer should be scrutinized to see that the rates of pay, etc, are correct.*

- ii) The Demand Register is consulted and outstanding demands recovered according to rule;
- iii) Income-Tax is correctly levied on the estimated income for the year under the head "Salaries". Full amount of tax will be recovered from the bill, if the exemptions claimed are not properly vouched/supported by required declarations;
- iv) Rebate of Income-tax on insurance premium receipts is allowed only on the Life Insurance Policies of an officer himself or his wife on the basis of declarations made by the concerned officers, unless the audit officers has prima facie reasons to disbelieve the same.
- v) The appointment for which pay and allowances are claimed is duly authorized and notified in the appropriate orders and that two or more individuals have not drawn pay; additional pay etc. for the same period against the same appointment.
- vi) Officers on leave in India continue to be paid by the PCDA (BR)
- vii) All necessary adjustment of Part II orders are made;
- viii) Adjustment of all vouchers such as license fee bills, etc are made;
- ix) Recoveries on account of G.P.Funds/PLI/Motor Cycle/Motor Car Advances, as shown in the respective schedules attached to the pay bills, are correct;
- x) Totals of G.P. Fund/PLI schedules are correct and agree with the amount shown in the pay bill;
- xi) The G.P. Fund account numbers shown in the fund schedules are correct;
- xii) The allowances such as dearness/house rent/conveyance etc. drawn are correct and are supported, where necessary, by requisite certificates;
- xiii) The payment made is prominently recorded in the last charge to avoid a second claim on the same account;
- xiv) Previous bills are linked in respect of arrear payments or recoveries if any;
- xv) The cases of 'Last Pay Certificates' issuable are noted in the register in 'IAFA-(CDA)-70'

- xvi) The pay bill has been countersigned by the authorised officer and his specimen signatures are held in record;
  - xvii) The bill is stamped, wherever necessary.
- (d) Payments of non-recurring nature such as fee, honorarium etc should be posted in the register of miscellaneous non-recurring charges (IAFA-514);

After exercising the prescribed audit checks, the dealing auditor will complete the payment enclosures and the classification portions of the pay bills. He will then prepare a punching medium ( in duplicate) and cheque slip and submit the bill with all the relevant vouchers to the AAO for his scrutiny and submission to the officer in charge of Pay Section for approving the payment order.

*Note: All the paid bills for a year for officers should be recorded month by month in a single file or guards file;*

**184. Supplementary Pay Bills**

Arrears of pay, etc., are not drawn through regular monthly pay bills but in supplementary pay bills, the amount claimed for each month being entered separately citing reference to the bill from which the charge was omitted or withheld, or on which it was refunded by deduction, or with reference to the treasury receipt on which it was credited to Government, or to any special order of competent authority granting a new allowance, antedated promotion, etc. In auditing such bills, it should be particularly seen that appropriate deductions on account of income tax and license fee for accommodation where recoverable have been made with reference to the rules prescribed on the subject, for the period for which arrears of pay, etc., are drawn.

**185. Advance of Pay**

As per Rule- 40 of GFR-2005 and Compendium of Advances, advances of pay on transfer or when otherwise admissible under rules will be drawn by the head of the office for personnel working under him on requisitions supported by a copy of the order or other authority sanctioning the advances and will be limited to the amount prescribed in the rules.

**186. GPF Withdrawals:**

- 186.1 GPF schedules of MES officers and staff on deputation should be sent to CDA (Funds) Meerut, who maintains their fund accounts. The GPF Schedules of CAO Staff attached to HQ DGBR are to be sent to PCDA (HQ) New Delhi, who is responsible for maintenance of GPF accounts of CAO staff. The final withdrawals and temporary advances of these individuals will be paid by PCDA (BR), except in the case of persons who are retiring from service within next 24 months.
- 186.2 The GP Fund temporary advances to the GREF Officers and personnel serving at HQ DGBR will be paid by this Section with reference to statement of accounts and CCO-9 of the individuals. Final settlement and final withdrawals of the officers and personnel of GREF will be paid by PAO (GREF). These payments will be made through Imprest Account to enable the PAO (GREF) to reflect the advances in the IRLAs of the concerned GREF employee on receipt of Imprest Accounts from the HQ DGBR. However, even temporary

advances to GREF employee who are to retire from service within next 24 months, are to be authorized by the PAO (GREF) only.

**187. Pre-audit and authorization payment of GPF Temporary Advance**

- (a) That the GPF temporary Advance claim is submitted duly completed in the prescribed proforma;
- (b) That the claim is supported by the requisite sanction of the competent authority for the specific amount with reference to particular provision of GPF Rules ;
- (c) That the claim has been countersigned by the controlling authority;
- (d) That the claim is supported with a copy of last CCO-9 and GPF subscription statement, GPF recovery statement and statement of temporary/Part final withdrawal for last two years , if required duly verified by the concerned paying officer.

After exercising general scrutiny of GPF temporary withdrawal claims as above, payment thereof will be authorised by the Officer in charge of the Section and the necessary entries will be made in the Register maintained for the purpose. Recovery schedule thereof will be forwarded to the PAO (GREF) for recovery action and acknowledgement thereof will be watched by the Section.

**188. GPF Part Final Withdrawal & Final settlement**

GPF Part Final Withdrawal & Final settlement claims in respect of GREF officers and personnel serving in HQ DGBR will be paid by PAO (GREF) only. However, such claims will be submitted to PAO (GREF) only after scrutiny and verification of statement of advance drawn by them during last two years.

**189. Scrutiny of GPF Part Final Withdrawal & Final settlement**

The Pay Section will scrutinize the GPF Part Final Withdrawal claim & Final settlement claims in terms of points mentioned at para-188 above and forward the same to PAO (GREF) for making payment.

**190. Travelling Allowance:**

**190.1 Advance of Travelling Allowance:**

GREF Officers and personnel who are eligible to draw travelling allowance may be granted an advance of such allowances to the extent permissible under rule when proceeding on temporary duty to an outstation, courses of instructions or when permanently transferred to another station. An advance of TA may be sanctioned by the authority competent to sanction such advances except in cases of journey performed after the date of retirement. The following points will, however, be seen before authorizing the payment on account of Advance of travelling allowances:-

- (a) Advance of TA will ordinarily be drawn on IAFA-194 or on a simple receipt stamped where necessary for the amount of the advance.
- (b) A copy of the order or other authority sanctioning the move should be furnished along with the application.
- (c) The amount of advance should be limited to the amount of travelling allowance admissible under the rules for the journey in question.

- (e) All advances of travelling allowances will be entered in the demand register maintained by the section at the time of payment.
- (f) All advances of travelling allowances, which are communicated by another Audit Officer through LPC or IAFA-524, will also be entered in the demand register.
- (h) In case of advance of TA/DA on account of move on permanent posting the 'Demand' will be intimated to the concerned Audit officer/Accounts Officer/Paying authority and acknowledgement thereof will be obtained, necessary entries will be made in the Demand cum Audit Register under the token initials of AAO, kept on record, and demand will be cleared after receipt of acknowledgement from the present paying officer of the individual.

## 190.2

**Adjustment of Advances**

- (a) All the claims of advances of travelling allowance will be adjusted by the submission of bills on IAFW-1713(in case of Permanent duty) & on IAFW-1716 (in case of Ty. duty) on completion of the journey or tour.
- (b) Such bills will invariably be called for, if not received within a reasonable time.
- (c) Advances of travelling allowance to individuals transferred to the payment jurisdiction of another audit officer will be communicated to him for adjustment through a letter called 'demand intimation' and acknowledgment thereof will be watched by the Section.
- (d) On receipt of acknowledgement, the entry in the demand register will be scored out after noting the number and date of acknowledgement under the dated initials of the AAO.
- (e) Bill received for adjustment of advances of travelling allowance will be audited with reference to the orders in force at the time the journey was performed.
- (f) If the amount of the travelling allowance due to an individual exceeds the amount of advance drawn, the balance between the amount claimed and that of the advance drawn will be paid to him.
- (g) If the amount of travelling allowance due is less than the advance taken, the residual demand will be intimated to PAO (GREF) for recovery and acknowledgment will be watched.
- (h) In all cases where retrenchments are made from travelling allowance claims, or in which bills are passed for more than the amount claimed full details explaining how the difference has been arrived at, will be furnished to the claimant on IAFA-471. This applies equally to cases in which no advance of travelling allowance has been drawn.
- (i) When claims are required to be returned unpassed for any reason, full particulars of the objection will be communicated on IAFA-576.

190.3 **Audit of the TA/DA Claims**

All the bills for travelling allowance and daily allowance are pre-audited cent percent. In conducting the audit of travelling allowance claims the following points will be seen in

addition to checks prescribed in para-47 & 62 of Defence Audit Code and the guidelines issued by the Government from time to time :-

- (i) That the claims for travelling allowances for journey by rail, road, river, sea or air have been submitted on the prescribed forms (IAFW-1713 or IAFW-1716) in accordance with the instructions printed thereon and they are supported with all necessary certificates.
- (ii) That the claim has been submitted duly pre-receipted and signed by the claimant duly affixing the 'revenue stamp' wherever required;
- (iii) Budget allocation has been made by HQ DGBR and fund is available to admit the claim;
- (iv) That the claim has been countersigned by the authorised officer and his specimen signatures are held in record;
- (v) That claim is not time bar, if so, it has been condoned by the competent authority ;
- (vi) That the sanction of the competent authority has been attached 'in case of travel by air' by 'non-entitled' personnel.
- (vii) That the Bank particulars of the Officer/personnel has been clearly mentioned in the bill for making e-payment;
- (viii) All the certificates as prescribed in the form has been signed by the claimant after scoring out the items which are not applicable to him;
- (ix) That the DO Part-II No & date authorising the move has been correctly mentioned in the bill;
- (x) That the duty on which the journey was performed, is such, as to entitle the individual who performed it to travelling allowance under the rules and that the sanction of the competent authority has been accorded, where necessary.
- (xi) That the journey was performed as expeditiously as possible and that no bill has been submitted earlier for the same purpose;
- (xii) The rates of railways, steamer or air fares charged agree with the tariffs of railway, steamer or the Airline.
- (xiii) The distance for which mileage has been claimed is correct. In case of doubt as to the correctness of distance for which the allowances has been drawn, the local civil authority will be consulted. Facility of Inter-net may also be explored for this purpose.
- (xiv) No allowances have been claimed which are not covered by regulations or orders.
- (xv) Advance drawn, if any has been shown in the claim;
- (xvi) That the claim has been submitted immediately after the completion of journey
- (xvii) That in case of the non submission of the claim in time, amount of TA/DA Advance with penal interest has been intimated to PAO (GREF) for debiting IRLA of the individual.

- (xviii) That the fare has been claimed as actual paid or as per entitled class of the travel whichever is less.
- (xix) That for local journey DA has been claimed at half of the ordinary rates irrespective of the locality.
- (xx) That for enforced halts enroute, treated as duty, the DA has been allowed at ordinary rates only.
- (xxi) That no DA has been allowed for leave including CL & RH taken by the individual during Ty duty period.
- (xxii) The DA has not been allowed to Personnel/Officer of the GREF who move within Task Force Sector.
- (xxiii) That the amount of Composite Transfer Grant (CTG) is as per entitlement (in case of Permanent transfer).
- (xxiv) The amount for transportation of personal effects is as per the entitlement and receipts are attached (in the case of permanent transfer) if otherwise exempted;
- (xxv) That transportation of personal conveyance is as per the entitlements (in case of permanent transfer).

After exercising general scrutiny of TA/DA claim, the necessary entries will be made in the Demand cum Audit Register maintained for the purpose and advance drawn, if any will be cleared accordingly. If the claim has been passed for (-) minus amount the residual demand will be intimated to PAO (GREF) for recovery action and acknowledgement thereof will be obtained, kept on record, after entering the same in the Demand cum Audit Register under the token initials of AAO and the demand will be cleared.

**191. Leave Travel Concession-Home Town/Any Where in India:**

Entitlement for LTC/HTLTC will be as per CCS (LTC) Rules amended from time to time. The claims in respect of GREF Officers & Personnel serving with HQ DGBR will be pre-audited and authorised payment by the Pay Section after excising following general scrutiny in addition to the checks prescribed in the regulations: -

- (a) That the claim has been submitted in the proper form;
- (b) Sanction of the CFA has been obtained;
- (c) That the bill has been countersigned by the countersigning authority certifying the correctness of the claim and specimen signature of countersigning authority is held in record;
- (d) That the advance, if any, taken has been shown in the claim;
- (e) That necessary certificate of the executive authority stating that :
  - (i) the individual is eligible for the concession;
  - (ii) the same has been noted in the Service Book;
  - (iii) the home town shown by the employee is correct with reference to that shown in the service book;



-has been enclosed with the claim.

- (f) That necessary certificate from the individual regarding the employment of the spouse and other certificate as prescribed have been attached to the claim;
- (g) That DO Part-II notifying the casualty has been attached to the claim;
- (h) That the fare which the individual has claimed is in accordance with the fare shown in the Rly fare chart;
- (i) That Cash TA sanction has been given by the CFA ,if the individual does not avail Rly warrant;
- (j) That in case the individual has drawn advance, the claim has been submitted within one month of the return journey failing which penal recovery will be made. In other cases, the claim should be submitted within three months from the completion of journey, otherwise the claim will be forfeited.
- (k) That the journey has not been performed in any private vehicle including own vehicle.
- (l) That the claim has been submitted duly pre-receipted and signed by the claimant duly affixing 'revenue stamp' wherever required.

After exercising general scrutiny of LTC/HTLTC claim, the Demand cum Audit Register will be verified to see that the advance taken by the individual is the same as shown in the claim .The claim will then be passed and payment endorsement will be made accordingly. Necessary entries will be made in the Demand Register maintained for the purpose and advance drawn, if any will be cleared accordingly. If the claim has been passed for (-) minus amount the residual demand will be intimated to PAO (GREF) for recovery action and acknowledgement thereof will be watched.

*Note: - In terms of OM dated 16.09.2010 – Entitled Officers and their families can travel by Air India only under LTC-80 tickets to be purchased directly from Air lines booking counter/web site of Airlines or by utilizing the service of Authorised travel Agents viz M/s Balmer Lawries & Company, M/s Ashok Travels & Tours and IRCTC.*

**192. Advance for travelling allowances for availing LTC/HTLTC**

Advance for L.T.C. to GREF Employee serving with HQ DGBR will be authorised by the Pay Section and following general points will be observed :-

- (a) That the requisition has been submitted in duplicate in the prescribed form;
- (b) that the requisition for advance has been signed by the individual and countersigned by the Controlling Officer.
- (d) that the details of family members indicating sex, relation, date of birth etc. are submitted duly countersigned by controlling officer;
- (e) that the basic pay has been indicated.
- (f) that the place of visit has been specified.

- (g) that in the case of LTC for self, the period of leave has been specified.
- (h) that the advance is restricted to 90% of the approximate entitlement.
- (i) Specific Block Year and Nature of LTC, whether it is Home Town LTC or 4 Years Block(for anywhere in India)LTC, has been clearly mentioned.

### 193. Medical Reimbursement Claims

#### (a) Admissibility

The GREF officers and personnel, MES officers and deputationists serving in HQ DGBR are covered under Central Services ( Medical Attendance) Rules 1944.They are however, not entitled to reimbursement of medical expenses if they are covered under CGHS scheme. However, the medical reimbursement can be claimed for their families staying away from Delhi and where CGHS facilities are not available.

#### (b) Medical Advance

Medical Advance is also admissible to GREF Officer and personnel as per the provision contained in CS (MA) Rule-1944. The following points will be seen by the Pay Section before authorising Medical Advance:-

- (a) Budget allocation has been made by HQ DGBR; and fund is available to admit the bill in audit ;
- (b) That the Medical Advance claim is supported by the requisite sanction of the competent authority for the specific amount with reference to particular provision of the CS(MA) Rules-1944 ;
- (c) That the approximate estimate provided by the Hospital Authority is attached with the claim;
- (d) That the claim has been countersigned by the controlling authority;

After exercising general scrutiny in terms of various provisions of CS (MA) Rule-1944, payment of medical advance will be authorised by the officer-in-charge of Pay Section and the necessary entries will be made in the Register of Medical advance and liquidation of Advance will be watched accordingly.

#### (c) Scrutiny and payment of Medical re-imburement claims:

As per CS (MA) Rules-1944, whenever any Govt servant needs medial attendance and/ or treatment for himself/herself or for the family, consultation of an Authorised Medial Attendant (AMA) can be taken. A list of AMAs for central Govt employees is published every year by CENTRAL GOVVTEMENT EMPLYEES CO-ORDINATION COMMITTEE for each station. The basic pay/grade and place of illness will be considered to determine the AMA for the patient. The consultation charges including cost of Medicines procured by the officer/personnel is reimbursable under provision as contained in CS (MA) Rules-1944.

The following points will be scrutinized to authorize payment for Medical re-imburement claim:-

- (i) Budget allocation has been made by the HQ DGBR and fund is available to admit the bill in audit;

- (ii) That the Medical reimbursement claim has been submitted in the prescribed proforma only; and all the columns of the form have been duly completed and struck out, if not applicable;
- (iii) That the claim has been countersigned by the controlling authority certifying the genuineness of the claim;
- (iv) That the claim has been submitted duly pre-receipted and signed by the claimant affixing the 'revenue stamp', wherever required;
- (v) That the amount claimed is indicated both in words and figures.
- (vi) The reimbursement claim bill is for treatment taken in the consultation room of the AMA, for up to 10 days only. If treatment is continued for more than 10 days in the hospital OPD, the bill is supported by clear OPD prescription.
- (vii) That the treatment has been taken from a recognised hospital.
- (viii) Essentiality certificate (EC) is complete and signed by the doctor/AMA
- (ix) The dates of consultation are given clearly.
- (x) The name seal below the signature, indicating the name of the doctor, degree, Regn. No., Designation, hospital to which attached, are clear;
- (xi) The prescription bears the date, name of the patient with his/her age clearly mentioned;
- (xii) The prescription is in the regular printed letter head of the doctor / AMA, or Hospital.
- (xiii) In OPD slips the registration number from the first date of consultation to the subsequent dates are in ascending order.
- (xiv) Costly medicines are not normally prescribed when equivalent medicines of cheap value are available.
- (xv) That the payment has been admitted only in r/o admissible medicine.
- (xvi) That the consultation fee and injection fee are reimbursed according to the schedule of rates approved by the Govt.
- (xvii) Preparations which are not medicines but are primary foods, tonics, toilet preparations, disinfectants as specified in Schedule –I to CS (MA) rules, 1944 are to be disallowed.
- (xviii) Expensive drugs, tonics, laxative or other elegant & proprietary preparations as specified in Schedule –II for which drugs of equal therapeutic value are available should be disallowed.
- (xix) All cash vouchers/bills / memos are countersigned by the AMA.
- (xx) The medicines are purchased from the pharmacy having upto date valid drug license for selling the medicines.

- (xxi) The cash memo is issued in the printed form bearing clear machine number & date, name of patient etc.
- (xxii) The entries in the bill are not corrected after signature by the AMA and in case of correction the same is countersigned by the AMA;
- (xxiii) The claim is submitted within 3 months from the date of completion of the treatment.
- (xxiv) That cash receipts in token of payment of laboratory/ X- ray charges etc. have been enclosed with the claim;
- (xxv) That in the case of claims of dependants, dependency certificate has been attached with the bill.
- (xxvi) That the name of disease in essentiality certificate "A" has been written by the doctor personally;
- (xxvii) That EC has been signed only after the treatment is over and not before completion of the treatment.
- (xxviii) That accommodation allotted in the hospital is according to the status of the Govt servant.
- (xxix) In case the list of medicines has not been recorded in the EC itself, then a separate list of medicines duly signed by the doctor has been attached.
- (xxx) An intelligent scrutiny of the claim should be carried out.

After exercising general scrutiny of medical re-imburement claims as above, payment thereof will be authorised by the officer-in-charge of Pay Section. The necessary entries will be made in the Register maintained for the purpose.

## **194. Ration Money**

### **194.1 Admissibility of Ration Money**

Free rations, while on duty are authorised to GREF Officers and personnel upto the level of Additional DGBR. They are paid ration money at the rates as prescribed by the government from time to time, in case it is not possible for Government to provide free rations or other specified contingencies as under :-

#### **(i) Leave**

- a. Earned leave
- b. Half pay leave (1/2 the number of days for which HPL granted)
- c. 15 days casual leave

Ration money will be paid on above contingencies upto maximum of 120 days in a particular financial year.

#### **(ii) Other contingencies**

- (a) When it is not possible or economically convenient for Govt. to supply free rations.

- (b) When owing to sickness or disability, the individual is unable to consume his normal rations and no ration items are drawn for him.
- (c) When it is possible to supply free rations but the distance between the individual's place of residence and unit ration stand is more than 3.2 Kms by road and the individual prefers to draw ration money.
- (d) When travelling on duty
- (e) Will not be entitled to draw ration money during EOL( when Pay and Allowances are not admissible)

#### 194.2 **Scrutiny and Payment of Ration Money**

The following points will be seen while auditing the ration money claims:-

- a) The ration money should be admitted with reference to authorized strength of HQ DGBR and a certificate to this effect should be enclosed with the claim;
- b) The last charge should be linked to see that the ration money has not been authorized to the individual earlier for same period;
- c) DO Part II orders should be linked whenever any omission or new names appear in the nominal roll;
- d) Ration money should not be allowed to the individuals who are on temporary duty;
- e) For any arrears on account of enhanced rate, the last nominal rolls should be checked before admitting the arrears;
- f) The ration money claims of all the officers/staff should be audited and authorized in one batch to enable the HQ DGBR to make payment on a suitable date to all the eligible members;
- g) In addition to the regular strength, the ration money claims of staff attached to HQ DGBR can be allowed provided they are otherwise eligible. It should be restricted maximum up to six months .

After exercising general scrutiny of Ration Money claim, the Officer-in-charge of Pay Section will authorise payment for the same and the necessary entries will be made in the Register maintained for the purpose.

#### 195. **Outfit Allowance Claim**

In terms of Para-135 of BR Regulations, the GREF officers are authorised for outfit allowance to equip themselves with the prescribed items of clothing at the rates prescribed by the Government from time to time. The amount will be paid on initial appointment.

#### 196. **Renewal Outfit Allowance Claim**

In term of para-136 of BR Regulations, GREF Officers will receive a Renewal Outfit allowance at the rates and intervals prescribed from time to time by the Government of India. This allowance, however, will not be admissible to those who become eligible for leave pending retirement. The officer will claim the amount on a contingent bill alongwith a copy of DO Part-II notifying the entitlement.

*Note:- In terms of para-186 of BR Regulations the lady employee of GREF are also entitled for outfit/uniform allowance per annum at the rates prescribed by the government from time to time for equipping themselves with sarees, blouses and shoes etc. The amount will be paid first on initial appointment and thereafter on completion of each year of service.*

**197. Pre-audit and authorization payment of Outfit Allowance/Renewal Outfit Allowance:**

The following point will be seen before authorizing payment thereof:-

- (a) The officers will claim the amount on a contingent bill along with a copy of DO Part II O.O notifying the entitlement.
- (b) Budget allocation has been made by the HQ DGBR and fund is available to admit the bill in audit ;
- (c) That the officer has not been paid earlier for the same period;

After exercising general scrutiny of Outfit/renewal outfit allowance claim, payment thereof will be authorised by the officer in charge of Pay Section and the necessary entries will be made in the Register maintained for the purpose.

**198. Advances**

The amounts of advances are paid from Imprest Account of the HQ DGBR. The claims on account of Scooter/Motor Cycle/Motor Car Advance, House Building Advance, Flood Advance, etc. are submitted on a contingent bill along with the sanction of the competent financial authority. The following points are to be seen before authorizing payment :-

- a) The sanction of the CFA has been enclosed in original;
- b) The amount has been claimed on a Contingent Bill except Festival Advance which will be drawn through supplementary pay bill;
- c) The individual is entitled for the advance;
- d) Funds are available for the advance;
- e) As regards the House Building Advance, the same should be entered in a register to ensure that the officer/individual has not been paid the amount earlier for the same purpose/instalment.

After passing the claim it should be sent to HQ DGBR for making payment from Imprest Account. A copy thereof should be sent to PAO(GREF) for necessary action at their end.

**199. Audit of Cash Requisitions**

The following advances/claims of GREF Officers and personnel are paid from Imprest Account.

- a) Scooter Advance/Motor Car Advance
- b) Cycle Advance
- c) Fan Advance
- d) House Building Advance
- e) GPF Final withdrawal/Temporary advance

- f) Leave encashment on retirement
- g) Terminal Gratuity

For this purpose a cash requisition (IAFA-1036) will be forwarded by HQ DGBR to pay Section duly signed by the officer authorized to sign the same. It shall be ensured and verified in audit that:-

- (a) the Cash Requisition has been submitted in chronological order of Machine Nos and no requisition is missing;
- (b) In case of cancellation of any Cash Requisition form, a certificate to that effect is to be submitted by the Imprest Holder;
- (c) the signature of the imprest holder is identical with the specimen signature held in record.
- (d) the amount shown in the requisition tallies with the bills attached to the requisition.

After exercising the necessary checks as above the requisition will be passed for payment. While issuing the cheque the amount will be compiled as (+) Receipt to CB and (+) Charge to Code head 23/018/65. After passing the amount in audit, intimation would be sent to HQ DGBR (alongwith the Cash Requisition (IAFA-1036) duly affixing the stamp 'paid and cancelled' to enable the latter to make payment) with a copy to PAO ( GREF) to link the paid Cash Requisition and watch the amount in Imprest Account.

#### **200. Maintenance of DO Part II Orders**

A file will be maintained in this section wherein the entire DO Part II Orders published by the HQ DGBR are to be kept. This section is responsible for calling for the DO part II orders which are not received. For this purpose a review should be carried out every month and missing DO Part II orders will be called for.

#### **201. Verification of Length of Qualifying Service**

The verification of service means comparison of various events in the service of the government servant recorded in the service documents with the financial documents such as office copies of pay bills, Pt. II orders etc.

When a government servant completes 25 years of service or is left with 10 years of service which ever is earlier, the head of office i.e. HQ DGBR for the officers and personnel employed in HQ DGBR has to obtain the certificate of qualifying service from this office. The HQ DGBR should submit the service book of the individual along with proforma for verification of service duly completing Part I of the proforma. The following procedure will be followed while issuing the audit certificate :-

- a) The entire qualifying service will be admitted for pension with reference to service books on the basis of entries regarding verification of service recorded by the Head of Office as below " Service verified upto \_\_\_\_\_( Date) from \_\_\_\_\_( the record from which the verification is made )"
  - b) That there is no EOL periods on private affairs. EOL granted on medical certificates count as qualifying service for pension.
  - c) There is no break in service, if so, the same has been condoned by the competent authority.

- d) If any former service has been counted for pension, the necessary audit certificate from the PCDA (P) Allahabad has been attached in the Service Book in original.

**202. Adjustment of Original Copy of MRO:**

- i) The pay section, on receipt of the original copy of MRO from HQ DGBR, will adjust the amount by debiting the suspense head “Remittance into Bank/Treasures” and crediting the service heads etc.
- ii) The original copies of MROs after adjustment will be passed on to Accounts Section along with a statement of MROs adjusted for their linking with DMROs.
- (iii) Similarly a list of items remaining unlinked at the end of each quarter will be received in this section from Accounts Section duly supported by duplicate MROs for further action.
- iv) This section after due verification will intimate to Account Section, the month’s accounts in which the original MRO received by this section has been adjusted.
- v) In case the original MRO are stated to have been lost, necessary adjustment will be carried out by this section with reference to the duplicate copies of MROs received from Account Section.

**203. CONTINGENT AND MISCELLANEOUS CHARGES**

203.1 The primary check over contingent expenditure is exercised by the executive authorities. It is their duty to see that:

- (i) the charges drawn in a contingent bill are of obvious necessity and are at fair and reasonable rates;
- (ii) previous sanction for any item requiring such sanction is attached;
- (iii) all requisite vouchers are received and are in order;
- (v) the calculations are correct;
- (vi) the expenditure has not exceeded, and is not likely to exceed the allotment made for the purpose.

If the progress of the expenditure is abnormally high, it is their responsibility to regulate the expenditure and to keep it within the authorised allotment, and if necessary, to take steps to obtain an additional allotment.

203.2 Contingent and miscellaneous charges will be audited in accordance with the general rules for the audit of cash expenditures as given in Financial Regulations Part-I & II and ‘Defence Audit Code’. In the case of contingent charges it will further be seen that:-

- (i) the charges are of a kind normally incurred on account of office or other contingencies, and that they are not of an unusual or extraordinary nature;
- (ii) the rates and prices are prima facie not extravagant and the standards of financial propriety as laid down in Defence Audit Code have been observed;
- (iii) the bill is in proper form and any certificate required under the financial rules have been furnished;



- (iv) the vouchers for charges in excess of Rs.25/- are furnished;
- (v) no charges for pay and allowances (except pay and allowances of authorised temporary establishment) are included in the contingent bills;
- (vi) recurring charges have been sanctioned by the competent financial authority;
- (vii) the expenditure has been incurred by an officer competent to incur it; and it has received such sanction as is necessary;
- (viii) charges for non-official publications (including newspapers) except railway time-tables is authorised;
- (ix) printing, binding and stationary charges do not contravene the rules contained in the "Rules for the supply and use of stationery stores and those for printing and binding" and 'Delegation of Financial Power Rule, 1978;
- (x) no charge is preferred for section writing, i.e., for copying manuscript by piece work, without the previous sanction of the authority which may sanction the employment of an establishment; and no such charge is passed to any person in receipt of a salary from Government.
- (xi) no charge is passed, which contravenes the orders relating to contingent and miscellaneous expenditure contained in Appendix 11 to Financial Regulations, Part II;
- (xii) the expenditure in respect of charges for which a separate allotment has been sanctioned for the year, is a proper charge against the allotment and it is not progressing at a rate likely to exhaust the allotment before the end of the year. When the progress of expenditure is abnormally heavy, the officer submitting the claims will be warned to keep the expenditure within the authorised limit and advised, if necessary, to take steps to obtain an additional allotment;
- (xiii) the expenditure has been incurred with due economy and in no case merely to avoid lapse of funds;
- (xiv) charges for which scales are laid down, do not exceed those scales and the charges, for which sanction of higher authority is necessary, have been so sanctioned;
- (xv) To avoid double payments, recurring charges will be linked with the previous charges and audited.

*Exception.- Telephone bills of HQ DGBR duly checked, countersigned and accepted by the administrative authorities need not be linked with previous charges.*

After audit, the bills should be entered in the register to avoid double payment and to watch the expenditure against the allotment of funds. For this purpose in the beginning of the financial year on receipt of budget allotment of office expenditure, it should be entered in a register and some pages should be opened for each head of expenditure.

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## Chapter-VII

### Works Section

#### 206. Objectives

##### **Objectives of Works Section are:**

- (i) To advise administrative/Executive authorities on the financial/contract management.
- (ii) To advise on revenue aspects relating to licence fee and allied charges.
- (iii) To advise executives authorities on resource management and suggest economical ratio of manpower/machinery keeping in view the maintenance expenditure/recurring liabilities and other factors like location, climatic conditions etc.

#### 207. Duties

##### **Works Section deals with the following items work:**

- (i) Scrutiny of Administrative Approvals and Technical Sanctions and all the sanction affecting works.
- (ii) Scrutiny and critical analysis of following Reports/Returns
  - (a) Monthly Expenditure Returns (MER).
  - (b) Quarterly Physical & Financial Progress Report.
  - (c) Annual Census Report on BRO land holding rendered by BRO authorities.
  - (d) Monthly Liquidated Damage Report.
  - (e) Monthly CP Vouchers report.
  - (f) Annual Census of V/E/P from the CE(P).
  - (g) Quarterly report on Transfer Entry from sub-offices.
  - (h) Monthly Report on Outstanding TBOs.
  - (i) Monthly Liability Report.
  - (k) Annual Census Report on Measurement Book.
  - (l) Quarterly Progress report on CR Part-‘A’ & ‘B’
- (iii) Performance review of Job(s);
- (iv) Performance review of Sub-offices,
- (v) Rendering Pro-active advice on revenue aspects relating to licence fee and allied charges;
- (vi) Scrutiny of sanctions relating to transfer of BRO land to other Central/State Govt and scrutiny thereof;
- (vii) Matter relating to encroachment and litigation of BRO land;
- (viii) Examination of all important instructions/orders relating to works issued by the Government of India or any authority lower than the Govt. of India or by the CGDA and circulation thereof to all concerned;
- (ix) Issue of clarifications on the cases referred to by the sub-offices ;
- (x) Cases involving criticism on acceptance of tenders or during execution of contracts;

- (xi) Scrutiny of Lease Agreements which come under the financial powers of ADGBR/DGBR and rendition of Audit Report thereon.
- (xii) Safe custody & release of Security Deposits lodged by “SS’ class contractors.
- (xiii) Rendition of Audit report on ‘Loss of Measurement Book’.
- (xiv) Examination of proposals on account of Advance payment to other Central Government Departments/State Govt/PSUs etc. relating to civil works and rendition of Audit report thereon.
- (xv) Monitoring of the IFA functions of sub-offices.
- (xvi) Carry out performance Audit of Sub-offices.

**208. Administrative Approval**

Administrative Approval cum Expenditure Sanction is the sanction, issued by Government of India or any other competent financial authority lower than the Govt. of India, to the execution of a works at a stated cost. Administrative Approval will be based on approximate estimate prepared by the Engineer authority. The Administrative Approval will be conveyed by a letter specifying the source from which the funds will be provided and the agency who will carry out the services. A copy of the letter according Administrative Approval/ expenditure sanction together with a copy of the approximate estimate will be sent to the PCDA (BR).

**209. Audit of Administrative Approval/RAE/RAA**

The audit of Administrative Approval accorded by the Competent Financial Authority, lower than the GOI, will be conducted by Works Section of PCDA(BR) except those accorded by the Chief Engineers(P). The Director of Audit, Defence Services is responsible for audit of Administrative sanctions accorded by GOI. It will however be seen from the Government sanctions that they have been issued with the concurrence of Ministry of Defence(Finance/BR).

Following points will be seen during audit of Adm. Approval:-

- (i) That the authority according the Administrative Approval is competent to do so and that necessity for the work has been accepted by Competent Financial Authority.
- (ii) The source from which funds will be provided is clearly stated.
- (iii) That in the case of a work, stated to be authorised is covered by the authority quoted.
- (iv) That sanction together with Approximate Estimate has been communicated to PCDA(BR) directly by the sanctioning authority.
- (v) The charge is for a bonafide public object.
- (vi) That the sanction is not accorded in piecemeal with a view to bringing the value within the powers of the sanctioning authority.
- (vii) That the project is not split up with a view to bringing the value within the power of the lower authority.
- (viii) That when a large number of services in a station or area is necessitated by a change of plan or policy, all the services to which Government is

thus committed have been considered as one project for the purpose of administrative approval;

- (ix) In case of special works involving introduction of a new practice or change of scale, sanction of GOI has been obtained.
- (x) In case of Revised Approximate Estimates/Revised Administrative Approval, it will be seen that :-
  - (a) The Competent Financial Authority is empowered to accord such approval to the entire work including both the original and Revised estimates and necessity for additional scope of work has been accepted by the Competent Financial Authority;
  - (b) Quantities in AA are comparable with RAE and supported with details;
  - (c) Govt orders exists to add suitable percentage for escalation ;

*Note 1: No authority should exercise its powers of sanctioning expenditure on any special work which will be directly or indirectly to its own advantage or to his Headquarters. In all such cases sanction of the next higher financial authority should be obtained .*

*Note 2: If an approved work is not commenced within twelve months from the date of Adm. Approval, fresh approval has been obtained.*

All letters conveying administrative approval will be noted in the Register of Administrative Approval of Works (IAFW-1816) and filed in a separate file and pages in the file will be serially numbered. Letter conveying revised administrative approval will be linked with the original approvals “columns 4,8 to 13 of the ‘Register of Administrative Approval to Works’ (IAFW-1816) need not be filled in with details”. The Register of ‘Register of Administrative Approval to Works’ (IAFW-1816) will be produced monthly to the officer-in-charge of the Section.

## **210. Technical Sanctions**

Technical sanction is a sanction issued by the competent Engineer authority, ensuring that the design and specifications of a work are in accordance with sound Engineering practice and fulfill the object with the least expenditure of funds . Technical sanction will be issued on costed schedule of work which will be strictly in accordance with the administrative approval in regard to scope of work, scale of accommodation(where laid down) etc. with detailed items of work to be done and appreciation of cost that will be involved.

## **211. Technical Control**

Technical sanction is the basic tool for exercising Technical Control on all works executed by DGBR through the CEs (P) / TF Commanders. Technical Control ensures that:-

- a) The design and specifications are in accordance with sound Engineering practice and fulfill the object with the least expenditure of funds.
- b) The scale and norms as laid down in Border Roads Regulations are followed.

- c) The estimate represents the probable cost of execution of the work as accurately as possible at the time it is prepared.
- d) The Resources commensurate with the time frame for completion and are in accordance with design and specifications.

**212. Issue of Technical Sanction**

Technical sanction is issued by the Competent Engineer Authority describing the various items of work to be done and appreciation of the cost that will be involved. Technical Sanction is issued on costed schedule of works which will be strictly in accordance with the Admin approval in regard to the scope of work, scale of accommodation etc. In a nut shell, Technical Sanction amounts to no more than a guarantee that the proposals are structurally sound and that the estimates are accurately calculated and based upon adequate data.

Technical Sanction in all circumstances should be accorded by the Competent Engineer Authority before the commencement of work and before tender documents are issued, in case the work is to be executed through contract. In the case of works carried out by specialised firms on their own designs, technical sanction should be accorded on the basis of their accepted designs on receipt of tender, but before acceptance of the contract.

**213. Components of Technical Sanction in B.R.O**

The majority of the works are carried out departmentally in BRO, as such Technical Sanction must include an analysis of the amount involved under the following headings:

- i) Pay and allowances including wages of casual labour.
- ii) Stores/Rations.
- iii) P.O.L
- iv) Vehicles and equipments at usage rates and clothing at per capitation rates.
- v) Items of work done through contract.
- vi) Over Heads.

**214. Powers of Engineering Authorities for issue of Technical Sanction in BRO**

Powers of Engineering authorities for according Technical Sanction of jobs in BRO are given below:

<b>D.G.B.R</b>	-	<b>Full Powers</b>
<b>C.E's</b>	-	<b>Full Powers</b>
<b>Cdr TF's</b>	-	<b>50 Lac</b>
<b>O.C RCC's/BCCs</b>	-	<b>15 Lac</b>

The competent Engineer authority may, however, delegate the powers, at his discretion to his subordinate engineer officer to issue Technical Sanction.

**215. Points to be seen during scrutiny of Technical Sanctions:-**

The copy of Technical Sanction issued by competent engineering authority will be communicated to PCDA (BR), AO (P) and AO (TF's) concerned direct by the issuing authority. The same will be scrutinized to see:-

- i) That sanction has been accorded by the Engineer Authority competent to do so.
- ii) That the amount of Technical Sanction does not exceed the amount of Admin approval.
- iii) That the costed schedule of works accompanying Technical Sanction are strictly in accordance with scope of work.
- iv) That the costed schedule of works does not vary from the specification shown in Part-II of Approximate Estimate accompanying the Admin Approval except in following cases.
  - a) The changes are necessitated by Engineer reasons and are not such as to alter the scope of work.
  - b) There is no departure from authorized general specifications.
  - c) Any excess in cost involved is met from savings from other items of work.
  - d) When the effect of such changes is to decrease the cost of work the savings on the project as a whole are surrendered to the authority concerned under the normal procedure.
- v) If more than one Technical Sanction has been accorded against one Admin Approval the same has been recorded in the register serial number wise;
- vi) Technical Sanction specifies nature and quantities of stores required for execution of the job.
- vii) All documents including collation sheets have been enclosed with the Technical Sanction.
- viii) That the arithmetical calculations are correct;
- ix) In case of revised Technical Sanction it will be checked:-
  - a) That variation between the amount of Technical Sanction and actual expenditure is due to change in designs/drawings/specification.
  - b) That reduction in expenditure is due to reduction in the scope of work

After exercising scrutiny of Technical Sanction/Revised Technical sanction the same will be entered in the Register of Administrative Approval of Works (IAFW-1816) and filed in a separate file and pages in the file will be serially numbered. Columns 4,8 to 13 of the 'Register of Administrative Approval of Works' (IAFW-1816) need not to be filled in with details. Technical sanctions will be linked with the Administrative Approval by citing reference to the Page No. thereof.

**216. Scrutiny and analysis of Monthly Expenditure Return (MER)**

It will be seen that:-

- (a) the cash and adjusted expenditure during the month booked against various Jobs/maintenance services under a particular Major Head agree with those shown in the Punching Medium;
- (b) the Proforma expenditure booked during the month against various Job(s)/ Maintenance Services under Agency/Deposit works agree with those reflected in the Punching Medium.
- (c) the arithmetical calculations are correct and total expenditure booked against each Job/maintenance services has not exceeded the total budget allotment of the Financial Year made against the Job.
- (d) The total expenditure booked against a particular job including those of the previous years, is within the amount of AA+ 10% tolerance limit;
- (e) Expenditure incurred/booked is within the budget allotment for the financial year;
- (f) No expenditure has been incurred without budget allotment even for sanctioned Job(s).
- (g) Expenditure reflected in Punching Medium will be reconciled with those shown in the MER to ensure that they are as per compiled actuals in Punching Medium and it should be seen that the amount reflected in MER under the column '**Cash & adjusted**' expenditure during the month agrees with the total amount booked in the Punching Medium under the concerned code heads, except those pre-fixed with '67'('usage rate clothing') & '72'(usage rate for V/E/P).Likewise the amount shown under the column "Proforma charges" booked during the month should agree with the total sum of the concerned code head pre-fixed with '67' & '72'.
- (h) The booking of proforma charges on account of usage rate(s) of 'clothing items' commensurate with the booking of Pay & Allowances of GREF employees during the month;
- (i) The booking of proforma charges on account of usage rate(s) of 'V/E/P' commensurate with the booking of POL during a particular quarter (for this purpose the AAO Work Section will collect the Section Code wise/AO TF wise progressive total expenditure of POL from EDP Section)
- (j) The booking of expenditure of account of CPL wages commensurate with the booking of P&A of GREF employee ( this aspect will be linked with the progressive expenditure of CPL wages of the respective AOs TF);
- (k) The proforma booking of usage rates has been shown in the MER as worked out in the 'Quarterly Utilisation Report of V/E/P' (this aspect will be linked with the progressive expenditure of 'usage rates' of the respective AOs TF)
- (l) expenditure incurred in the past years has not been withdrawn in any circumstances\*; in case however, this becomes unavoidable, specific remarks of the Accounts Officer in such cases will be looked into.It must be ensured that the credit afforded in the Job(s) is not utilized for booking of fresh expenditure out of

such credit. For this purpose, the abstract of TE received in the Section through Monthly Report will be linked ;

- (m) that the current status of each job has been correctly reflected in the MER and agree with those shown in the Physical & Financial Progress Report;
- (n) that name of work, No. and date of AA/TS and amount of allotment etc. have been correctly reflected in MER .
- (o) the liability reflected in the MER agrees with the figures appearing in the Liability Report received from AOs(P) & AOs TF;
- (p) the progressive expenditure of each Job(s) agrees with the financial progress shown in the Physical & Financial Progress Report;
- (q) The certificate of variation, if any, has been endorsed by the Accounts Officer against each above type of variations in the foot note of the relevant MER.

**\*Special circumstances under which the expenditure incurred in the past years can be withdrawn are:-**

- (a) Unexpended amount refunded by other Central Govt. Departments/State Govt /PSUs etc. to BRO on completion of deposit works undertaken by them.
- (b) Pay & Allowances of GREF employee erroneously booked by PAO(GREF) against some other BRO Unit/Formation which are required to be adjusted through TBOs at later stage on receipt of QSA.
- (c) Cost of surplus stores transferred to other Job(s) on physical completion of work;
- (d) Cost of surplus stores transferred to other Job(s) on foreclosure of Job(s) on administrative ground or due to change of policy;
- (e) Cost of 'Bailey Bridge Components' initially debited against the Job(s) on proforma and credited after de-launching on completion of permanent Bridge works.
- (f) Recovery on account of overpayment of P&A, adjustment of TA/DA/LTC claims, adjustment of Medical advance etc. in respect of GREF employees.
- (g) Compensation recovered from contractors. However, it must be ensured that the credit afforded to the Job(s) is not utilized for booking of fresh expenditure out of such credit except in the case of compensation recovered on account of "Risk & Expense Contract".

#### **217. Scrutiny & analysis of Monthly Liability Report**

On receipt of Monthly Liability Report from the sub-offices the same will be scrutinized and critically examined and reconciled with the MER to see that :-

- (a) The Major Head wise liabilities shown outstanding in the Liability Report agree with those shown in the MER;
- (b) The liabilities against a particular Major Head of account is not accumulating and there is a regular flow in clearance of accumulated liabilities;
- (c) The clearance of liabilities reflected in the Liability Report agrees with those shown in the MER/CP Vrs Report;



**218. Scrutiny & Analysis of Monthly Report on CP Vouchers,**

On receipt of Monthly Report on outstanding CP Vouchers from the sub-offices the same will be scrutinized and critically examined and reconciled with the MER to see that:-

- (a) All the CP Vrs forwarded by the Stores Section of Main Office, PCDA(BR) have been correctly reflected in the Report;
- (b) The amount of CP Vouchers outstanding are not more than 2 months from the date of receipt;
- (c) The amount of CP Vrs has correctly been reflected in the Liability Report.
- (d) The CP Vouchers pertaining to a particular financial year are adjusted in the same financial year and is not carried forward to the next financial year.

**219. Scrutiny & analysis of Quarterly Transfer Entry Report**

On receipt of Quarterly Transfer Entry Report from the sub-offices the same will be scrutinized and critically examined and reconciled with the MER to see that :-

- (a) All the Transfer Entries have been operated for adjustment/re-adjustment of expenditure for authorised purpose only;
- (b) All the adjusted expenditure as per the abstract of TE, have correctly been reflected in the MER;
- (c) All the minus expenditure reflected in the MER agrees with the abstract of TE for a particular month;
- (d) The MRO deposited in to the Bank/Treasury in the previous financial year but adjusted and brought in to the account in the current financial year has been adjusted with prefix -77 (i.e. 77/020/80).
- (e) Non-effective Transfer Entry operated for adjustment of CP Vrs/Rly Warrants etc. for reflection of the expenditure in MER has been correctly reflected in the MER.

**220. Scrutiny of Monthly Report on outstanding TBOs**

Monthly Report on outstanding TBOs & DID Schedules will be submitted to this Section by the sub-offices duly supported with a copy of consolidated Punching Medium. It will be scrutinized to see that:-

- (a) The amount compiled in the PM under TBOs head i.e. 00/022/10 as (+) RT for responding items & (+) CH for originating items agree with those shown in the Report.
- (b) Originating items of TBOs shown outstanding in the Report is not more than two months old including the month in which they were originated;
- (c) Responding items of TBOs has not been shown outstanding in the Report without any valid reasons;
- (d) No TBOs have been originated in the month of March without the written consent of the Accounts Officer of responding Unit to the effect that same will be responded during the currency of the financial year ;

Item appearing under 'TBOs' will be pursued for clearance by taking up the cases with Projects/Task Forces where necessary. The consolidated report on outstanding TBOs will be prepared by this Section and submitted to the CGDA by due date.

Note : Normally no TBOs will be originated on account of P&A, if the amount involved is less than Rupees one lakh and on account of other items if the amount involved is less than Rs.5000/-.

### **221. Scrutiny and critical analysis of Quarterly Physical & Financial Report**

On receipt of Quarterly Physical & Financial Progress Report in the Section it will be scrutinized and critically analysed to see that :-

- (a) Variation of Physical progress and Financial progress is not beyond the permissible limit of 20%;
- (b) If fresh expenditure is made even after mismatch of Physical and Financial progress beyond tolerance limit of 20%, it will be ensured that the written permission from the concerned CE(P) has been obtained and suitable remarks have been endorsed in the 'remarks' column.
- (c) The progressive expenditure and percentage of Financial Progress agree with the Progressive expenditure shown in the MER for the quarter.
- (d) The percentage of Financial progress has been correctly worked out with reference to progressive expenditure and AA amount;

### **222. Reconciliation of Financial Reports**

During reconciliation of reports on CP Vrs, TE Report, Liability Report, Physical & Financial progress Report, Report on utilization of V/E/P etc. with the figures of PM and MES it will be seen that -

- (i) Proforma expenditure in respect of GS works are adjusted through non-effective TE and thus will have no effect on PM, but these will be reflected directly in MER .
- (ii) The liabilities shown outstanding against each job/maintenance services are correct w.r.t. to those shown in the Liability Report as well as in the MER;
- (iii) that the current status of each job has been correctly reflected in the MER and agree with those shown in the Physical & Financial Progress Report;
- (iv) Expenditure on account of CP vouchers & Rly Warrants are directly booked by the DAD Cell (DGS&D)/PCA (Fys) Kolkata based on the Job allocation available in the concerned Supply Order/Rly Warrants. Account Officer attached to BRO Unit/Formation, on receipt of the vouchers will reflect the amount in the Construction Account and in MER. Such expenditure will not be included in the PM except where rectification of wrong booking is involved.
- (v) Any rectification/correction of PM of previous month at the time of verification of Printed compilation which has already been reflected in the MER/ Construction Account of the relevant month will not be shown again in MER and Construction Account even though they appear in the PM;
- (vi) In case of transfer of stores made between two or more Jobs under the same major head and the same code head, such adjustment are carried out through non-effective Transfer Entry. The expenditure will not be reflected in the PM but should be reflected in the MER and Construction Account.

Irregularities/discrepancies/shortcomings noticed, if any, during scrutiny, analysis and reconciliation of the above reports will be -

- (a) Brought to the notice of executive authorities for the remarks/comments.
- (b) Brought to the notice of the concerned Accounts Officer who will also be asked to explain the reasons as to why the irregularities/ shortcomings could not be pointed out at their level.
- (c) will be brought to the notice of DGBR/BRDB. Serious irregularities, if any will be considered for inclusion in MFAI/IAR.

**223. Resource Management**

Border Roads Organisation has been authorized for procurement and holding of a number of costly equipments. Output norms have been laid down for each equipment. An Annual review of the utilization of equipments should be carried out and future provisioning should be determined with reference to the actual utilization. The Works Section will carry out periodic studies of manpower/machinery ratios and suggest economical ratios keeping in view the maintenance expenditure/recurring liabilities and other factors like location, climate etc.

**224. Scrutiny and analysis of 'Quarterly Utilization Report of V/E/P'**

On receipt of 'Quarterly Utilization Report of V/E/P' in the Section it will be scrutinized to see that:-

- a) The V/E/P held in charge of a particular BRO Unit/formation have been utilized to its optimum level;
- b) No V/E/P is lying idle for a long period;
- c) The usage rates of V/E/P has been worked out as per the actual utilization & at 'usage rates' prescribed by the BRDB/DGBR;
- d) The proforma booking of usage rates have been shown in the MER as worked out in the 'Quarterly Utilisation Report of V/E/P';
- e) For life-spent equipment still in use, 5% of normal rate should be charged on the Job where utilized;
- f) Usage rates at 1/8<sup>th</sup> of the normal rate should be charged for the period for which the equipment was kept idle.

Irregularities/discrepancies/shortcomings noticed, if any, will be dealt with as per para-222 above.

**225. Scrutiny and critical analysis of Annual Census of V/E/P**

On receipt of Annual Census Report on V/E/P in the Section, it will be scrutinized to see that :-

- a) The V/E/P held in the charge of a particular BRO Unit/formation is as per the authorization only;
- b) The authorization and holding of V/E/P is as per assigned target & work loads only;

c) The excess holding of V/E/P is not going to overburden the ongoing Job(s);

d) The ratio of manpower and holding of V/E/P has been maintained;

Irregularities/discrepancies/shortcomings noticed, if any ,will be dealt with as per para-222 above.

*Note: In order to utilize the capacity and the expertise available within the organization, the BRO can undertake civil works relating to construction activity on agency basis. In order to be competitive, they can resort to system of marginal costing if they are not having adequate work load. It should be ensured that their quotation for civil works covers the entire fixed cost and the execution of works does not lead to creation of liabilities.*

**226. Scrutiny and analysis of Monthly Liquidated Damage Report**

‘Monthly Liquidated Damage Report’ will be scrutinized to see that:-

- (a) Liquidated Damages are imposed in case of grant of extension of time as per the provisions of the Contracts/Supply Orders;
- (b) Liquidated Damages are not being waived by the competent authority as a matter of routine;
- (c) Evaluation of Contractors/Suppliers in regards to timely delivery of the stores through contracts/supply orders has been taken into consideration while imposing/ waiving LD.

**227. Scrutiny of Annual Census Report of Measurement Book**

On receipt of ‘Annual Census Report of Measurement Book’ in the section, it will be seen that there is no loss of ‘Measurement Book’. In case of any Measurement Book is missing, action has been taken to hold Court of Enquiry to fix the responsibility for the loss of Measurement Book & for reconstruction of the same.

**228. Scrutiny of Lease Agreement**

The Lease Agreement will be scrutinized to see :-

- (a) That the necessity has been accepted by the competent authority stating the purpose of hiring /lease;
- (b) That the authority which concluded the Lease Agreement is competent to do so;
- (c) That the Agreement has been concluded in the standard format;
- (d) The terms of contract must be precise, definite and without any ambiguities. The terms should not involve an uncertain or indefinite liability.
- (e) That the Agreement has been signed by both the parties.
- (f) That the period of lease/hiring, financial effect and payment terms have been clearly mentioned;
- (g) that the approved site plan /layout of the property has been attached.
- (h) That the entitlement of the property is clear and free from encroachment.

**229. Scrutiny of Quarterly Report of BRO land Holding**

On receipt of the Quarterly Report of BRO land Holding from the CEs(P) & consolidated report from HQ DGBR, it will be scrutinized to see:-

- (a) Specific area of land, station, value at the time of acquisition, date of acquisition have been shown;
- (b) That specific sanction of CFA has been obtained for each case of acquisition of land and reflected in the specific column of the report;
- (c) That purpose of acquisition has clearly been mentioned;
- (d) Details of used and un-used land have been clearly shown;
- (e) Annual Census of the land holdings by BRO have been carried out;
- (f) Annual appreciation of land value have been carried out by a Board of Officers and appreciated value shown correctly in the report;
- (g) Revenue realized through let out BRO land has correctly been accounted for and reflected in the report;
- (h) Encroachment, if any, has been shown in the report together with action taken to remove it;
- (i) Specific area of land under litigation has been shown in the report;
- (j) No. & date of CFA's sanction has been shown, where the BRO land has been transferred to other Central Govt. Departments/State Govt. as well as to third party;
- (k) In case of BRO land leased out/hired out, the period of leasing/hiring & rates have been mentioned.

**230. Scrutiny of Security Deposit lodged by "SS" class contractors**

The Standing Security Deposits lodged by the "SS" class contractors in favour of DGBR or PCDA(BR) at the time of enlistment will be forwarded to the Officer-in-Charge of Work Section. On receipt of Security Deposit, it will be scrutinized to see that :-

- (i) That the Security Deposits has been lodged in the prescribed forms;
- (ii) In case of 'Standing Security Deposit' lodged by the "SS" class contractors in the form of 'Standing Security Bond', it will be seen that the Bond has been executed with the 'DGBR';
- (iii) That the Bond is stamped and registered in accordance with the law of the State in which it is executed;
- (iv) That the Bond has been signed by the proprietor himself;
- (v) Where the Bond has been signed by a person other than the individual in whose name it has been executed, a power of attorney (registered in a Court of law) in favour of the signatory to the Bond is attached;
- (vi) That all blank spaces have been filled in and all corrections, etc., have been attested by the parties concerned;

- (vii) Financial value and validity of the Bond has been mentioned specifically;
- (viii) In case of 'Standing Security Deposit' lodged by other prescribed forms of Security Deposit, it will be seen that the same has been lodged in favour of PCDA (BR) only.

**231. Safe custody of Security Deposit lodged by "SS" class contractors**

After exercising due scrutiny as above, the Standing Security Bond/Bank Guaranty Bond will be entered in the 'Security Deposit Register' maintained in the Section for the purpose. All security deposits lodged in favour of PCDA(BR) in the form of FDRs/CDRs etc. will be entered in the register of 'Security Deposit(IAFA-285)'. The Securities will be kept in the safe custody of Officer-in-Charge of the Section.

**232. Stock Verification of Securities**

Physical stock verification of securities will be conducted annually in the month of April as well as at the time of transfer of Officer- in -Charge of the Section , and the result of such verification endorsed on the Register of Securitis under the signature of SAO/AO Work Section with following certificate.

*"Certified that all the securities as shown outstanding in the Register of Securities are physically in existence".*

**233. Release of Security Deposits lodged by "SS' class contractors.**

**233.1**

- (i) The Standing Security deposited by a contractor will be refunded to him either on removal of his name from the approved list or on change of category on production of No Demand Certificate (IAFA-451) by the contractor.
- (ii) The refund of Standing Security Deposit will always be subject to the provisions that there are no dues to be recovered from the contractor by the BRO, the prescribed defects liability period of the contracts has expired and that the other conditions for the release of Security Deposit have been fulfilled.

**233.2 *Action by Executive Authorities:-***

- (a) The contractor will be required to apply to DGBR, with whom the standing security is lodged for release of the security deposit alongwith 'No Demand Certificate'
- (b) The DGBR will write to all the CE(P) under his command under intimation to Work Section, PCDA(BR) to render a 'No claim Certificate' duly verified by the AO(P) to the effect that ;
  - (i) there are no claims outstanding against the contractor,
  - (ii) a period of 12 months has expired since the completion of the last contract executed by the contractor;
  - (iii) any guarantee period related to the contracts executed by the contractor is over;
  - (iv) Final bills in respect of all contracts have been paid.

- (c) On receipt of 'No Demand Certificate' from contractor and 'No claim certificate' from CE(P) duly verified by AO(P), the DGBR will initiate the case for release of Standing security deposit of contractor and send it to Work Section, PCDA(BR).

**233.3 Action by Work Section, PCDA (BR):-**

*On receipt of security deposit release documents from DGBR the following action will be taken by Work Section:-*

- (a) *It will be seen that all the requisite certificates are enclosed with security deposit release documents;*
- (b) *'No Demand Certificate' from contractor and 'No claim certificate' from CE(P)/DGBR duly verified by AOs(P) have been enclosed ;*
- (c) *Necessary endorsement as regards to release of security deposit will be made in the security Deposit Register and release of security deposit is authorised through DGBR .*

**234. Monitoring of IFA Works done by sub-offices**

The IFA works assigned to the Accounts Officers attached to BRO Units/Formations will be monitored through a Monthly Progress Report on IFA works as per the proforma given in Annexure-'A' to this chapter.

The report will be scrutinized to see that:-

- (a) All the proposals have been cleared within the stipulated time;
- (b) The quantum of liability committed commensurate with the allotted budget for the financial year;
- (c) Quantum of local purchase of stores commensurate with the assigned target and allotted budget;
- (d) Numbers of contract and liability committed through contract commensurate with the assigned targets and allotted budget;
- (e) Liability committed through contract or by placing supply orders have been taken into the liability report.
- (f) Any financial advice by which substantial savings have been achieved, have been incorporated in the report.
- (g) Proposal, if any, withdrawn by the executives due to advice of the IFA; full details of the case have been furnished.

**235. Project Appraisal/Project Review**

As a result of scrutiny of various financial reports, physical & financial progress Report and analysis of IFA works done by the Account Officer, the officer-in-Charge of Work Section will select at least 10(ten) Major projects/Jobs costing Rs.50 lakh and above for performance review. The criteria for selecting a Job/Project for performance review will be as under:-

The Projects/Jobs in which -

- (a) Mis-match of Physical & Financial progress is more than 20%;
- (b) Job(s) which have not been completed within PDC.

- (c) Not completed within AA+10% tolerance limit;
- (d) Excess expenditure incurred over allotment;
- (e) Transfer/withdrawal of expenditure incurred in the past year has occurred;
- (f) Operation of irregular T.E. to transfer of expenditure or transfer of stores etc. has occurred;
- (g) Flow of expenditure is abnormally high or low;
- (h) Physical progress of the Job is abnormally low;
- (i) Job(s) have been foreclosed after incurring certain expenditure.

After selecting the Major Projects/Jobs based on above criteria, the officer-in-Charge of the Work Section will collect information as per Annexure-“B” to this chapter from the concerned AO (P)/AO TF to carry out the project review. The outcome of such review will be communicated to BRDB/DGBR/CE to enable them to take corrective measures where necessary .Any serious irregularities noticed during project review may also be considered for inclusion in the MFAI/IAR.

**236. Completion Report Part-‘A’ & ‘B’ Report**

On receipt of the Quarterly Report on CR Part-‘A’ & ‘B’, it will scrutinized to see:-

- (a) That Completion Report Part-‘A’ has been initiated for all the Job(s) where physical progress have been shown as 100% as per the Quarterly Physical & Financial Progress Report”. It will be linked with the remark column of the MER for the relevant Quarter;
- (b) That Completion Report Part-‘B’ has been initiated within a reasonable time from the date of physical completion of the work i.e. initiation of Part-‘A’;
- (c) The report will be reconciled with the MER to see that no liability has been shown outstanding against the Job for which CR Part-‘B’ has been initiated.

**237. Cost Control**

The works Section will undertake studies of norms and procedures and suggest simplification where necessary with a view to reducing cost. The suggestions, if accepted by executives, will be included in the Financial Advise Report.

**238. Receipt of Govt. Letters/Orders**

Order issued by the Govt. of India or any lower authority other than Govt. of India or by CGDA relating to civil works will be received in this section. The same will be reviewed and circulated to sub offices for compliance. Copy of SSR and amendment thereto will also be received in this section and circulated to all concerned.

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**Para -239 to 240: Blank**



**Monthly Progress Report on IFA works :**

Sl No	Nature of Proposals		Nos of proposals received	Nos of proposals concurred	Nos of proposals returned	Amount of proposal(s)	Amount concurred	Job(s) No	Savings, if any	Remarks
1	Procurement of stores	Contracts Proposals								
		Direct purchase proposals through SOs								
		Contingent/Others								
2	Proposal for Execution Contract									
3	AEs	IRMDs								
		SRMDs								
		PMWs								
4	Misc									

*Note : Irregularities/short comings noticed while dealing with IFA cases may be brought to the notice of Main Office PCDA(BR) New Delhi through an “self explanatory note” to be enclosed with the MPR except the urgent cases where involvement of Main Office, PCDA(BR) becomes inevitable.*

## ANNEXURE-'B' (Ref para-235)

Sl No	Particulars	
1	Job No	
2	Particulars of work	
2	AA No, date and amount	
3	Provision for contract material	
4	Provision for departmental works	
5	Provision for execution works	
6	TS No, date & Amount	
7	Provision for contract material	
8	Provision for departmental works	
9	Nos of Contract concluded	
10	Total value of all the contracts concluded against the Job	
11	Particulars of each contract such as (ii) CA No & Amount (iii) WO No & date (iv) Date of Commencement (v) Date of completion (vi) Time extension granted upto _____ vide DO No. ___ dated _____ with LD/without LD. (vii) Brief reasons for time extension (viii) Present status of the CA	
12	Any other irregularity/discrepancy noticed	
12	Abstract of Construction Account	
	Total expenditure booked/incurred	
	Outstanding Liabilities as on date	
	Outstanding liabilities on account of CP Vouchers	
13	Present status of the Job(% of Phy/Fin progress)	
	% of of expenditure with reference to AA amount	
14	Specific remarks/comments of AO TF	
15	Specific remarks/comments of AO(P)	

AO(P)/AO TF

## Chapter-VIII

**Stores Section****241. OBJECTIVES**

Objectives of Stores Section are:-

- (i) To advise Administrative/Executive authorities on the financial and other allied aspects of Supply Orders/Supply Contracts/MOUs.
- (ii) To make prompt payment for supplies and services rendered by the suppliers and contractors.

**242. DUTIES**

The duties of Stores Section are:-

- (i) To audit Supply Orders placed and Contracts concluded by HQ DGBR for supplies and services ;
- (ii) to audit and payment of claims in respect of supplies made or services rendered by the contractors/suppliers;
- (iii) Scheduling of Central Purchase Vouchers received from DAD Cell (DGS&D) & Vouchers in respect of bills passed by Stores Section of PCDA(BR) to AOs (P)/AOs Task Force/AOs Base Workshop for credit verification or adjustment thereof , as the case may be.
- (iv) Adjustment of transactions relating to payments made by the other PCDA/CDAs or PAOs of other Ministries/Department of Central Govt/State Govt.
- (v) To deal with all works connected with the receipt and refund of security deposits of Suppliers/Contractors.

**243. Categorisation of stores**

In BRO, for the purpose of procurement and accounting, all equipment and stores are categorised as under :-

- i. Cat –‘A’ Stores;
- ii. Cat-‘B’ stores and
- iii. Other Category-‘B’ stores

**244. Category ‘A’ Stores:** - All the Vehicles/Plants/Equipment are categorised as Cat ‘A’ stores. The spares required to keep the Cat ‘A’ stores on road/ working /serving condition are called Cat ‘A’ spares. Equipment and stores of this category will consist of the following:-

- (i) Vehicles.
- (ii) Earth moving equipment.
- (iii) Constructional equipment like compressor, road roller, stone crusher, etc.
- (iv) Spares in respect of items (i) to (iii) above .

- (v) Clothing articles.
- (vi) Bridging equipment such as bailey bridge and its components

**245. Procurement of Category 'A' Equipments and Stores**

- 245.1 The procurement of Category 'A' equipment and stores will be arranged by DGBR in consultation with IFA (BR). No stores under this category shall be purchased locally. In case of urgency, however, spares for Category 'A' stores may be purchased locally by the lower CFA to the extent of financial powers delegated to them. The purchase shall cover only spare parts as are expected to be required in the immediate future to keep the machinery going, before the anticipated arrival of spare parts centrally provisioned and shall not involve expenditure on foreign exchange. Spare parts shall not be purchased for stock.
- 245.2 The CEs(P)/Commanders Base Workshop/Commanders TF/OC Fd Workshops may resort to local purchase of spare parts to the extent of their financial powers on each occasion to meet urgent requirement of repairs in hand. Powers will be exercised as per delegation of financial powers by BRDB vide their letter No. 04/696/2007/ BEA/ 21801/ PC/ DGBR/TPC dated 27-11-2007 as amended from time to time.

**246. Category 'B' Stores**

- 246.1 Except those stores categorized under Cat 'A', all other stores are Categorised as Cat 'B' stores which are further Categorised as (a) Constructional Stores and (b) Other Cat 'B' stores. This category will consist of the following:-
- (i) Expendable tools and plants like shovel, pick axes, drifters and grinders etc.
  - (ii) Explosives.
  - (iii) Constructional stores like cement/steel, timber etc.
  - (iv) Rations and P.O.L.
  - (v) Tentage.
- 246.2 **Constructional Stores:** - The stores which are directly incorporated/consumed in work and booked in work diaries like Cement, Bitumen, Stones, firewood, paints and steel , CGI Sheet, pre-fabricated shed etc. are called Constructional Stores.
- 246.3 **Other Cat-B Stores:** - The stores which are not directly consumed in works or can be re-used a number of times and having residual value are called other Cat-B Stores like shovel, pick axes etc.

**247. Procurement of Category 'B' Stores**

The procurement of Category 'B' stores will normally be arranged by the Chief Engineer in consultation with respective DCDA/ACDA/SAO/AO. Where, however, it is more convenient, the procurement may be arranged centrally by the D.G.B.R. in consultation with IFA(BR).

*Note:-The types of Category A and Category B equipment/stores mentioned above are illustrative and not exhaustive. Doubts and difficulties in regard to the classification of equipment and stores not mentioned above should be referred to D.G.B.R. for clarification.*

**248. Mode of procurement**

Considering the 'nature of stores' and 'quantities', the Cat-'B' and other Cat-'B' stores are procured through DGS&D rate contract, contract concluded by the CFAs to the extent of financial powers delegated to them or direct purchase through supply orders and even through cash purchases in terms of Rule-145 of GFR-2005.

**249. VERIFICATION OF SPECIMEN SIGNATURES IN CASE OF GOVERNMENT SANCTIONS FOR PURCHASE OF STORE**

In case of sanctions issued by the BRDB, the following procedure will be adopted for verification of specimen signature:-

- (i) The specimen signature of all officers, who are authorized to sign Government sanctions, will be watched from the nodal officers in the BRDB before making payment with reference to the sanctions. In the case of any subsequent change in any of the incumbent, immediate amendment to the list of specimen signatures shall be sent by the nodal officer to the PCDA (BR).
- (ii) A monthly list of all sanctions issued by the BRDB shall be sent by the nodal officers in the BRDB to PCDA (BR) through HQ DGBR so that they are not precluded from accepting in audit and making payments.
- (iii) Before acting upon any sanction for expenditure issued by the BRDB and passing any claim with reference to the said sanction, audit must satisfy itself that:-
  - (a) The sanction has been signed by an officer whose specimen signature has been forwarded by the nodal officer and is on record.
  - (b) Sanction so acted upon is included in the Monthly list of Government sanctions received from the nodal officer.
  - (c) The Sanction has been issued in consultation with FA(DS) BR.
- (iv) Any claim or bill for which sanction for expenditure is signed by a person other than authorised signatory and/or not included in the Monthly list of BRDB sanctions, received from the nominated Nodal Officer, should be precluded from accepting in audit and immediately be brought in the notice of higher authorities.

*Note: Sanctions accorded by the BRDB will be treated as sanction accorded by Government of India.*

**250. REGISTER OF THE WORKING OF SUPPLY ORDERS/CONTRACTS**

With a view to enabling the Store Section to carry out internal audit and payment of Supply Orders /contracts submitted by the HQrs DGBR, a register on the working of Supply Orders/contracts will be maintained in manuscript, wherein will be recorded special point of interest, which come to notice in the working of Supply Orders /contracts, such as difficulties caused in the interpretation of the terms of contracts, etc. Short notes will also be kept in this register of all events which in the opinion of the Store Section might affect the suitability of a contractor to hold a contract. A monthly report on these points will be submitted to PCDA (BR), who will decide that the points are worth referring to the IFA(BR)/HQ DGBR/BRDB/CGDA, New Delhi.

**251. SCRUTINY OF SUPPLY ORDERS/CONTRACTS:****General**

The fundamental principles to be observed in connection with the conclusion of Supply Orders/Contracts are laid down in the relevant rules in F.R. Part-I, GFR-2005, Border Roads Regulations, Border Roads Procurement Manual and DPM 2009. The scrutiny of Supply Orders will be limited to the extent of internal audit, budgetary and accounting implications. It should be seen during the scrutiny that:-

- a) Standard formats, where available, have been adopted.
- b) No Supply Order/contract involving an uncertain and indefinite liability or any condition of an unusual character is entered into without the prior consent of the competent financial authority.
- c) The terms of the Supply Orders/contracts are precise and definite and there is no room for ambiguity or misconstruction therein.
- d) Supply Orders/contracts contain a suitable provision for their cancellation/termination.
- e) There are no apparent irregularities or special features which would involve legal complications.
- f) Supply Orders/contracts bear the consecutive Index Number (allotted separately for each unit and for each financial year);
- g) Schedule of stores has been correctly prepared inter alia stating the Specification/Nomenclature, Quantities of stores and Rate(s);
- h) Total value of the supply order has been correctly worked out considering the element of Taxes and rates, as applicable;
- i) Taxes and Rates viz., C.S.T, G.S.T, Octroi & excise duty, wherever applicable, should be clearly exhibited separately in the supply order.
- j) The total amount has been shown both in words as well as in figures;
- k) FOR/delivery point and name of the consignee is clearly shown on the supply order.
- l) Delivery date is clearly indicated and reasonable time has been allowed to the supplier to supply the stores;
- m) The clause regarding liquidated damages is incorporated.
- n) In case of rate contract, freight clause from factory premises to the consignee is clearly shown.
- o) The Fall clause, clauses for repeat order, clauses for Risk and Purchase, warranty clauses etc., wherever applicable, has been suitably incorporated in the Supply Order;
- p) Job No and Head of Accounts are clearly mentioned in the Supply Order and if more than one Job is involved, apportionment of amount has clearly been given.

- q) Original copy of the Supply Order /contract duly concurred by the IFA (BR) bearing UO Number and date of IFA concurrence has been received.
- r) The specimen signature of the supplier/contractor or of his duly constituted attorney is received and recorded with the duplicate copy of the Supply Order/contract.
- s) that blank spaces are either filled in or a line is drawn throughout spaces;
- t) that there are no erasures and overwriting and that alterations have been attested by both the parties;
- u) that rates including the percentage below or above the 'schedule rate' are expressed in figures as well as in words;
- v) Each page of the Supply Order/contract has been signed by the supplier/contractor and the executive authority;
- w) Payment term and name of Paying Agency has been clearly mentioned in the Supply Order/contracts and clear instruction for submitting mandate form for making E-payment alongwith following documents have been given to release the payment:-
  - (i) An ink-singed copy of the Supplier's Bill;
  - (ii) An ink-signed copy of the Commercial Invoice;
  - (iii) A copy of the Supply Order with UO No. and date of IFA's concurrence, where required, under delegation of financial powers.
  - (iv) CRVs in duplicate
  - (v) Inspection note
  - (vi) Relevant documents/proof of payment in support of the claim for statutory and other levies, such as Excise duty challan, Customs duty clearance certificate, Octroi receipt, proof of payment for EPF /ESIC contribution with nominal roll of beneficiaries, etc., as applicable
  - (vii) Exemption certificate for Excise duty/Customs duty, if applicable
  - (viii) Guarantee/Warranty Certificate
  - (ix) DP extension letter with CFA's sanction, UO No. and date of IFA's concurrence, where required, indicating whether extension is with or without LD
  - (x) User's acceptance
  - (xi) Any other document/certificate that may be provided for in the supply order/contract.
- x) Administrative approval of the Government has been issued for the newly introduced item including equipment/vehicles. In respect of clothing , no specific administrative approval for procurement is required. However, it will be seen that the quantities to be procured have been determined in consultation with the BRDB and the Ministry of Finance ( Defence ), with reference to the

anticipated strength of the personnel, the prescribed scales of issues, reserves and the life of the items and the quantities.

- y) Procurement of all category 'A' stores including clothing items has been arranged centrally by the DGBR by placing indents on DGS&D, DGOF or other procurement agencies with the approval by BRDB and Ministry of Defence (Fin/BR)
- z) Spares for Category 'A' stores have been purchased locally in emergent cases. The Purchases cover only parts as are expected to be required in the immediate future to keep machinery going before the anticipated arrival of spare parts centrally provisioned and that spare parts have not been purchased for stocking.
- aa) local purchases articles of Indian Origin are given preference.
- bb) The Supply Order/contract has not been made by or on behalf of a minor and where the same has been signed by a person holding power of attorney on behalf of a supplier/contractor, a copy of the power of attorney duly attested is furnished and recorded. If the Supply Order/ contract has been entered into with a firm, it will be ensured that each one of the partners has signed all the documents constituting the Supply Order/ Contract and if any partner be absent, these forms are signed by his duly constituted attorney.
- cc) Civil Hired Transport contract for transportation of Stores is concluded on 'standard rate system'. The schedule of rates for the various categories are reasonably balanced and standardised in consultation with the local civil authorities. In such cases it will be seen that the contractors were asked to quote percentages above/below the standard rates shown in the schedule.
- dd) The provisions have been made for Performance Bond in the form of PBG or any other authorised form and the same has been submitted by the supplier/contractor within the period as agreed to by both the parties. The performance security is preferably payable by the supplier at the rate of 10% of the contract value. PBG should remain valid for a period of sixty days beyond the date of completion of contractual obligations, including warranty. There is specific mention that the BG will be returned to the supplier on successful completion of all his obligations under the contract. In case the execution of the contract is delayed beyond the contracted period and the purchaser grants extension of delivery period, with or without LD, the Supply Order/contract has the condition to get the BG revalidated, if validity of the same is expired or likely to expire.
- ee) Normally, 95% of the contract amount is agreed to for release against provisional receipt of the item at the consignee's premises along with inspection note and other documents. Balance 5% is agreed to be released after the stores have been properly checked and accounted and taken in the ledger charge.
- ff) The Supply Order/contract has the provision for furnishing Bank Guarantee for advance payment not exceeding 15% and the same has been furnished within the agreed period.



- gg) The supplies are subject to recovery of Liquidated Damages for deliveries made beyond the scheduled Delivery Date and that the recovery condition is in accordance with the orders on the subject as mentioned in the succeeding paragraphs.
- hh) The clause of appointment of arbitrator has been incorporated. If a dispute arises between the Purchaser and the Supplier, which does not get resolved through mutual discussions, an arbitrator should be appointed to resolve the issue/issues.
- ii) In Repeat Orders, orders do not exceed 50% of the quantity originally ordered. A Repeat order against a previous order may be accepted at the same cost and terms and conditions as per the original supply order/contract with the approval by the CFA and concurrence of IFA (BR). The Repeat Order clause is subject to the following:-
- (i) Items ordered against the previous order had been delivered successfully.
  - (ii) Original order was not placed to cover urgent/emergent demand.
  - (iii) Repeat Order is not placed to split the requirement to avoid obtaining the sanction of the next higher CFA.
  - (iv) The original order should have been placed on the basis of lowest price negotiated and accepted by CNC, and not on the basis of delivery or any other preference.
  - (v) The firm is prepared to hold the same prices and terms & conditions including delivery schedule as per service requirement
  - (vi) There is no downward trend in the price of the item. (A clear certificate should be recorded to that effect.)
  - (vii) The requirement is, for stores of identical nature/ specifications, nomenclature etc. Minor improvements in specifications or phasing out of products due to obsolescence should not be precluded from the purview of repeat order but this aspect should be very carefully examined from the point of view of interchangeability of the product offered as an improved substitute.
  - (viii) The repeat order is to be placed within six months from the date of completion of the supply against the original order and it should be placed only once.
  - (ix) This provision may be exercised in case of PAC/Single vendor OEM also. However, care should be taken before exercising this provision in multi-vendor situation.
  - (x) Where the contract also includes an Option clause, Repeat Order may be placed only for such quantity, which, along with the quantity for which Option clause may have already been exercised, does not result in the total quantity under the Option clause and the Repeat Order exceeding 50% of the originally ordered quantity.

- (xi) The CFA will be decided taking into consideration the value of the originally ordered quantity and the Option clause/Repeat Order quantity.
- jj) The equipments have been inspected by the Director General of Quality Assurance (DGQA) or an authority in the Service Headquarters/BRO for service specific items, notified as Authority Holding Sealed Particulars (AHSP) for collecting, collating, developing, amending, updating, holding and supplying sealed particulars of the procured items

**252. Maintenance of Supply Orders File and Contracts**

The No. & date, amount and brief particulars of the Supply Orders/contracts will be noted in chronological order in the Register of Supply order/Register of contracts and copy of supply orders will be jacketed in chronological order and will be kept in the personal custody of the AAO concerned if they are not classified documents. Where the contracts are classified documents they will be kept in the personal custody of the Officer-in-Charge. These will be recorded in volumes of convenient size, duly indexed and bound, to serve the purpose of the "Register of Contracts".

**253. Maintenance of Supply Order/Contract Scrutiny Register**

The results of scrutiny of supply orders/contracts should be recorded in a manuscript register namely 'Supply Order/Contract Scrutiny Register'.

**254. Measures for security against fraudulent alterations**

The following checks will be carried out as a measure of security against fraudulent alterations:-

- (a) that the supply orders/contracts have been allotted a consecutive serial number and properly noted at the appropriate serial number allotted in the Index of Payment Register.
- (b) that the supply order/contract is prepared in the same hand writing or should be in same font, if computer generated and pages signed with same ink in all the pages;
- (c) that blank spaces are either filled in or a line is drawn throughout spaces;
- (d) that there are no erasures and overwriting and that alterations have been attested by both the parties; and
- (e) that rates including the percentage below or above the schedule rate(s) are expressed in figures as well as in words.

**255. AUDIT OF SUPPLIER'S/CONTRACTOR'S BILLS**

255.1 Suppliers/ Contractors bills are divided into two classes as follows:-

- (i) Bills originated by the HQ DGBR for procurement of Category 'A' stores (including spares for Vehicles/Equipments/Plants).
- (ii) Bills originated by the HQ Projects & Task Forces for procurement of Cat 'B' stores centrally procured by HQ DGBR falling under the financial powers of DGBR/BRDB.

255.2 In auditing suppliers/contractor's bills, the following main points will be observed:-

- (i) that the bills are uniformly prepared in ink/computer typed; the vouchers are in the prescribed form i.e IAFA-68, in original and are preferred by the persons authorised to do so ;
- (ii) VAT /CST/Service Tax Registration No/PAN No are mentioned on the bill.
- (iii) that the various columns of IAFA-68 and the supporting vouchers are complete in all respects;
- (iv) that all alterations in the documents are attested;
- (v) that revenue stamps are affixed for all bills in excess of Rs. 5000/- and above and defaced;
- (vi) that the purchase of stores has been sanctioned by the competent authority. In the case of bills for direct local purchase, sanction of the CFA exists;
- (vii) that the arithmetical calculations are correct and that the totals are expressed in words as well as in figures;
- (viii) that vernacular signatures, except those in Hindi, are transliterated into English and thumb impressions are attested by some responsible officer;
- (ix) that signatures are in ink;
- (x) that the bill has been signed by the person authorised by the HQrs DGBR duly affixed with his official seal;
- (xi) that the quantitative totals shown in figures in the supply orders/and bill and supporting invoice agrees with those shown in figures as well as in words;
- (xii) that the total quantities of various stores shown in the bill and the invoice of the supplier and Inspection Note agree and that no alterations or interpolations exist;
- (xiii) that the bill is supported with the CRV duly credit verified under the signature of competent officer ( AAO/AO/SAO) of the AO's Office and that the CRV bear an endorsement by the depot or unit receiving the stores, showing the particular ledger or return in which the stores have been brought on charge;
- (xiv) that the specimen signature of the bill countersigning authority have been verified and an endorsement to that effect is made on the bill;
- (xv) that in the case of loss of original documents supporting the bill, the provisions of Rule 43, Financial Regulations Part II, are observed;
- (xvi) that the amount claimed in the bill is correct with reference to the Supply Order / contract rates;
- (xvii) that no supplies have been made after the expiry of the period of Supply Order/Contract;

- (xviii) that in cases where supplies have been made in excess of those specified in the contract, the executive authorities are informed of the quantities paid in excess, to enable them to keep a check over such supplies;
- (xix) that in the case of supplies made by a party or agency other than the person with whom a contact exists, the penalties prescribed in the regulations or in the Supply Order/contract have been enforced on the defaulting contactor;
- (xx) that all amounts due from Suppliers/contractors on account of default or for any other reason, are noted in the demand register and their recovery watched. Recoveries will be effected either from the bills submitted subsequently or in cash or from the security deposit of the contactor. In the case of Bank Guarantee, the concerned Bank may be advised to send Demand Draft against the BGB amount. The DD will be deposited in the Government Treasury through MRO;
- (xxi) that in respect of bills for purchases at the risk and expense of the contractors, the extra expenditure is debited to defaulting contractor(s);
- (xxii) Excess or short supplies upto 5% of value of contract can be accepted without modification to the contract. For variations more than 5%, modification to the contract will be insisted upon before admitting the bill in audit.
- (xxiii) Documentary evidence in support of the claim for statutory and other levies, such as Excise duty Challan, Customs duty clearance certificate, Octroi receipt etc., as applicable, have been submitted, along with the bill. In case of exemption, exemption certificate(s) has been submitted. The other certificates like Guarantee/Warranty Certificate have been submitted along with the bill.
- (xxiv) Mandate form for e-payment has been attached with the bill.
- (xxv) In cases where the supplier/contractor has quoted rates of the stores/equipment/plant and machinery/vehicles etc inclusive of all taxes, in no circumstances, reimbursement on account of increase of State Tax will be made.

**256. Audit of Inspection Note**

The payment of the bill will not be made without copy No 1 & 5 of the Inspection Note. The serial number of the Inspection Note and date will be noted in the Payment Register. Before authorising payment of 10% or 5% balance, the copy No 2 & 9 will be linked and paired with the copy No 1 of the Inspection Note. The items rejected during the inspection will be noted in the Payment Register and payment in respect of such items will not be allowed. The following points will be seen from the Inspection Note:-

- (i) that Inspection Note has been prepared by the inspecting agency of DGQA or any other authorised agency mentioned in the Supply Order/contract duly promulgated by the Inspecting Authority to carry out such inspection;
- (ii) that Inspection has been carried out by the competent technical officer duly delegated with the powers to carry out such inspection;
- (iii) that the specimen signature of the inspecting authority has been verified before admitting the bill in audit and endorsement made on the bill;

- (iv) that the Supply Order/contract No., particulars of the consignee, name of the place, the place of the issue etc are mentioned on the Inspection Note and the same agree with the Supply Order/contract;
- (v) that there is no deviation in the make/ISO or standard mark of the equipment, from those provided for in the Supply Order/contract. In case of any change in the make/ISO or standard mark, a certificate from the technical authority that the technical specifications of the stores have not been changed and that the cost of the equipment being supplied is not less than the cost of specification mentioned in the Supply Order/contract. Minor improvements in specification(s) or phasing out of products due to obsolescence should be carefully examined to see that the substitution of the product offered is an improved replacement.
- (vi) that the particulars of the Ledger Folio in which the vehicles/equipments/plants and machinery were brought on account after inspection, is mentioned in the Inspection Note;
- (vii) that the date of putting the vehicles/equipments/plants and machinery, for inspection and the date on which the final inspection was carried out by the inspecting officer, has been indicated in the Inspection Note.
- (viii) that the vehicles/equipments/plant and machinery have been delivered to the consignee within 30 days of the inspection; otherwise the Inspection Note has been revalidated;
- (ix) that the CRV particulars have been noted in the Inspection Note; otherwise it is supported with the authorised Consignee Receipt Certificate from authorised officers/BOO.

**257. Liability on Account of Taxes etc in the Event of Grant of Extension of Delivery Period:**

While granting extension of delivery period, any increase in the taxes and levies would not be payable, unless the supply order/contract specifically provides for it or it is expressly agreed to with the concurrence of the IFA(BR). The Contract price indicated in the supply order should be exclusive of all taxes, duties, levies of Central / State authorities, as applicable at prevailing rates under the extant Government policy. Element of taxes, duties, levies etc. is to be shown separately and total amount of supply order will be considered for determining the CFA. Any increase in rates and taxes during the period of contract/within delivery period of Supply Order, shall be paid extra at the time of invoicing based on submission of documentary proof of payment. The CUSTOMER reserves the right to deny payment of any increase in taxes, duties, levies, etc. for the extended period of date of delivery except on grant of time extension on 'Force Majeure'. In case the supplier quoted the rate(s) inclusive of all taxes and levies, in such cases the increase in taxes, duties, levies, etc. will not be admissible, even if such increase occurs during the period of contract/within delivery period of Supply Order.

**258. Recovery of liquidated damages**

If the contractor fails to deliver the stores/service or any installment thereof within the delivery period or at any time repudiates the contract before expiry of such period, without prejudice to the right of the purchaser to any other remedy for breach of contract, liquidated damages may be recovered from the contractor a sum equivalent to 0.5% of the cost of any stores which the contractor has failed to deliver within the period agreed for delivery in the contract, for each week or part thereof during which the delivery of such stores may be in arrears, where delivery thereof is accepted after expiry of the aforesaid period. The total recovery of damages shall not exceed value of 10% of undelivered goods or the amount stipulated in the contract.

The recovery of LD will also be made for delayed period of the commissioning of equipment as per terms of condition of the Supply Order/contract. This recovery will be without prejudice to the LD for undelivered stores as mentioned above.

**258.1** The following guidelines will be observed while taking decision for imposition of LD:-

<b>Sr No.</b>	<b>Circumstances</b>	<b>Quantum of LD</b>
1.	Delay in supplies resulted in actual/demonstrable monetary loss and the Supplier was responsible for the delay	Full LD as per the provisions of Para 258, subject to the LD not exceeding 10% of the value of the contract
2.	Delay in supplies resulted in actual/demonstrable monetary loss but the Supplier was responsible only for a part of the delay and the remaining part was beyond Supplier's control	Full LD for the period for which the Supplier was responsible for the delay, subject to the LD not exceeding 10% of the value of the contract.
3.	Delay in supplies resulted in actual/demonstrable monetary loss but the entire delay was due to circumstances beyond the control of the Supplier	LD may be waived in full
4.	Actual/demonstrable monetary loss cannot be certified and no inconvenience has been caused.	LD may be waived in full

**258.2 Waiver of LD**

Liquidated damages may be waived by the CFA in full or part, as per the guidelines contained in the preceding paragraph, in consultation with the IFA, wherever such consultation is mandatory as per delegation of financial powers. In all such cases, adequate reasons should invariably be recorded for waiving the Liquidated Damages.

**259. PAYMENT OF SUPPLIER'S/CONTRACTOR'S BILLS**

259.1 Contractors bills should be paid as soon as possible. When the audit of a bill is completed, the payment will be authorized to the extent and scope provided in the payment terms of the Supply Order/contract. The auditor concerned will enter the necessary particulars in columns of 1-6 of payment Register, payment endorsement will be given on the overleaf of the original and duplicate copy of bill(s).The punching Medium of bill(s) will be prepared manually on the top of payment endorsement. Thereafter the dealing auditor will prepare the Punching Medium and cheque slips in the computer (OA System).The bill register will be submitted eventually alongwith the bill(s) to his AAO supported with PM & Cheque slip who will, after exercising all the necessary checks thereon, forward the bills to Budget Section, who will endorse a certificate regarding availability fund. On receipt of confirmation regarding availability of fund from Budget Section, the Bill Register alongwith PMs & Cheques slips will be submitted to the officer-in-charge of the section for scrutiny and final payment order. The AO/SAO will, after due checks, initial (with date) in the register and at the same time approve the payment order on the bill and sign the Punching Medium, Cheques Slips and other relevant certificates.

The bills will be compiled as under:-

- (a) Category 'A' Spares- Code head 64/069/04.
- (b) Category 'A' Equipments-Code head 65/069/04.
- (c) Clothing Stores-Code head 67/069/04.
- (d) Category 'B' Stores-By prefixing category 59 against the relevant head.

A rubber stamp with the following certificates will be affixed on the bill and signed by Auditor/AAO/AO/SAO:-

- (i) Original copy of the Supply Order/Contract verified.
- (ii) Copy No 1 of Inspection Note verified.
- (iii) Stores have been delivered within the delivery period/extended period with the approval of CFA.
- (iv) Bank Guarantee Bond has been executed and validity not expired.
- (v) Specimen signature of the consignee verified.
- (vi) Last Receipt Certificate verified (where stores dispatched through road)
- (vii) The proof of Excise duty verified.
- (viii) Revenue Stamp has been affixed and defaced accordingly.
- (ix) Specimen signature of the Store Inspecting Officer verified.
- (x) The arithmetical check carried out.
- (xi) Sales Tax certificate verified.

Auditor/Sr. Auditor

AAO

AO/SAO (Stores)

After approval of endorsement on the bill by the AO/SAO, the concerned auditor will deface both the copies of bill and all the enclosures with the rubber stamp 'PAID & CANCELLED' under his token signature, prepare the Daily Payment Sheet (IAFA-725). All the passed bills along with Daily Payment Sheet will be submitted to AO/SAO for signing the DP sheet. The bill will then be forwarded to Disbursement Section along with the Daily Payment Sheet (IAFA-725) duly supported by the cheque slips {IAFA (CDA-222)}. But, before doing so, he will detach the vouchers for scheduling and keep them in a jacket.

259.2 Voucher(s) No/Bill(s) No together with the amount claimed and passed will be indicated on the top of the cheque slip by the system. It will be verified that these are correct.

259.3 Bills/Vouchers returned from AO/SAO or from the GO (stores) / PCDA (BR) are to be cancelled from the OA System before returning, however entry for returning the bill will be made in the system. Bills will be returned on system generated memos only.

## **260. Advance Payments**

260.1 In certain cases advance payment is required to be made as per terms of the payment. Advances are paid to the PSUs with the approval of BRDB for procurement of stores. The demand should be noted in the Folio allotted to the supplier/contractor in the Register of Payment cum demand register. When bills are received in adjustment of these advances, it should be seen that only balance amount (excluding 95% or 90% as the case may be) have been claimed.

### **260.2 Balance 5% or 10% Payment**

Balance 10 percent or 5 percent payment is made after completion of the Job/supplies. Such bill should be supported with Receipt Vouchers from the unit concerned. Payment will be withheld if defects in commissioning or installing of equipments/plants or short supply come to the light within warranty period. It will be ensured that at the time of final payment, the checks as prescribed in the preceding paras are invariably carried out and 90%/95% payments are linked.

## **261. Payment of bills placed on Rate Contract of DGS&D**

261.1 The payment of bills in respect of Supply Orders placed by the BRO on DGS&D Rate Contract will be made by direct booking of budget placed to the PAOs of DGS&D through a 'Letter of Authority'. The 'Letter of Authority' will indicate complete details like Rate Contract No/Supply Order No, Name/Address/Contact No of the authority issuing Supply Order, Paying authority in addition to the relevant accounting heads i.e. Alpha, SCR and SCCD Codes of each 15 digits code heads to which budget would be debitable. The 'Letter of Authority' will be received by the AO from Project/Task Force duly signed by the competent financial authority. After verifying the details, AO will sign it and forward same to the concerned paying authority of Supply Division of the Delhi, Kolkata, Mumbai and Chennai as the case may be. The Letter of Authority may be sent online through e-Procurement Application of DGS&D duly signed digitally.



- 261.2 The Letter of Authority will be allotted a consecutive serial number and will be recorded in a manuscript register duly allotted with control number. The CP Voucher, on receipt will be linked with the original Letter of Authority.
- 261.3 The Letter of Authority will not be compiled by the AOs (P)/Task Force. The CP Vouchers will be directly booked by the PAOs of the DGS&D to the 15 digits heads in their books i.e in the books of Chief Controller of Accounts (Supply). The CP Vouchers along with expenditure statement will be received in the concerned DAD Cell. The DAD Cell will reconcile the CP vouchers with the expenditure statement and forward the CP Vouchers to the PCDA (BR) along with a copy of expenditure statement. A copy of the monthly expenditure statement will be sent by the Store Section to Budget Section for reflecting the figures in their Monthly Expenditure Statement.
- 261.4 The CP Vouchers received from the DAD Cell will be recorded in a manuscript register. The CP vouchers will be scheduled to the concerned AO (P)/Task Force for credit verification of Category 'A' vouchers and debiting Category 'B' vouchers in the relevant Jobs. The progress of CP Vouchers will be watched on quarterly basis.
- 261.5 In case, the Letter of Authority is wrongly issued, an amendment will be immediately issued citing the details of the Indent/Supply Order No etc. In no case, there should be any variation in the different heads of the figures of the Letter of Authority compiled by the CCA (Supply) and the Expenditure Statement rendered by the CCA (Supply), as these figures are centrally reconciled by the CGA, Ministry of Finance (Department of Expenditure)/Pr. CCA, MORT&H with the Statement of Central Transactions before reflecting in the Appropriation Account.
- 261.6 However, in all such cases of CP Vouchers, where the Indents/Supply Orders have been placed prior to issue of the Letter of Authority and wrongly booked by the DAD Cell, the rectification to the wrong compilations will be carried out as under:-
- (i) Wrong compilation during the current year will be rectified through a effective Transfer Entry.
  - (ii) Wrong compilations pertaining to the previous year will be rectified through a non-effective Transfer Entry.

## **262. Payment of Ordnance Stores**

Indents for Category 'A' stores manufactured in ordnance factories are placed by DGBR on Director General Ordnance Factories. All Issues from Ordnance and Equipment Factories to BRO will be priced and straightway debited to BRO head by contra credit to deduct head of O.F. Organisation by the Accounts Officer attached to each Factory. The CP vouchers will be dealt with in the manner as explained in this chapter.

## **263. Provisional booking of CP Vouchers in Construction Account**

In cases where Category 'B' stores have already been received and accounted for in the store ledgers, the expenditure may be booked in the Construction Account on provisional basis, based on CRVs pending receipt of CP Vouchers from the DAD Cell. The details of the Supply Order, amount etc may be entered in a separate register to be opened for this purpose. On receipt of the CP Vouchers, the same may be linked with the entry made in the register. The difference, if any, in the booking will be adjusted at the time of linking

of the CP Vouchers. It will be ensured that on no account the CP Vouchers should remain outstanding in the next quarterly report due to non-availability of the funds.

#### **264. MEASURES FOR PREVENTION OF DOUBLE PAYMENTS**

The following procedure will be observed to prevent double /fraudulent payments:

- (i) All bills supported with vouchers, although they are marked as "original" should be verified in full with the entries in the Payment Register of Supply Order/Contract to ensure that a previous payment in respect of the same bill, supply order/contract etc., has not been made. For this purpose, the Register of payments will be regarded as the sole authentic record and should be kept under lock and key when not in use;
- (ii) On receipt back of bills and vouchers from the AAO/AO/SAO/GO(Stores) with the payment order approved by them, the same should be enfaced as shown below:

Paid & Cancelled

DV No. \_\_\_\_\_ Month \_\_\_\_\_

Auditor

This enfacement should be made by the auditor (under his dated initials) who passed the bills initially, and this work will be subjected to cent per cent verification by the auditor who is in charge of the preparation of the Daily Payment Sheets for the Section as a whole. In addition to enfacing the vouchers as above, the auditor will also enter on the body of the bill, below the payment endorsement, under his dated initials, the total number of vouchers (in figures as well as in words) for which payment is authorised. The page number of particular volume of register of payments in which the voucher has been posted while passing bill, will also be noted by the auditors concerned. He will then pass on the bill without detaching the supporting vouchers to the auditor preparing the Daily Payment Sheets. The DP clerk will ensure (i) that all the supporting vouchers, as noted on the bill, are actually attached thereto and (ii) that the 'Paid & cancelled' enfacement, as shown above, is actually stamped on each paid vouchers. He will then proceed to allot the disbursement voucher numbers from the DV numbering register, make the necessary entries in the Daily Payment Sheets, and also put the DV number on the bill as well as on all the supporting vouchers in the space provided therein. He will, in addition, enter in the remarks column of the DV numbering register against the respective entry and the number of vouchers that are to be scheduled to AO (P)/AO Task Force. After complying with these requirements and completion of the daily payment sheets, he will pass on the daily payment sheets and bills to Disbursement Section.

## **265. SCHEDULING OF VOUCHERS**

265.1 After issue of the cheque (s) the 'D' Section will return all the paid vouchers to Stores Section for safe custody and necessary action thereon. The store Section will schedule the vouchers to the respective field offices as per procedure mentioned hereunder.

### **265.2 Scheduling of vouchers on account of procurement of Cat-'A' stores and spares**

Scheduling auditor will enter the particulars of the duplicate copy of paid vouchers for Category 'A' stores & spares in a manuscript register as mentioned in Annexure 'A' to this chapter which will then be scheduled to the concerned AO Task Force/AO Base Workshop once in a month duly reconciling the total code head wise figures of the DVs compiled during the month for credit verification or to ensure that CRVs were actually prepared under their units/formations and actually verified by the authorised officer of the AO's office. Any discrepancy noticed, will be immediately brought to the notice of the PCDA (BR).

### **265.3 Scheduling of vouchers on account of procurement of Cat-'B' stores**

Scheduling auditor will enter the particulars of the duplicate copy of paid vouchers for Category 'B' stores in a manuscript register as mentioned in Annexure 'B' to this chapter which will then be scheduled to the concerned AO (P) / AO Task Force once in a month duly reconciling the total code head wise figures of the DVs compiled during the month for debiting the amount in the respective Jobs and reflecting the amount in the Monthly Expenditure Return. In case of any difference, the reasons for the same will be ascertained to see whether it is due to missing DVs or wrong compilation and accordingly action taken to sort out the discrepancy.

265.4 A register in the manuscript, as mentioned in **Annexure 'C'** to this chapter, will be maintained for issue of paid vouchers to the Test Audit Authority.

### **265.5 Scheduling of CP Vouchers**

Paid CP Vouchers for Category 'B' stores will be received by Stores Section and after recording necessary information in the 'Register of CP Vouchers' the same will be scheduled to the concerned AO (P)/AO TF for debiting in the Construction Account of the respective Job(s). For this purpose no financial adjustment will be required, however, a non effective TE will be operated to reflect the expenditure in the Monthly Expenditure Return. In case, it is noticed by the consignee that the vouchers have been wrongly booked by the DAD Cell, a rectification of the compilation will be made through an effective (within the currency of the financial year) or non-effective (to rectify the transactions of past years) TE before debiting the amount in Construction Account. A quarterly progress report in this regard will be submitted to HQrs Office in the format specified in Annexure 'E' to this chapter.

### **265.6 Watching of Acknowledgement**

Acknowledgement of all vouchers scheduled to the AOs (P)/AOs TF will be watched by this Section and recorded in the 'Scheduling Out' Register.

### 265.7 **Quarterly Progress Report on CP Vouchers**

A quarterly progress report in respect of CP Vouchers Scheduled to field offices will be submitted to this Section by them in the format specified in Annexure 'E' to this chapter. Adjustment particulars of CP Vouchers, irrespective of whether compiled by DAD Cell, PAO DGS&D or paid by PCDA (BR) New Delhi on account of procurement of category-B' stores will be watched by this section through this report. The report will be scrutinized to see that:-

- (a) All the CP Vouchers scheduled during the quarter have been acknowledged and reflected in the report;
- (b) TE No & Month(effective or non-effective as the case may be) has been mentioned;
- (c) Monthly Expenditure Return wherein the expenditure has been reflected has been mentioned;
- (d) Numbers of Outstanding CP Vouchers, amount involved and reasons of outstanding has been explained.

### 266. **SECURITY DEPOSITS**

266.1 Whenever a private person or a firm enters into a contract with Government to supply stores or execute any work, he or it should, unless exempted by competent authority as laid down in Rule-204 of FR Part-I, Vol-I will be required to give security for the due fulfillment of the contract and suitable provisions regarding the security should be incorporated in the agreement. The amount of security deposit will be calculated as per provisions contained in Rule-205 of FR Part-I, Vol-I.

#### 266.2 **Forms of Security Deposits-**

The security should be taken from contractor preferably in the form of Bank Guarantee Bond/FDRs and other forms as prescribed in Rule-206 of Financial Regulations, Part-I, Vol-I. FDRs so furnished must be in the name of the contractor himself. No FDR bearing the name of any other party shall be acceptable.

#### 266.3 **Scrutiny of Security Deposit lodged by contractors**

The Standing Security Deposits lodged by the contractors in favour of DGBR or PCDA(BR) at the time of enlistment or awarding the contract/placing the supply order will be forwarded to the Officer-in-Charge of Stores Section .On receipt of Security Deposit ,it will be scrutinized to see that :-

- (i) the Security Deposits has been lodged in the prescribed forms;
- (ii) In case of 'Standing Security Deposit' lodged by the contractors in the form of 'Standing Security Bond', it will be seen that the Bond has been executed with the 'DGBR';
- (iii) the Bond is stamped and registered in accordance with the law of the State in which it is executed;
- (iv) the Bond has been signed by the proprietor himself;

- (v) Where the Bond has been signed by a person other than the individual in whose name it has been executed, a power of attorney(registered in a Court of law) in favour of the signatory to the Bond is attached;
- (vi) all blank spaces have been filled in and all corrections, etc., have been attested by the parties concerned;
- (vii) Financial value and validity of the Bond has been specifically mentioned;
- (viii) In case of ‘Standing Security Deposit’ lodged in other prescribed forms of Security Deposit, it will be seen that the same has been lodged in favour of PCDA(BR) only.

#### 266.4 **Safe custody of Security Deposit**

After exercising scrutiny as above , all security deposits on receipt will be recorded in the security deposit register, which will be maintained in two parts, one (IAFA-525) for security deposits tendered in cash, and the other (IAFA-285) for all other security deposits. The Securities will be kept in the safe custody of Officer-in-Charge of the Section.

*Note 1:- Physical stock verification of securities will be conducted annually in the month of April as well as at the time of transfer of charge of officer in charge of the Section and the result of such verification endorsed on the Register of Securities (IAFA-285) under the signature of Officer in charge in the following manner:*

*"Certified that all the Securities as shown in the Register of Securities are physically in existence."*

*Note-2: In the case of cash securities tendered through MROs, it will be seen that the figures on account of security deposits appearing in the printed compilation and those in the cash security deposit register (IAFA-525) are in agreement. Balances outstanding as a result of the security deposits remaining un-refunded on 31st March each year will be verified direct from the entries in the register (IAFA-525).*

#### 267. **Refund of security deposits**

On the expiry of a contract and after fulfilling all contractual obligations, the refund/release of a security deposit will be made to a contractor on the production of a ‘no demand certificate (IAFA-451)’ duly completed in all respects by the HQ DGBR. Before release of the security deposit, it will be ensured from the Payment Register and the Demand Register of the Section that there are no demands outstanding against the contractor. The necessary entries of refund/release will be made in the security deposit register (IAFA-525 or IAFA-285, as the case may be) and initialed under the signature of Officer-in-Charge of the section. With a view to avoid piecemeal observation and to facilitate quick disposal of cases of release of security deposits to Contractors, no demand certificate/no claim certificate will be returned to the HQ DGBR in the standardised memo as per Annexure ‘D’ to this chapter. The receipt and disposal of NDC/NCC will be watched through a manuscript register (as per proforma at Annexure ‘F’)

*NOTE: -As per Indian Limitation Act 1908, the period of claiming the security deposits from Government by the contractor is 30 years from the date of deposit, therefore safe custody of security deposits is very important.*

**268. Power of Attorney**

Refunds of security deposits and payments in respect of bills, interest etc. will be made only to the contractor or agent concerned; but such refunds and payments may be made to another party, if such party has been granted full and legal power of attorney, probate or letters of administration etc., authorising him or her to receive any security deposits etc. due to the original contractor or agent. Particulars of all powers of attorney, probates etc., should be noted in the register of Contracts/Supply Orders and the register of security deposits.

**269. Lapsed Security Deposits**

Security deposits lodged by the contractors which are not claimed by the depositor after the termination of the contract in connection with which the security was lodged are called lapsed security deposits and will be credited to Govt. Account. The following procedure will be followed in regard to the disposal of lapsed security deposits:-

- (i) **Cash Security Deposits:-**At the close of each official year, all cash security deposits remaining unclaimed for three years, exclusive of the year in which the deposit was made will be transferred to the credit of the Government under the head "Other Miscellaneous Receipts", a note of the transfer being made against the entry in the register of security deposits. The HQ DGBR will be informed accordingly. Amount credited to Government as above will not be refunded without the sanction of the PCDA (BR), who will authorise payment after ascertaining that the amount was really received and carried to the credit of the Govt. Account as lapsed and that the claimant's identity and title to the money are certified by the officer signing the application for refund.
- (ii) **Bank Fixed Deposit Receipts:-** If a claim for refund is not received within a reasonable time(say one year) of the termination of the contract in connection with which the security was lodged, the amount will be realized on maturity and credited to Govt. Account under the head "Other Miscellaneous Receipts", a note of the transfer being made against the entry in the register of security deposits. The HQ DGBR will be informed accordingly. Subsequent claims for refund of principal and the interest actually realised and credited to Government Account will be dealt with in the same manner as mentioned at (i) above.
- (iii) **Other form of Security Deposit :-** The procedure in regard to the disposal of lapsed security deposits in respect of other form of security deposits will be dealt with as per provisions contained Rule-218 of FR Part-I, Vol-I.

*Note-1: The term "PCDA (BR)" used in above Para does not connote to the Controller in person. The officers-in-charge concerned in the Main Office, and those in the sub 'Offices who are so authorised by the Controller', can refund the lapsed deposits after carrying out the requisite verification stipulated in above Para, in terms of Note 3 under Para 214 of Defence Account Code.*

*Note-2: The procedure to be followed in regard to the disposal of lapsed security deposits as per para-269 above, is equally applicable for Works Section of PCDA (BR) as well as sub-offices.*

\*\*\*\*\*

**Para-270- 275: Blank**

**Annexure 'A'**  
**(Referred to in Para 265.2)**

**Scheduling of CRVs of Cat 'A' Vouchers in respect of bills passed by the Stores Section**

Sl No	Bill No and Date	Amount	DV No	CRV No	Letter No and date under which Acknowledgement Received	Remarks



**Annexure 'B'****(Referred to in Para 265.3)****Scheduling of Category 'B' Vouchers**

SI No	Bill No and Dat	Amount	DV No	Month	Code head under which amount compiled	Letter No and date under which bills scheduled	Letter No and date under which Acknowledgement Received	Remarks

**Annexure 'C'****(Referred to in Para 265.4)****Issue of Category 'A' & 'B' Vouchers to Test Audit**

Sl No of the Top Sheet	DV No and Month	No of vouchers with DV (category 'A' & 'B')	Date on which handed over to Test Audit	Date on which receipt back from Test Audit	Signature with date of scheduling Group in charge {AAO/SO(A)}

**ANNEXURE 'D'**  
**(Referred to in Para 267)**

**RELEASE OF SECURITY DEPOSITS**

NDC/NCC received under your no. cited above for Rs. .... in respect of M/S ----- is returned herewith for the following reasons:-

- (i) Risk and expenses purchases certificate not attached.
- (ii) No Claim certificate has not been furnished by the unit.
- (iii) Application for refund of Security Deposit (For IAF-298) has not been attached.
- (iv) No Claim Certificate of the contactor (Part A of Form-IAFA 451 has not been signed on revenue stamp.
- (v) It is seen from our records above that bill against Inspection Note No ---is still awaited, which may please be clarified.
- (vi) Particulars/period of the contract given in the certificate is not correct.
- (vii) A receipt for amount received given by the contractor has not been affixed with the revenue stamp
- (viii) Particulars/period of contract given in the certificate is not correct.
- (ix) The receipt portion of the contractor's certificate i.e. Part 'B' of IAF-451 does not depict the particulars of Security Deposit (i.e., nature, number or amount or name of the bank etc) correctly.
- (x) Recovery details/MRO details in respect of amount for recovery for which the contractor has paid the amount in cash to Govt. have not been indicated.

## ANNEXURE 'E' (Statements A, B &amp; C)

(Referred to in Para 265.5 &amp; 265.7)

## Quarterly reconciliation of category 'B' CP Vouchers

## Statement 'A'

SI No	Name of the DAD Cell from where CP Vouchers received	Total No of CP Vouchers received	Amount of CP Vouchers received	Date on which CP Vouchers received	No of CP Vouchers scheduled to Projects/Task Force	Amount of CP Vouchers sent to project Task Force	Date on which vouchers scheduled
1	2	3	4	5	6	7	8
1	New Delhi						
2	Mumbai						
3	Kolkata						
4	Chennai						
	<b>Total</b>						

No of vouchers pending for scheduling	Amount of vouchers pending for scheduling	Reasons for non-scheduling	The amount of CP vouchers reflected in Construction Account by the AO (P)/TF during the quarter. If not reasons thereof.	Remarks
9	10	11	12	13

**Statement 'B'**

Sl No	Name of the DAD Cell	Total No of CP Vouchers received from DAD Cell as shown in statement 'A'	No of CP Vouchers in respect of which re-adjustment was carried out by Accounts Offices	Amount of CP Voucher as shown in col 4	Nature of error committed by DAD Cell in their complaint	Manner in which error was rectified	Whether correct head was shown in the CP vouchers/Supply Orders	Remarks
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
1	New Delhi							
2	Mumbai							
3	Kolkata							
4	Chennai							
	<b>Total</b>							

**Statement 'C'**

Sl No	Name of the DAD Cell	Progressive carry over balance as per last report	Amount compiled by the DAD Cell/PAO (DGS&D) during the quarter	Amount of CP Vouchers received during the quarter	Balance amount for which CP Vouchers are still awaited	Action Taken to call for CP Vouchers
1	2	3	4	5	6	7
<b>CATEGORY 'B' STORES</b>						
1	New Delhi					
2	Mumbai					
3	Kolkata					
4	Chennai					
	<b>Total</b>					
<b>CATEGORY 'A' STORES</b>						
1	New Delhi					
2	Mumbai					
3	Kolkata					
4	Chennai					
	<b>Total</b>					
	<b>Grand Total (Cat A &amp; B)</b>					

**ANNEXURE-‘F’****(Referred to in Para 267)****Register of "No Demand Certificates" of Contractors and "No Claim Certificate" from Executive Officers**

Sl.No.	Date of receipt of NDC/NCC from		No and date of Forwarding Memo.	From whom received	Particulars of SO /AT/Contract pertain	Name of the Contractor
	HQDGBR	AO(P)/Task Force				
1	2		3	4	5	6

No and date of Forwarding Memo.	Initials of		Remarks
No and date of letter under which Security Deposit released/ reappropriated /disposed of	Auditor	SO(A)/AAO	
7		8	9

## Chapter-IX

### INTERNAL AUDIT SECTION

**276. Objectives**

**Objectives of Internal Audit Section are:-**

- (i) To assist Administrative and Executive authorities in improving the financial administration of the units and formations of BRO;
- (ii) To ensure that financial and other resources placed at the disposal of the Administrative & Executive authorities are utilised in the best interests of state;
- (iii) To evolve methods to increase the cost effectiveness of, the expenditure incurred by Administrative & Executive authorities;
- (iv) To keep the Administrative and Executive authorities and CGDA informed periodically about the General state of accounts.

**277. Duties:**

**Internal Audit Section deals with:-**

- (i) Receipts, examination and circulation of Government letters, etc., in respect of matters affecting internal audit of stores accounts or others check carried out by Internal Audit Officers;
- (ii) Examination of BRO expenditure with a view to exploring ways and means for achieving economy, wherever practicable;
- (iii) Examination of important points meriting investigation for financial advice proposals received from AO (P)/AO TF and audit section of the main office;
- (iv) Examination of sanctions to expenditure (other than works sanctions) by competent financial authorities, lower than the BRDB, in exercising of the financial powers conferred on them;
- (v) Tendering financial advice to the local administrative authorities and rendition of quarterly report to the CGDA, showing items of financial advice and higher audit tendered;
- (vii) Movement and disbandment of Units;
- (viii) Local Test Audit reports;
- (ix) Draft Paras of local audit interest received from the D.A.D.S. for incorporation in the Audit Report;
- (x) Consolidation and editing of the quarterly report on the Major Financial and Accounting Irregularities;
- (xi) Consolidation and Rendition of the Material on Outstanding Audit Objections Report;
- (xii) Scrutiny & Rendition of Audit Reports on Loss Statements;



- (xii) Reference from AO(P)/AO TF on audit and procedural matters;
- (xiii) Scrutiny of condemnation Board Proceedings where CFA is above the Chief Engineers;
- (xiv) Internal Audit of HQ DGBR.

**278. Examination and circulation of Government Letters, etc.**

All Government, BRDB/DGBR and CGDA's letters in respect of matters affecting Internal Audit of store accounts or other checks carried out by Internal Audit Officers will be received in Internal Audit Section. It will be ensured that, if they are not capable of clear implementation, clarifications are obtained. These orders (as well as method of their implementation) will then be circulated to all Internal Audit Officers.

**279. Examination of BRO expenditure for exploring means of achieving economy**

The function of audit is not merely to see that the authority for expenditure exists, but also, on legitimate occasions, to investigate whether the items are in furtherance of the scheme for which the budget is provided; whether the same results could have been obtained otherwise with greater economy, whether the rate and scale were justified in the circumstances. In fact, it will ask every question that might be expected from an intelligent tax-payer bent on getting the best value of his money. For this purpose, a comparison of expenditure of cash and certain important kinds of stores selected in each unit during a particular period, will be necessary. Investigations for financial advice will cover the whole field of BRO expenditure, but particular attention will be paid to those items where extravagance is more likely, for example:-

- (i) Use of Government transport;
- (ii) The cost of maintenance and repairs;
- (iii) Contracts for supply of material and execution of works;
- (iv) Critical examination of the practical working from the financial point of view of various measures introduced by Government;
- (v) Condemnation of equipment, etc., in different units;

**280. Rendering Financial Advice to the executive authorities of BRO including HQ DGBR**

Financial advice rendered to local administrative authorities can be divided into two parts namely:-

- (i) **Responding financial advice** which consists of (a) advice on definite points referred to Controllers and (b) advice as the result of investigations into facts which are normally accepted on the statement of commanding and administrative officers and
- (ii) **Original financial advices**, which consists of advising the administration of any method by which equal efficiency can be obtained with less expenditure.

The Internal Audit Section will ordinarily carry out only original financial advice work which will be under the personal guidance of the PCDA(BR)/CDA(BR) Guwahati/JCDA(BR) Chandigarh. The responding financial advice work will be dealt with by the audit sections concerned, invoking the assistance of the Internal Audit Section in cases of special importance.

The result of a Controller's investigation on all individual points of higher audit and financial advice and the conclusion arrived thereon will be presented to the local executive and administrative authorities concerned, if he considered that the results justify such a course. No item of financial advice will, however, be pressed without the full knowledge and goodwill of the executives with whom the proposition should be fully discussed. PCDA(BR) should prominently bring to the notice of the CGDA cases in which suggestions made by him could not be implemented due to the unhelpful attitude of the local administrative authorities alongwith his remarks thereon .

Besides rendering financial advice, it is one of the primary duties of PCDA (BR) to institute measures which would assist executives of BRO and the officers under his control in their day to day work and in making them aware not only of their responsibilities on maintenance of accounts but also about the likely pitfalls that may be encountered and the preventive measures to be taken.

A quarterly report showing items of financial advice and higher audit rendered and accepted by the administrative authorities should be submitted to the CGDA by the 10<sup>th</sup> of the month following the quarter.

It will be the sole responsibility of the Internal Audit officers attached with BRO Units/Formations to take on in Internal audit the functions of financial advice and to furnish the Internal Audit Section with such useful points as may come to their notice in their day-to-day audit and which merit investigation for financial advice purposes so that these may be dealt with more critically and comprehensively in that section. Similarly, audit sections of MO, PCDA(BR) will also be responsible for bringing to the notice of Internal Audit Section cases, which in their opinion may, with advantage, be investigated in detail. A record of all items of financial advice and higher audit, rendered to BRO functionaries and administrative authorities, and the results thereof will be kept by audit sections in a register to be maintained for the purpose. A quarterly report, showing such of the items, as have been accepted by the administrative authorities will be sent to Internal Audit Section by 1<sup>st</sup> week of the month following the quarter, who will compile and submit the same to the CGDA.

**281. Examination of sanctions to expenditure (other than work sanctions) accorded by authorities lower than the BRDB:-**

All cases in which authorities lower than the BRDB have exercised their financial powers vested in them, should be critically examined vide rule 65,66 and 67, FR Part- I and important cases in which it is noticed that the powers have not been properly exercised or the advice rendered by the PCDA(BR)/IFA(BR) in his capacity as Financial Adviser has been disregarded, will be closely watched and reported to the CGDA, where necessary.

**282. Audit of Sanctions**

Detailed procedures regarding Audit of Sanctions has been laid down Chapter-XI of Internal Audit Manual (Border Roads) which will be strictly followed.

**283. Audit of Sanctions with reference to monthly report received from IFA (BR)**

All sanctions, including works sanction, accorded by authorities lower than the BRDB will be received in Internal Audit Section direct from the sanctioning authority. These sanctions will be entered in the Register of Sanctions. All the sanctions will be linked with the monthly report of IFA(BR) showing the details of the proposals concurred by them during the month to see that :-

- (a) All the sanctions accorded by the ADGBR/DGBR bears the UO No.& date allotted by the IFA(BR);
- (b) The sanctions have been accorded for the same purpose for which proposals were concurred by the IFA(BR) under the relevant UO No;
- (c) The amount of sanction agrees with the amount concurred by the IFA(BR);
- (d) Wanting sanctions will be called for from HQ DGBR

Sanctions relating to works will be handed over to works section for audit and remark to the effect will be recorded in the Register of Sanctions.

All other sanctions will be audited by Internal Audit Section. Sanctions will be audited as per provisions contained in Codes and Manuals, FR Part-I & II, delegations of financial powers to BRO functionaries vide BRDB letter No. BRDB letter No.04/696/2007/BEA/21801/PC/DGBR/TPC, dated 27/11/2007 and other instructions/ amendment issued by the BRDB/CGDA from time to time.

**284. Consolidation and editing of quarterly report on MFAI and submission thereof to the CGDA.**

- 284.1 Internal Audit Section is responsible for scrutiny, consolidation and rendition of the quarterly report on the Major Financial and Accounting Irregularities (MFAI) for the quarter ending June, September, December and March each year by 20th of the month following the quarter. For this purpose the AOs (P)/AOs TF/AOs (Support Service) and Audit Sections in the main Office will render to the Internal Audit Section their quarterly reports. Their report will be supported by list of key documents from which each item of irregularity was detected. The consolidated report termed the "Major Financial and Accounting Irregularities" report will be prepared for the BRO as a whole and will be rendered to DGBR and copy endorsed to the BRDB, CGDA, DGA(DS) and IFA(BR). The forwarding letter of the reports should invariably be signed by the PCDA (BR) or by the Addl. CDA/JCDA in the absence of the PCDA (BR).

The report will be rendered in two parts viz. Pt. I and II as per annexure 'B' and 'C' to this chapter. Part I is for indicating fresh irregularities and Pt. II for irregularities reported previously but still remaining outstanding. Both the parts have been divided into two sections each, viz Section A and B. Section A is for indicating Cash irregularities and Section B for Store Irregularities. In part- II of the report, besides giving item No. and the month/quarter of the reports in which the items were originally included, against each item in brief should also be given inter alia indicating the latest position for readily drawing the attention of the authorities concerned. The report will be forwarded on the proforma reproduced as Annexure 'A' to this chapter (Forwarding memo for the report).

284.2 The Internal Audit Section will consolidate the report from the materials received through quarterly MFAI report from the AOs (P)/AOs TF/AOs (Support Service) and Audit Sections in the main Office. The following types of irregularities will be included in the report:-

- (a) Cases involving irregular maintenance or non maintenance of accounts which, in the personal opinion of the PCDA (BR) have serious implications.
- (b) Cases in which the value of financial irregularities or loss involved is Rs. 5 lakhs or more in each case. Besides, Principal Controller (BR) may at his discretion include cases which disclose loopholes for fraud, defalcation etc. regardless of the financial limit referred to above.
- (c) Cases of serious irregularities which cannot be translated into financial terms but which, in the personal opinion of the PCDA (BR), should be brought to the notice of BRDB/DGBR etc.
- (d) Apart from cases of financial irregularities coming to the notice of PCDA (BR) through audit processes in the Main Office and Sub offices and reports from the administrative authorities, special attention should be paid to the following items:-
  - (i) Optimum Utilization of plant and machinery for the purpose for which it was purchased and installed.
  - (ii) Identification of slow moving and non moving items of stores in Depots/Stores holding units.
  - (iii) Deterioration in the condition of stores due to unduly long, inadequate storage and improper inventory management.
  - (iv) Defective planning and implementation of projects resulting in major deviations from original time and cost targets.
  - (v) Non-utilization /underutilization of V/E/P.
  - (vi) Irregular attachment of vehicles beyond authorization at Project/Task Force level for a prolonged period.
  - (v) Optimum utilization of manpower deployed for a project.

It is important that every case which merits inclusion in the report should be incorporated therein promptly and without undue loss of time. Whenever, there is an abnormal delay either in the detection of an irregularity or in its inclusion in the MFAI, a report after its detection, alongwith the reasons thereof, should be reported to the CGDA either through the report itself or simultaneously with its submission.

284.3 The reports should be drawn up and edited with the greatest care so as to achieve the object for which they have been introduced. The narration of each item in the report should be brief, self contained and lucid and should clearly bring forth the nature of irregularity, the extent of its seriousness, the amount involved, the precise point at which failure is revealed and reference to the relevant rules and orders etc. The narration should also indicate interalia all the action taken till the time of reporting (by the CE(P)/TF Cdr. etc.), so that, wherever necessary, instructions could be issued by the Government straight way to the HQ DGBR etc,

when such cases are reported to them. The following points should also be explicitly mentioned in the narration of each case of irregularity, wherever necessary:-

- (i) Whether the irregularity has come to light during a percentage audit and/or during process of check over selected items, or whether it is a case of erroneous certification by the executive; and
- (ii) The precise point at which and the extent to which failure on the part of the executive is revealed.

284.4 Cases which in the personal opinion of the PCDA (BR) are so important or significant, as to be reported to the BRDB/Ministry of Defence (Finance) will be included in Part II separately for cash and stores. [Reproduced at annexure (C) to this chapter]. Nil report will also be indicated. All other cases will be included in Part I of proforma I.

The narration in part I of the report should be concise and to the point, highlighting the specific nature of the irregularity in order to effectively draw the attention of the concerned authorities. The narration should not normally exceed two pages.

284.5 Inordinate delays in the inclusion of an irregularity in the report on the major financial and accounting irregularities almost defeat the objective of these reports. It is, therefore, essential that cases of financial irregularity detected during a month are reported promptly either in the same or in the month following that to which the report on the major financial and accounting irregularities relates.

284.6 To ensure that there is no undue delay in reporting to the administrative authorities cases of important financial irregularities, the Internal Audit Officers/AO(P)/AO TF will bring to the personal notice of the PCDA (BR) all such cases through special reports. On receipt of these reports, they will be examined in the Internal Audit Section and the cases reported to the administrative authorities with full particulars as expeditiously as possible.

284.7. A register of Financial Irregularities will be maintained by the Section. The MFAI item will be pursued to finality and settled by PCDA(BR).

284.8 Detailed procedure for preparation of quarterly report on the Major Financial and Accounting Irregularities (MFAI) are laid down in Para 523 to 529 of Defence Audit Code.

### **285. Internal Audit Reports:-**

285.1 With a view to evolve an institutionalized reporting system to highlight periodically, the major deficiencies noticed by PCDA (BR) in the functioning of BRO Units and to devise methods for enhanced Economy, Efficiency & Effectiveness, a bi-annual Internal Audit Report is submitted to CGDA covering the period upto 31<sup>st</sup> March & 30<sup>th</sup> September every year under the following broad categories: -

- (a) Regulatory Audit
- (b) Loss of Revenue
- (c) Generation of Revenue
- (d) Optimal Resource Management and
- (e) Economy suggestions

Detailed guidelines for inclusion of an item in IAR by the controller is appended as Annexure-‘F’ to this chapter.

285.2 It is essential that selection of items for inclusion in the IAR receives personal attention of the PCDA(BR) and all items of importance and significance reported by AOs(P)/AOs TF/AOs (Support Service) or Audit Sections of Main office of PCDA(BR) find place in the controller's Internal Audit Report (IAR) for attention of the highest echelon of Ministry of Defence(Finance)/BRDB.

285.3 Write ups and the formats of the Internal audit report is required to be of the pattern in which the Draft Paras are floated by the Statutory Audit Authorities and as such it should always be accompanied by a 'list of documents' which were referred in detecting the irregularity.

PCDA(BR) will continue to pursue the items included in the report at their level with the executive authorities till finality.

**286. Test Audit Report**

On receipt of a Test Audit objection statement, it will be entered in the register of Test Audit objections to be maintained in order to watch their settlement. The Objections will then be dealt with as mentioned in succeeding paras.

**287. Draft Paras:-**

287.1 On receipt of the Draft Paras, in the office of the PCDA(BR) , it will be entered in the Draft Para Register on the format appended as Annexure-'E' to this chapter. The Draft Paras will be checked to see that:-

- (i) the statement of facts as made therein is correct;
- (ii) the responsibility, if any, for the irregularity has been clearly brought out and accepted by the authority concerned; in case the responsibility is directly of the Defence Accounts Department, it should be so stated;
- (iii) any remedial measures, as necessary, have been taken and a statement to this effect also made in the Paras; and
- (iv) if a Draft Para is based on a case taken up by internal audit, this fact is acknowledged in the Draft Para itself.

The Draft Paras will be immediately brought to the notice of the HQ DGBR (for examination and comments) with a view to making sure that the draft Paras are factually correct and their presentation is objective and fair as Paras which are likely to appear in the final Audit Report would come to the special notice of the Public Accounts Committee. A period of 30 days will be allowed to Headquarters DGBR for furnishing the final replies to draft Paras. Copies of the draft Paras will be endorsed to lower formations concerned simultaneously, while addressing HQ DGBR to avoid delays in taking necessary action at their end.

**In addition to above, the following points will also be seen while dealing with Draft Paras:-**

- (a) To see that the Draft Para (DP) has been received either from the CGDA or from the command office of the DADS.
- (b) If the draft Para (DP) is related to work peculiar to other section of the Main Office, see that the DP is passed on to the concerned section for further action.

- (c) Verify whether the cases of similar subject, as described in the DP, have been dealt with already as an objection in the LTAR, if so, the stand taken thereon should be kept in view while dealing with the DP.
- (d) Forward copies of the DP without delay to HQ DGBR for verifications of facts and their acceptance/comments.
- (e) Simultaneously forward copies of DP to lower formation concerned and AO BRTF & AO (P) for verification of facts.
- (f) Watch carefully receipts of replies from various parties to ensure that there is no delay in furnishing final reply on the DP to HQrs office.
- (g) Scrutinize replies received, to see that:
  - (i) Clear statement regarding acceptance or otherwise of the DP has been made by the Executive authorities;
  - (ii) The points stated in DP has been accepted/challenged by the Executive authorities, as the case may be, and its authenticity verified with reference to rule position shown in DP.
  - (iii) There is no inconsistency as regard to verification of facts between the report received from the Sub-offices and that receipt from the executive authorities.
  - (iv) If DAD failed to detect the irregularity, furnish the details in the prescribed proforma to assess the extent and nature of the failure and to fix responsibility for taking disciplinary action/remedial measures.

After action as indicated above has been taken, the draft paras will be returned to the DADS. through CGDA duly accepted or with such other remarks and modifications as may be considered necessary within 6 weeks of their receipt. A copy of each draft para as finally concurred in by the PCDA(BR) will also be forwarded to the HQ DGBR.

- 287.2 To enable the CGDA to be sufficiently well informed regarding facts etc. stated in the draft para in time, an advance copy of the draft para duly concurred in by the PCDA(BR) should be sent to the CGDA giving complete information of the circumstances of the case in the proforma given in Annexure "E" to this chapter.

*NOTE 1.-In forwarding the draft paras copies of correspondence should not be forwarded to the office of the CGDA but only a brief, properly edited, and lucid summary of the case dealing with varying aspects thereof, particularly the extent of responsibility, if any, which can be attributed to failure on the part of the D.A.D, should be sent to the CGDA*

*NOTE 2.-The draft paras should be forwarded to the CGDA only after any amendments proposed by PCDA (BR) have been accepted or otherwise by the Test Audit.*

- 288. Local Test Audit Reports (LTARs):** On receipt of the LTAR/LTAN from DADS authorities the following line of action is required to be taken in the controller's office:
- i) See that the local Test Audit Reports received from the DADS relate to BRO units under the audit area of the PCDA (BR) in which it has been received.
  - ii) Open a new case file for each LTAR and enter the number of LTAR objections with other particulars in Audit Progress Register (APR) against the concerned unit.

- iii) Put up reply to the LTAR objections which can be answered directly i.e. without reference to outside parties. In other cases, refer the observations to the concerned units/AOs BRTF & AOs (P) or the other sections of MO, PCDA(BR) etc.
- iv) On receipt of reply from Units/Formations, scrutinize the same to see that replies to all the points raised in the LTAR have been given appropriately and the facts stated have been verified by the AO BRTF/AO (P) concerned to the extent possible.
- v) Ensure that replies to LTAR objections are furnished to the Test Audit Authorities within the time limits prescribed.
- vi) Furnish reply to the Test Audit Authorities and ensure that replies are clear, comprehensive and supported by relevant Authorities /Rules /Regulations / Orders on the subject.
- vii) Note settlement of objections in the Audit Progress Register as and when communicated by Test Audit Authorities.
- viii) Prepare summary of outstanding objections in APR at the close of every month.

**289. Loss Statements and rendition of audit reports:** The Loss Statements of the following category will be scrutinized by the Main Office:

- i) IA Section is responsible for audit and scrutiny of loss statements on account of cash/store loss of Units of BRO where the CFA is above the Chief Engineer.
- ii) The loss statements will be scrutinized to see that :
  - (a) They are complete in all respects and have been prepared on the prescribed form and are duly priced.
  - (b) No breach of the accounting rules has contributed to the loss.
  - (c) The loss has been properly investigated by Court of Inquiry constituted by the CFA.
  - (d) Proceedings of the Court of Inquiry have been enclosed with the loss statement.
  - (e) The loss is a real one and not fictitious.
  - (f) The remedial measures and/disciplinary action taken where necessary are adequate and satisfactory.
  - (g) the loss statement, duly priced and checked by AO BRTF/AO (P), is attached when loss of Cash/stores is involved.
  - (h) AO BRTF/AO (P) has exercised preliminary scrutiny where necessary and has rendered the preliminary audit report.
  - (i) Recommendation of all commanders in chain up to penultimate CFA have been enclosed with the loss statement.

*Note: Procedure for dealing with losses are contained in Financial Regulations Part-I & Part-II and para-241 to 254 of Store Accounting Instructions for the Army (SAI) which will be strictly followed.*

- iii) While furnishing the Audit Report the following points will be ensured :-
  - (a) Verify whether a loss statement, duly priced & checked by AO BRTF/AO(P) is attached when loss of cash/stores involved;
  - (b) See that a self-contained letter addressed to the competent authority/HQ DGBR is submitted with the statement of case.
  - (c) To see that the statement of the case is in a narrative form covering all points.
  - (d) Verify whether the recommendation of all penultimate CFAs is attached.



- (e) Verify whether the particulars shown in the statement of the case are factually correct.
- (f) Examine the case carefully and determine the competent Financial Authority to regularize the loss as per Sl. No. 40, 41 & 42 of Appendix-1 to Govt. of India, Ministry of Shipping Road Transport & Highways, BRDB letter No. BRDB/04/696/2007/ BEA/21801/ PC/DGBR/TPC dated 27.11.2007 & 20.08.2009.
- (g) Audit Report prepared should contain a brief narration of the case and the orders under which the CFA has been determined.

**290. Material on outstanding audit Objections & Inspection report for inclusion in audit report (civil)**

The report is consolidated by the Internal Audit Section and furnished to the CGDA so as to reach him by 1<sup>st</sup> August every year on the proforma as per Annexure –‘D’ to this chapter. A copy of the report is also forwarded to Secretary BRDB, HQ DGBR and the DGA (DS). The report contains outstanding audit objections with their money value issued upto 31<sup>st</sup> March of the financial year and remaining unsettled as on 30<sup>th</sup> June of the following year. The report is consolidated from the report submitted by the AOs (Project) on the following proforma –

- Proforma-I: Details showing break-up of outstanding audit objections raised upto 31<sup>st</sup> March and outstanding as on 30<sup>th</sup> June both internal audit objections and LTAR/LTAN/Draft Para.
- Proforma-II: Details showing broad analysis of audit objections detected in internal audit raised upto 31<sup>st</sup> March and outstanding as on 30<sup>th</sup> June. Nature and value of objection [AO (P) & AO TF wise] will be shown in this proforma.
- Proforma-III: Details showing Ministry wise break-up of outstanding inspection reports.
- Proforma-IV: Details showing type of irregularities noticed during internal audit/inspection.
- Proforma-V: Brief description of material on outstanding audit objections, showing age analysis, brief description of outstanding objections Project & Task Force wise.
- Proforma-VI: Statement showing particulars of documents on the basis of which the information has been rendered in the Proforma.

PCDA (BR) will keep a close watch over the progress made in clearance of outstanding objections. A systematic records of the progress made in respect of outstanding items will be maintained. A quarterly progress report will be rendered showing position of outstanding item on the following dates to the CGDA.

- (i) Position of cases as on 30<sup>th</sup> September \_\_\_\_\_ by 7<sup>th</sup> November
- (ii) Further Progress in respect of the same  
as on 31<sup>st</sup> December \_\_\_\_\_ by 20<sup>th</sup> January
- (iii) Subsequent progress showing the position  
as on 31<sup>st</sup> March \_\_\_\_\_ by 15<sup>th</sup> May of the  
following year

**291. Internal Audit of BRO units/formations**

The Internal Audit of BRO units/formations will be carried out by the audit teams constituted by CDA (BR) Guwahati/JCDA (BR) Chandigarh by selecting the team members from other AOs (P)/ TF and at least two members from the same AO (P)/ TF whose audit is being conducted. The AO (P)/ TF will be nominated as team leader. A single tier review system will be adopted. For the above purpose the following instructions will be followed:

- (i) LAP will be forwarded by AOs(P)/TF for its approval from CDA (BR) Guwahati/JCDA (BR) Chandigarh. In case of acute shortage of staff, members from other AOs (P)/TF, CDA (BR) Guwahati, JCDA (BR) Chandigarh will be nominated in the team by the respective zonal offices.
- (ii) It will be one tier review which will be carried out by AOs (P)/TF as a team leader.
- (iii) The audit will be carried out on half yearly basis.
- (iv) The categorization of objections will be as under:

Part-A:- Serious irregularities with financial effect. These types of objections will be settled by PCDA (BR).

Part-B:- Objection relating to departure from the procedures (Rules & Regulations).  
These types of objections will be settled by the zonal offices.

Part-C:- Objections of routine nature i.e, DO Part-II O.O./acknowledgment awaited etc. These types of objections will be settled by the respective AOs (P)/TF.

Audit objections upto 06 months will be settled by AOs (P)/TF, upto 02 years by the zonal offices and unsettled objections for more than 02 years will be considered for settlement by Main Office.

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**Para-292 to 295: Blank**

**Annexure 'A' (Referred to in Para 284.1)**

No.....

Office of the PCDA (BR).....

Dated.....

To,

The DGBR (by name)

.....

Sub: Quarterly report on Major Financial and Accounting irregularities.

The report on the above subject for the quarter ending .....is enclosed for the favour of information and necessary action.

Part I Section (A): Cash irregularities fresh items (nos.....)

Part I Section (B): Stores irregularities fresh items (nos.....)

Part II Section (A): Cash irregularities, items already reported but still outstanding.  
(nos.....)Part II section (B): stores irregularities, items already reported but still outstanding.  
(nos.....)

Cases of other irregularities noticed in audit have been reported to concerned authorities as necessary.

Principal Controller (BR)

Copy to:

(1) The CGDA, Ulan Batar Road, Palam, Delhi Cantt.-110010

(2) The Secretary B.R.D.B.

(3) The Director General of Audit (Defence Services).....

(4) IFA (BR) .....

(5) HQrs .....together with details of items shown in the margin.

Dy. CDA (BR)

**Annexure 'B'****(Fresh Cases)****(Referred to in Para 284.1)**

Office of the PCDA (BR).....

**Report on Major Financial and Accounting irregularities for Q.E.....****Part I Section 'A' – Cash Irregularities**

S. No.	Name of the unit/formation	Particulars of irregularity	Financial effect	Periods of accounts affected	When was the irregularity first noticed in audit, and to whom it was reported	Latest position of the case indicating action taken so far by the lower authorities.	Remarks
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

**Part I Section 'B' – Stores Irregularities**

S. No.	Name of the unit/formation	Particulars of irregularity	Financial effect	Periods of accounts affected	When was the irregularity first noticed in audit, and to whom it was reported	Latest position of the case indicating action taken so far by the lower authorities.	Remarks
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

Dy. CDA (BR)

**Annexure 'C' (Referred to in Para 284.1)****Proforma II**

Office of the PCDA (BR).....

**Report on Major Financial and Accounting Irregularities****Part II – Section A- Cash Irregularities**

List of cases already reported but still outstanding

S. No.	Name of the unit/formation	Item no. and the Quarter of reporting	Brief gist of the irregularity	Latest position	Remark
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

**Part II –Section ‘B’ –Stores irregularities**  
List of cases already reported but still outstanding

S. No.	Name of the unit/formation	Item no. and the Quarter of reporting	Brief gist of the irregularity	Latest position	Remark
1	2	3	4	5	6

Dy. Controller (BR)

## ANNEXURE-'D'(Referred to in Para 290)

Material on Outstanding Objection and inspection report relating to BRO for inclusion in Audit Report(Civil) 20\_\_-20\_\_(showing the position as on 31/03/20\_\_)

Sl No	Project's Name	Sanction for establishment not received		Sanctions for contingent & Misc. expenditure not received		Sanctions to estimates not received		Details of bills for lumpsum drawal not received		Voucher not received		Payees receipts not received		Agreements with contractor's/suppliers not in conformity		Payment to contractor's/suppliers not in conformity		Sanction to write-off losses etc. not received		Breach of financial propriety		Other reasons		Total (Rupees in lakh)	
		1		2		3		4		5		6		7		8		9		10		11		12	
		Items	Amt	Items	Amt	Items	Amt	Items	Amt	Items	Amt	Items	Amt	Items	Amt	Items	Amt	Items	Amt	Items	Amt	Items	Amt	Items	Amt

**Accounts Officer(IA Section)**

**Office of the PCDA(BR) New delhi**

## ANNEXURE "E" (Referred to in Para 287)

**SUBJECT:** Draft audit para for the year.

1. (Name of the Unit).
2. (a) Period to which the irregularities referred to in the draft para pertain.  
(b) Whether the facts stated in the draft para are fully correct; if not, state in what respect it requires modification.
3. (a) Under which of the following heads does the point raised in the draft para falls:-
  - (i) Interpretation of rules, or
  - (ii) Audit methods and procedure, or
  - (iii) Higher audit,
 (b) Indicate the point at issue in brief.  
*NOTE:- If more than one heading is involved, separate proforma dealing with each of the headings should be prepared.*
4. If the subject matter of the draft para was dealt with in separate correspondence with CGDA's office earlier, cite reference to the previous correspondence.
5. Whether the irregularities were detected in internal audit/Test Audit.
6. If detected in internal audit state:-
  - (a) Whether internal audit stepped in at the appropriate item, giving the date on which the objections were raised.
  - (b) Whether the irregularity was reported through the quarterly report on the MFAI; if so, give the quarter in which it was included, if not, state reasons therefor.
  - (c) Whether it was reported to the administrative authorities and if so, with what result.
  - (d) After detection in internal audit, whether the same was pursued vigorously with a view to finalizing the case. The present position, in case not finalized, should be indicated.
7. If not detected in internal audit in time but at a later date state in addition to the particulars in item 6 (b), (c) and (d):-
  - (a) The month in which detected and the reason for the delay.
  - (b) If no valid reasons exist for the delay, whether the disciplinary aspect of the case was considered and if so, with what result.
8. If not at all detected in internal audit but detected only by Test Audit:-



- (a) Reasons for non-detection in internal audit.
  - (b) If the non-detection was due to a defective rule or absence of rule, why the same could not be pointed out in internal audit.
  - (c) Disciplinary action taken against the person(s) responsible for the failure.
  - (d) Whether the irregularity existed during the previous audit of the unit by Test Audit Staff and whether they also failed to detect on the previous occasion.
9. Whether the contents of the draft para were brought to the notice of the administrative authorities and discussed, and if so with what result.
  10. Whether remedial measures were taken by the administrative authorities or the D.A.D. to avoid a recurrence of the irregularity.
  11. Whether any disciplinary action was taken by the administrative authorities against the persons responsible and, if so, whether the Controller is satisfied with the action taken, giving details of the nature of disciplinary action taken.
  12. Whether there was any tendency of dilatory attitude on the part of the administrative authorities in the investigation of the case and taking disciplinary action and if so, the action taken by the Controller in regard to the same.
  13. Whether prompt action was taken for stopping the irregularities of the nature pointed out and if not, the action taken by the Controller.
  14. If the disciplinary action taken by the administrative authorities is considered inadequate by Test Audit, state whether the same has been reviewed by the Controller in consultation with administrative authorities, after the receipt of the draft para.
  15. Any other information on points not covered by the above which will be helpful for answering queries of the Public Accounts Committee on the para.

**ANNEXURE-‘F’(Referred to in Para 285.1)**

Detailed guidelines issued by the CGDA vide their Most Important Circular No. AT/XII/12031/MFAI/Vol-VI dated 30.10.2007 is reproduced below:

To

All the Pr.CsDA/CsDA

**Subject: Submission of Quarterly MFAI reports(s).**

**Ref: Para 523 to 528 of Defence Audit Code Volume-II, 1992 Edition.**

Scrutiny of the MFAI report(s) submitted by PCsDA/CsDA, reveals that while preparing the MFAI reports, the directions contained in paragraphs 523 to 528 of Defence Audit Code, Volume-II, 1992 Edition, are not being taken care of strictly. The narration of the cases is not self-contained and does not clearly bring forth the nature of the irregularity, its seriousness and amount involved. Further, the specific point of irregularity with reference to the relevant rules/paragraphs is not given.

2. It has been noticed that in some cases, the action taken till the time of reporting, both at Command level and at the PCsDA/CsDA level is not given in the narration.

3. It has also been noticed that some PCsDA/CsDA are not addressing the MFAI report(s) to the correct addressee. Some of the MFAI reports have been addressed directly to this HQrs office. The MFAI report(s) ought to be addressed to the GOC-in-C for Army, Command HQrs in case of Air Force and Navy Controllers and departmental heads in case of Interservices organization etc., with copy endorsed to representative of the DGADS at local level. (Para 526 of Defence Audit Code, Volume-II refers).

4. It is seen that PCsDA/CsDA are often reporting the irregularities in their Internal Audit reports without even proposing them in their MFAI report(s). There is hierarchical level of proposing irregularities to the executives/MOD/PAC i.e., an irregularity be first reported in the MFAI report(s). If no action is taken by the executives, for two quarters, the same may be proposed in the Internal Audit report. Thereafter, audit observations of serious nature, both in the terms of value and systemic impact may be proposed in Annual Audit Certificate in the relevant annexure. Each item proposed in the Internal audit report or annexures of the Annual Audit Certificate must have previously been included in the MFAI report(s) except in case where the irregularity is so serious that it merits inclusion in the Internal Audit Report and/or AAC directly. In such cases however, the item should subsequently be included in the MFAI.

5. It is also be quiet relevant to mention here that the narration given in the Internal Audit report and Annual Audit Certificate are often a repetition of the MFAI report(s) without any change. It is requested that exhaustive narration/detail indicating the sequential developments of the cases may be furnished to consider the cases for inclusion in Internal audit report and AAC.

6. It has also come to notice that quiet a large number of abbreviations are being used in the narrations/description of the items given in the MFAI report(s). It has time and again reiterated that no such abbreviations should be used in your narrations. If the use of these abbreviations cannot be dispensed with, the full form of these should be indicated separately as key to document or as a footnote.

7. In view of the above it may please be ensured that the MFAI report(s) should not be only a collection of information, but should emphatically bring out the background, fact of the case, the issue involved, comments of the executive authorities, action taken for regularization of irregularity, justifying the very purpose of such report. Apart from the above the time schedule for submitting these reports may be adhered to strictly.

8. Please acknowledge receipt.

Sd/-

**(Shharat Sharma)**

**Sr. Dy. CGDA (Audit)**

GUIDELINES FOR CONTROLLERS FOR INCLUDING ITEMS IN THEIR INTERNAL AUDIT REPORTS

I. FORMAT OF THE ITEMS :

i) Each item included in the report should be precise and self contained. The write up should be in lucid narrative form and should incorporate full details of the case, the period to which it relates, the financial value involved, the time when it was noticed in internal audit and brought to the notice of Administrative authorities, further developments and the present position. The items should be drafted in such a way that it contains all relevant details and information and abbreviation should be explained before use to avoid back reference to the Controllers for obtaining additional information/elucidations.

ii) As far as possible, the format to be adopted for individual items for inclusion in the Internal Audit Reports could be :

Items of Regulatory Audit

- A brief introduction or background
- facts of the case/irregularity
- The specific nature of the irregularity like the rule order/procedure infringed.
- Information as to when this was noticed and whether this was brought to the notice of administrative authorities and if so, when.
- Conclusion as also the implications and consequence of the irregularity.

Items on loss of Revenue

- introduction or brief background of the type of Revenue : method of realization etc.
- what is the loss of revenue and how it came about, if the loss is recurring, since when it is occurring ; the extent of loss in financial terms ; when this was noticed in Internal Audit ; whether it was reported to administrative authorities and if so, when.

- how it has been proposed to arrest the loss of revenue and whether any concrete measures were suggested ; what interim action has been taken to prevent this loss as a temporary arrangement in cases where response of the administrative authorities to the concrete suggestion of the CDA has not yet been received.
- whether any changes in the existing systems and procedures for realization are required; if so, details should be specified.
- further comments, action taken and present position.

#### Items on Generation of Revenue

- introduction and brief background of the item
- it should be indicated whether the item proposed is one where revenue is already being generated and what is proposed is only to increase the levels of revenue generation ; or whether it is a new item indentified for generating revenues.
- in respect of items where revenue is already being generated, the extent of enhancement suggested should be indicated together with the reasons and the justification for the same keeping in view the practicability of such a course ; the existing levels of revenue generation and that proposed should be indicated in financial terms, the overall anticipated increase in revenue generation per annum should also be indicated ; in these cases it should be indicated when the last revision of rates, if any, was made and what was the extent of increase over the earlier rates.
- in respect of new items/areas identified for this purpose, details of the proposed items should be indicated together with the approximate volume of activity which would be covered and the total revenue anticipated to the generated ;
- if this has already been taken up with the administrative authorities for consideration and implementation, details should be incorporated together with the nature of response wherever received ; (inclusion of the item need not, however, await receipt of response from administrative authorities)
- details of further action taken and present position.

Optimal Resource Management

- introduction and brief background of the items detailing the present methodology and procedure adopted in the utilization of the resources covered by the item, the purpose which is intended to be served by the item of resource should be brought out clearly.
- the period of purchase/acquisition/construction, of the item in question to be indicated together with the stated purpose for the same ; in respect of plant, machinery and equipment the date of receipt at the user's end, the date of installation/commissioning should be indicated also commenting on unreasonable time lag between these dates and also the reason for the same wherever known and possible to be stated.
- in respect of unusually long time lag between the date of receipt of plant/machinery/equipment and its installation/commissioning, the aspect relating to the warranty obligation and its expiry in default owing to delayed installation/commissioning should be commented upon indicating extent of any possible avoidable loss/extra expenditure caused thereby ; the date when this was detected and the date of reporting to administrative authority ; wherever reported should be incorporated.
- in respect of other resources, the present pattern and method of utilization should be specified clearly bringing out the defects or deficiencies coming in the way of achieving optimal utilization ; the specific alternative method or procedure suggested should be clearly mentioned bringing out the particular merits/advantages in the suggested method of utilization ; the extent of increase in utilization resulting from adoption of the suggested method should be quantified wherever possible ;
- it should be indicated whether and when the matter was taken up with the administrative authorities.
- if any changes in the existing systems and procedures are required to achieve better and more optimal utilization of resources, the same should be brought out clearly.
- further comments of the CDA, if any.

Items on Economy Suggestion

- introduction and brief background relevant to the economy suggestion; the relevant details required for proper appreciation of the suggestion.
  
- the existing method/procedure/system/pattern/practice and the basis for the same ; the factors which led to the view that better economies are possible ; the exact economies in quantitative terms, wherever possible, which may flow out of the suggestion, if implemented, should be indicated.
  
- care should be taken to see that the economy suggestion does not involve any compromise on quality, purpose, operational aspects and effectiveness to meet the needs ; in other words the economy suggestion should bring out a better alternative to the present one and should achieve the same objective but in a more economical manner.
  
- it should be indicated whether the economy suggestion was taken up with the administrative authorities and if so, when; response of the administrative authorities wherever received and available should be indicated ; non receipt of response need not hold over inclusion of such items in the Internal Audit reports by the Controllers.

II. Some of the items included in the Internal Audit Reports may bring out certain deficiencies and failures in our own functioning. All such cases should be examined in detail and specific comments on how the deficiency/failure occurred and what specific action has been taken as a remedial step and also to strengthen the existing system. In the case of items where an irregularity was noticed in Internal Audit after some delay, action taken to ensure timely detection has to be specified. This information to be incorporated in the write up is in addition to those required as in the preceding para. (This would be more for internal examinations/processing).

III. In respect of items of irregularities reported to the administrative authorities, the write up should bring out clearly when this was taken up with them, the details of follow up action and also details of corrective action taken by the administrative authorities in the light of the Internal Audit observations.

IV. In respect of items which bring out non-utilisation of assets, defect in procurement, distribution etc. or defective planning, the write up should bring out clearly what exactly is the defect in planning etc. and whether this calls for any change in the existing system. In such cases, details of the changes required/suggested to streamline the system should be incorporated where possible. An assessment of financial implication may be given where possible. In all such cases the present status of utilization etc. should be indicated.

V. In all the write up, the dates of occurrence of various events connected with the case should be invariably indicated chronologically.

VI. In respect of cases involving overpayments due to various factors including possible failures on the part of DAD coming to notice during test check or random sampling, action taken for recovery of the established amounts of overpayments as also to extend the scope of audit in such cases should be brought out in the write up.

VII. The items included should, as far as possible, relate to current period or recent past i.e. say within 2-3 years.

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## **Brief Summary of Points for drafting Write up**

**The write up for proposing items for inclusion in Internal Audit Report should contain the following points :**

1. Background of the case
2. Govt. orders/Rule provisions governing the subject matter
3. Specific violation which must be clear, focused and concise
4. How the irregularity was detected
5. When it was referred to Executive Authority and at what level
6. Response received from the concerned Executive Authority
7. The comments of PCsDA/CsDA on the reply of the Executive Authority
8. Any further correspondence in the matter
9. Regularisation action required

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## Chapter-X

### ORGANISATION AND METHODS GROUP (O &M)

#### 296. OBJECTIVES

The objective of O & M is to ensure rational Organisation by keeping in view span of controls and scalar process to assess requirement of staff on scientific basis through methods study and standard norms in the areas allotted by the CGDA and to review the same through periodical systematic review.

The Organisation and Methods group deals with study of various sections in order to achieve economy and efficiency in all areas of work.

#### 297. FUNCTIONS

**The main function of O & M Group are :-**

- (a) Preparation of Job Description Sheets for nominated sections and for new areas of work, as well as updating of OM Part-XIII Vol-I,II ,III & Internal Audit Manual(Border Roads) and also updating the existing Job Description Sheets.
- (b) Rationalization of methods of work and standardization of memos for repetitive items of work.
- (c) Maintenance & Updation of OM Part-XIII Vol-I, II, III & Internal Audit Manual (Border Roads)
- (d) Collection and Supply of data and other particulars required by SIU;
- (e) The following areas of work are also dealt with by this group:-
  - (i) Introduction of level jumping;
  - (ii) Improvement of filing system;
  - (iii) Elimination of delay in disposals by introducing suitable steps;
  - (iv) Elimination of inter-section forwarding memos and notes wherever possible;
  - (v) Re-organisation of office layout for quicker flow of work and diminution of avoidable movement of documents and records;
  - (vi) To study the organizational set-up in order to remove bottlenecks, if any.;
  - (vii) Standardisation of office notes of repetitive type;
  - (viii) Review of printed forms for improving the designs, deducing the size, combination/elimination of forms.

#### 298. INSPECTION GROUP

An Inspection Group may constitute a part of existing O&M Cell or an independent group directly responsible to the JCDA/Addl CDA/ PCDA(BR). This group will conduct Inspection of various sections in the Main Office, once a year and also of Sub Offices according to the directions given by the PCDA(BR). Controllers may also conduct personal inspection, on a random sampling basis, of the sections of their main office and of their Sub Offices during

tours. A dedicated team for inspection/ audit will be constituted in the Main office under the guidance of the Addl.CDA/JCDA/PCDA (BR).

### **299. OBJECTIVES OF INSPECTION GROUP**

The objectives of Inspection Group are:-

- (i) to enable the PCDA(BR) to ensure that his ultimate responsibility for the efficiency and effectiveness of his office and sub offices under his area, is adequately discharged;
- (ii) to ensure that suitable remedial measure are taken to avoid recurrence of omissions/lapses pointed out; and
- (iii) to suggest changes in procedures or introduce new procedures as found necessary.

### **300. FUNCTIONS OF INSPECTION GROUP**

Functions of the Inspection group are:-

- (i) to carry out, on behalf of PCDA(BR), periodical inspection of various sections in Main Office and Sub Offices under his jurisdiction strictly in accordance with the drill approved by the CGDA.
- (ii) to issue Inspection Reports to the concerned Sections/Sub Offices duly approved by Addl. CDA/JCDA/PCDA(BR).
- (iii) to take follow up action to watch the rectification of omissions/lapses pointed out in the Inspection Reports.
- (iv) to ensure that suitable remedial action is taken by Sections/Sub offices to avoid recurrence of similar lapses in future.
- (v) to keep a record of Inspection of Sections/Sub Offices carried out.
- (vi) to keep the Inspection Manual up-to-date in conformity with revised orders/procedures issued from time to time.
- (vii) to render a half yearly report by 31<sup>st</sup> October and 30<sup>th</sup> April to CGDA indicating the details of inspection carried out upto the end of the half year ending September and March, the more important points noticed and the remedial action taken thereon.

### **301. SCOPE OF WORK**

301.1 The Inspection of various Sections/Sub Offices is carried out on a random sampling basis. The Inspection will aim at ascertaining, through judicious and careful sampling of various items or work done in the Sections/Sub Offices, whether

- (a) The prescribed processes of audit and accounting had been followed correctly and efficiently.
- (b) Recurring typical omissions/lapses of a particular type of work persist.
- (c) There is evidence of faulty supervision at various levels.
- (d) Any lacuna in the system and procedure existing in a particular section/sub office.

- 301.2 The Inspection Group will generally be guided by the Inspection Manual. The Particular item of work or document to be examined and the extent and manner of checks will be decided by the Inspecting officer at his discretion. Any portion of the work selected for random sampling may however be subjected to detailed and extensive scrutiny, but trivial details and cases of isolated lapses which have no significance from the point of view of overall performance of work need not be given undue importance.
- 301.3 Normally all the Section in Main Office will be inspected once in a year. Over a period of time inspection of Sub Offices will be conducted at the discretion of PCDA(BR) who will ensure that the inspection of all the sub-offices are carried out once in a four year cycle.

**302. INSPECTION PROGRAMME**

The Inspection Group will prepare a tentative programme for Annual Inspection of all the Sections in Main Office/Sub Offices for each financial year by April each year for approval of the PCDA (BR). The Programme will be so prepared as to ensure inspection of all the Sections of main Office once during the year and of Sub Offices during a period of four year cycle.

**303. DISPOSAL OF INSPECTION REPORTS**

- (a) The points arising out of Inspection should first be discussed by the Inspecting Officer with the Officer in Charge of the Section/Sub Office concerned. Subsequently the points may be discussed with the GO of the section. Omissions/lapses noticed which cannot be settled at this level or items for which action is pending with the Sections/Sub Offices, will be incorporated in the Inspection Report for submission to JCDA/PCDA(BR).
- (b) The report will be prepared in two parts. Part I will contain instances of grave irregularities, failure of audit/accounting system which have wide repercussions, defalcation of cash or any other issue, which in the opinion of the PCDA(BR), may be of immediate interest/ or which merit immediate attention of CGDA/Ministry and Part II will include all other procedural discrepancies/defects which will be reported to the CGDA, New Delhi through Special Report after completion of the Inspection along with controller's personal appreciation indicating specifically, measures taken/proposed to be taken to eliminate the inadequacies/deficiencies. Inspection drill as approved by the CGDA duly completed will be attached with the Inspection Report.
- (c) The Inspection Reports should be clear and precise. The report should, as far as possible, refer to the relevant rule or order violated.
- (d) A summary of all important omissions/lapses and recurring mistakes noticed will also be prepared and highlighted in the forwarding memo of Inspection Report to enable the PCDA(BR) to have a correct appreciation of the overall situation and efficiency of the work in the concerned sections/Sub Offices.
- (e) Three copies of the Inspection Report, after approval by the JCDA/PCDA (BR), will be typed and distributed as follows:-
- (i) Two copies will be sent to Group Officer-in-Charge of the Section/Officer In-Charge of Sub Offices inspected within three weeks (15 working days) from the date of completion of the Inspection.

- (ii) The Section/Sub Office concerned will furnish replies within one month of receipt of the Inspection Report.

**304. INSPECTION REPORTS OF CGDA.**

The receipt of the Inspection Reports of CGDA and their further processing will also be undertaken by the Inspection Group. For this purpose, necessary liaison will be maintained with other Section/Sub Offices to obtain replies regarding rectification of the omissions/lapses pointed out and the consolidated progress reports will be furnished to the CGDA with the recommendation of PCDA(BR) for finalization of the observations.

**305. Super Review by IDAS officers**

**305.1 Purpose of Super Review:**

The essential purpose of the visit by IDAS Officers to units and formations of BRO is to bring to notice any shortcomings or failures on the part of executives as well as Internal Audit Officers. The visits by IDAS Officers are also intended as a normal check and as a stimulant to their work.

The super-review visits will serve the secondary purpose of establishing liaison and proper understanding between the BRO authorities and the Defence Accounts Department. The IDAS officer going out on review will come in personal contact with BRO executives at various levels and should take full advantage of such opportunities not only for consultation and discussion but also to promote mutual good-will. In many cases the lower authorities rarely come across any representative of the Department above the rank of a Senior Accounts Officer and it should, therefore be borne in mind that the IDAS Officer on tour serves as a necessary corrective in such cases. Further, these visits should be utilized for the settlement of objections of disputed points requiring personal discussion as well as for rendering financial advice and bringing up suggestions for economy in expenditure or for improvement in the system of accounting and audit.

**305.2 Programme:**

Inspection Section of Main Office will arrange to formulate annual Super-review programme nominating one of the IDAS Officer serving in the organisation and forward the same to the CGDA Office for approval in the month of Jan-Feb for undertaking Super-Review of the BRO Projects/Task Forces in the financial year. Ordinarily the programme should be so arranged that the unit is covered for review once in a four year cycle.

Before taking up the review, the PCDA (BR) may personally brief the IDAS Officer nominated for the purpose, the particular areas to be focused during Super Review.

Inspection Section in the Main Office will arrange to inform the IDAS Officer conducting the review shortly before his tour commences, of any important outstanding objections which may be profitably discussed at his level or other important points requiring settlement that might with advantage be looked into by him at the station to be visited. The reviewing officer will also study the relevant Test Audit objection statements and review reports of the unit to get a feel of the Accounts of the units.

Assistance of one AAO and one Auditor can be taken. It is, however, to be clearly understood that even when a portion of check is actually exercised by the team comprising

AAO/Auditor, the Reviewing Officer will have to assume the full responsibility for the accuracy of facts or views included in his review report.

### 305.3 **Nature and scope of Reviewing Officer's Duties:**

On arrival at a station, the Reviewing Officer will call on the Chief Engineer Project/Commander Task Force. He will explain the purpose of his visit and endeavour tactfully to ascertain the general feeling of the Administrative Authorities regarding the efficiency and the utility of the Accounts Officer and their reactions in general to the procedure and methods adopted by the AO and his staff. Any items requiring discussion at this level will be brought up for settlement and the result recorded.

Should any important matter be disclosed or brought up by the BRO executives during the inspection which require urgent attention of the Main Office, it will be communicated to the Main Office at once.

The Reviewing Officer will then proceed to inspect the auditable documents of the executives covering period from the date of last such review to the current date. The Reviewing Officer will have a over view of the accounts of the executives, based on the over view, he may determine a specific field such as high consumption of POL, non/under utilization of costly vehicle/equipment/plant, comparison in rates of similar contracts/Supply Orders, booking of expenditure beyond tolerance limits, Monthly Expenditure Reports, Monthly Progress Reports, Deployment of labour, Revenue work etc. The items shown here are only illustrative and not exhaustive. The reviewing officer, if feels that the accounts are not maintained satisfactorily, may check the requisite documents in details. Due to paucity of time, the reviewing officer, if the situation so warrants, may depute AO( Project/Task Force) to go in details of the accounts selected.

### 305.4 **Review Reports:**

On completion of his review of work of a unit/formation the reviewing officer will prepare report in two parts as under:-

Part I: Executive Summary

Part II: A brief narrative assessment of the work of the unit/formation inspected.

The report will be submitted to the Inspection Section of the main office for the information of the PCDA (BR) within 10 days of completion of the review. Inspection Section will forward the report to all concerned with a request to executive authorities for rendering reply within one month through proper audit channel.

## 306. **SYSTEMS AND PROCEDURES GROUP**

### 306.1 **OBJECTIVES**

In the light of modern management practices consistent with the requirements of Defence Services, the objective of this Group is to maintain the audit and accounting procedures & systems at high level of efficiency by prescribing new procedures and systems and reviewing or revising existing ones in the areas of work assigned by the CGDA.

**306.2 FUNCTIONS**

The functions of this Group are to examine various existing procedures and systems in vogue which need reorientation and stream-lining and to submit proposals to CGDA for approval. The proposal should contain an analysis of the existing systems and procedures together with authority, its failure and short comings as revealed by practical and detailed examination of the practice and suggestions for improvement together with justification thereof.

306.3 The progress made against the areas undertaken will be shown in the monthly activity report of the Controller concerned.

**307. IN-HOUSE TRAINING PROGRAMME**

Training calendar will be prepared by the O&M cell of the main office and will be reviewed periodically .The training will be conducted by the office of the PCDA (BR) and his regional offices.

Broadly, the following type of training and development activities are envisaged:-

- (a) Induction Programme(s) for newly recruited employees at all levels;
- (b) Orientation Programme(s) for the employees at the verge of promotion at all levels;
- (c) In-service training programmes both internal as well external
  - (i) Value added general courses.
  - (ii) EDP/IT Courses.
  - (iii) Special job related courses.
- (d) Pre-examination training courses;
- (e) Research and development avenues;
- (f) Workshops and Seminars
- (g) Course on official language(Hindi)

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**Para-308 to 310: Blank**

## Chapter-XI

### PAO Cell

#### 311. Objectives

**PAO Cell is the liaison Cell of PAO (GREF) Pune and its objectives are:-**

- (a) to ensure smooth functioning of PAO(GREF) Pune in all spheres of their duties and activities;
- (b) to eliminate the delay in settling/sorting out the complaints/grievances of GREF employee regarding their Pay matters.

#### 312. Duties & responsibilities

- (i) To deal with the cases of complaints against PAO (GREF) relating to Pay & Allowances and other issues of GREF employees.
- (ii) Watching submission of monthly MIS (Management Information System) report from PAO (GREF) Pune, analyzing the same and transmitting it to HQrs office.
- (iii) Watching of annual CGEIS report and GPF statement report from PAO (GREF) Pune for onward submission to the CGDA office.

#### 313. Functions

- (i) Complaints of GREF employees received in the Section are first entered in the complaint Register maintained for this purpose. Thereafter, these are taken up with PAO (GREF) Pune after allotting an ID Number to each complaint and the progress will be monitored till their finalization/settlement after which the same will be struck off from the register. Complaints which are to be dealt with by other section of Main Office are handed over to them through Transit Register for further action and progress will be watched accordingly.
- (ii) On receipt of monthly MIS report from PAO (GREF) Pune, the same is examined to see that:-
  - (a) **Debit balance cases:-**The debit balance cases are very few and do not show an increasing trend with reference to the previous reports. The debit balance will further be examined to see whether these cases are due to any unadjusted dues of the individuals or due to overpayment of Pay & allowances.
  - (b) **Aquittance Roll Master missing:** - In the effective cases number of Aquittance Roll Master missing cases will be watched by the section and action taken for their reduce the same.
  - (c) **DO Rejection cases:** - Reasons for rejections of DO-II and action taken thereon will be called for from the PAO(GREF) Pune.
- (iii) On receipt of annual CGEIS Receipt & GPF Statement report it will be seen that the reports have been rendered in the prescribed formats as given in HQ office letter Nos.AT/III/14500/CGEIS/Report 2007, dated 22/02/2007 & FC/14562/2005-06, dated 25/01/2007 and it contains all the required information before forwarding the same to CGDA office.



**314. Maintenance of Records**

A complaint Register, as mentioned above, for recording all complaints of GREF employees will be maintained by the Section to monitor the progress of their settlement by PAO(GREF) Pune. The following information is to be recorded therein:-

- (i) The Name, GO/GS No and rank of the complainant;
- (ii) The Unit from which the complaint has been received;
- (iii) A brief statement about the nature of the complaint;
- (iv) The ID No & date of recording the complaint;
- (v) The number and date of all correspondence exchanged between various offices in connection with the complaint;
- (vi) The present status of the complaint.

**315. Reports & Returns**

A monthly internal MIS (Management Information System) Report showing position of outstanding complaints and complaints disposed off during the month is to be prepared by the Section and put up to PCDA(BR) for his perusal by the 10<sup>th</sup> of the following month to which it pertains.

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**Para -316-320: Blank**

**Chapter-XII**  
**EDP CELL**

**321. Objectives:**

Objectives of EDP Section are:-

- (a) To ensure timely compilation of consolidated Punching Medium and rendition of the same to the HQrs Office;
- (b) Ensure system administration of EDP projects and development of software for IT Project to meet the functional requirement of the PCDA(BR) Organisation;
- (c) Procurement, provisioning and maintenance of IT hardware and software in respect of Main Office & sub-offices;
- (d) Maintenance of dynamic website of PCDA (BR) and updation thereof;
- (e) Maintenance of Office Automation system of PCDA (BR) Delhi Cantt.

**322. Compilation of Punching Medium**

The EDP Cell will be responsible for Compilation of PM data i.e. MTNRS.DBF files of Main Office and its Sub Offices viz. CDA (BR) Guwahati, Jt. CDA (BR) Chandigarh and PAO (GREF) Pune including printing and distribution of Monthly Sectional Compilation to all the section of Main Office and sub-offices. The MTNRS.DBF data of all AO Project Offices, AO Task Forces and other Accounts Offices will be received by respective CDA/Jt.CDA/PAO (GREF) under which administrative control they fall. All data of Accounts Offices will be consolidated by respective CDA (BR) Guwahati/Jt. CDA (BR) Chandigarh/PAO (GREF) Pune and a MTNRS.DBF file will be prepared for submission to Main Office. All exercise of preparation of MTNRS.DBF data should be finished keeping in view the time line fixed by the HQrs Office.

**323. System Administration of EDP Projects/IT Projects**

EDP section is responsible for System Administration, maintenance and development of all IT projects assigned by the CGDA from time to time based on the functional requirement of the organization.

**324. Maintenance and Development of Office Automation**

EDP-cum-System Manager will look after the work of Office Automation and will be responsible for maintenance and its updation.

**325. Maintenance and updation of Dynamic Website of PCDA(BR) Delhi Cantt**

EDP Cell will be responsible for maintenance and updation of the website of PCDA (BR). For this purpose a Website Manager will be nominated as per NIC guidelines who is responsible for safety of the Digital Certificate, PIN, Username and Password issued for accessing NIC VPN service.

**326. Procurement, Provisioning and Maintenance of IT hardware & software in respect of Main Office**

EDP Cell is responsible for procurement, provisioning and maintenance of IT hardware, software & other electronics support system. The procurement action will be taken up as the

guidelines given in various rules, regulations, orders and instructions issued from time to time. This section is responsible for timely conclusion of Annual Maintenance Contract (AMC) to keep all the IT hardware & electronic support system in working condition and smooth running of day to day office works. Record of the office equipment/ Hardware/ Software and all other electronic support system will be maintained in the Machine/Equipment Card as given below:-

**Machine/Equipment Card**

Name of the Machine/Equipment :

Make and Model of the Machine/Equipment :

Date of Purchase :

Cost of the Machine/Equipment :

Date of Installation of the Machine/Equipment :

Date of Condemnation of the Machine/Equipment :

Date of taking over charge	Signature of person taking over charge	Date of repairs	Nature of repairs	Cost of repairs	Remarks
1	2	3	4	5	6

**327. Procurement, Provisioning and Maintenance of IT hardware & software in respect of Sub- Offices**

EDP Cell is responsible for providing of IT hardware, software, electronics support system, consumables and Annual Maintenance Contract of IT hardware to Sub Offices and all Accounts Offices attached with BROs units/formations. For that purpose, each Sub Office is to submit their demand duly justifying the requirement to Main Office for scrutiny and according approval in principle. Before placing the order or entering into contract, sanction of PCDA(BR) is to be obtained by them. In case of Accounts Offices, the demand must be routed through the respective Zonal Offices i.e. CDA (BR) Guwahati/Jt. CDA (BR) Chandigarh. The demand/requirement of Sub Office may be met by consolidating their justified demand at Main Office level and bulk supply order will be placed wherever possible.

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**Para-328 to 330 : Blank**

**Chapter-XIII**  
**Pay Tech Section**

**331. Objectives**

- (i) Concurrence to Pay Fixation cases of GOs/GPs serving in HQ DGBR.
- (ii) To give clarification in Pay & Allowances, Pay Fixation, TA/DA,LTC and other allowances to sub-offices & executives.
- (iii) Handling of CAT/Court Cases pertaining to pay matters, TA/DA, LTC and other allowances.

**332. Duties****(a) Concurrence to Pay fixation cases****It will be seen that:-**

- (i) The cases are submitted alongwith Service Book(s) of the individual(s), Pay Fixation Proforma, DO Part-II Order notifying the promotion/upgradation/ reversion etc.
- (ii) The option form has been filled up by the concerned official;
- (iii) Report on assumption of charge has been enclosed.

After concurring fixation of pay, the Service Book alongwith two copies of Pay Fixation Proforma will be forwarded to HQ DGBR. The HQ DGBR will approved the pay fixation proforma and to notify the fixation of Pay in DO Part-II order. A copy DO Part-II order will be endorsed PAO(GREF) Pune to regulate the pay and allowances accordingly. One copy of Pay Fixation proforma will be retained in the Section for record and reference.

**(b) Clarification cases**

Cases submitted for clarification regarding Pay & Allowances ,TA/DA,LTC and other allowances will be examined with reference to the relevant orders on the subject as under :-

- (i) Facts of the case will be studied in detail;
- (ii) The rule position of the issue of doubt , if any, will be looked into;
- (iii) Views/practice followed in Regional controller's offices will be obtained, if deemed necessary;
- (iv) Comments, if any , required from sub-offices will be called for;
- (v) Obtain necessary clarifications from the CGDA, if required.

A comprehensive clarification on the issue will be communicated to the concerned office for their compliance and necessary action.

**(c) Procedure for dealing with CAT/Court cases**

CAT/Court cases will be dealt with as per “HAND BOOK ON LEGAL SYSTEM AND PROCEDURE” issued by the CGDA as amended from time to time.

As per Govt. of India DoPT OM No.20036/23/68-Estt, dated 06/06/1989 the primary responsibility for contesting the cases will be with the Administrative Ministry /Department concerned. Hence the responsibility for defending the cases of GREF personnel rest with the BRO authorities and DAD cases with the Defence Accounts Department.

There are two types of circumstances wherein more than one department is impleaded by an applicant:-

- i. Where he had challenged action of one department based on the guidelines issued by another department;
- ii. Where the facts of the case relate to more than one department.

In above type of cases primary respondent while handling the cases has to get in touch with other government respondents and appraise them suitably. The comments of other department will be obtained on the specific Paras pertaining to them and incorporated in the reply. Draft reply when prepared will also be shown to other respondent department.

The above type of cases may also come up where reply by primary respondent (BRO) may require the comments of the PCDA(BR).The paras will be examined carefully and comments offered thereon. The following tasks are involved in offering the comments:-

- (i) ascertaining the veracity of the facts narrated by the applicant;
- (ii) ascertain the correct facts relating to the issue agitated in the OA;
- (iii) Collection of documents in support of the case.

Para-wise reply on merits, on the averments made by the applicant in his OA is given. All enclosures in support of Para-wise replies attached and given number as R-1, R-2 .....

The progress of the case will be intimated to all the respondents by the primary respondent from time to time. This will be watched by the legal cell.

**333. Register of CAT/Court Cases**

One register for recording all court cases is to be maintained by the Section to watch the progress of various court cases dealt with by the Section till their finalization.

The following information are to be recorded therein:-

- (i) The Name of the petitioner;
- (ii) The OA Number & date and brief details of the case;
- (iii) Name and address of all respondents;
- (iv) Date(s) of hearing;

- (v) Number(s) and date(s) of all correspondence exchanged between various agencies relating to the case
- (vi) Court final verdict Number & date;
- (vii) Implementation sanction/filing SLP etc.

**334. Maintenance of Subject Files**

A separate subject File for Pay & Allowances, Pay Fixation, TA/DA, LTC and other allowances will be maintained in the Section containing all Govt. orders/clarifications by the CGDA as also clarifications given by PCDA(BR)

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**Para-335: Blank**

## Chapter-XIV

### Complaint Cell

#### 336. Objectives

The objectives of Complaint Cell are:-

- (i) To eliminate inordinate delay in Main Office of PCDA(BR) and its sub-offices , in dealing with Pay & Allowances ,personal claims, fixation of pay, grant of increment, TA/DA claims, final settlement of GPF account, finalisation of terminal benefits due to retired/deceased GREF Employees, as well as third party claims, such as claims from contractors/suppliers for supplies made/services rendered.
- (ii) To ensure fair and impartial treatment to all employees to make the administration more responsive to their needs.

#### 337. The functions of the Complaint Cell are:-

- (i) To receive and register all the complaints relating to personal claims in respect of GREF Employees, as well as those relating to third party claims.
- (ii) To ensure expeditious disposal of complaints by constant monitoring and liaising with the sections/sub offices concerned.
- (iii) To maintain, update and review Complaint Registers and submit the same to the GO/JCDA/Addl CDA and PCDA(BR) regularly.
- (iv) To render monthly report regarding registered complaints received through CGDA in the prescribed format, by 7th of the following month to the CGDA.

#### 338. Scope of work:

All complaints will be sorted out by 'R' section and shown to PCDA(BR)/Addl.CDA/JCDA/DCDA, at Dak stage and thereafter sent to Complaint Cell on day to day basis. Each complaint will then be allotted a control number and entered in the Complaint Register maintained in the format as in Annexure-A to this chapter [Fly Leaf Instructions for maintenances of Complaint Register is at Annexure-C to this chapter]. The complaint will, then, be passed on to the concerned section/Sub-Office for immediate disposal under a standard forwarding memo (see Annex-D) boldly embossed "COMPLAINT CASE' at the top, on the same day. Disputes regarding acceptance of a complaint by a particular section will be settled by the GO/JCDA of the Complaint Cell whose decision shall be final. Intersectional correspondence will be strictly avoided.

The Complaint Cell will ensure that each complaint is settled by the concerned section/Sub-Office within 7 days from the date of receipt, under intimation to the complainant. In case the section/Sub-office is not in a position to settle the complaint within the 7 days due to the fact that some information is required to be obtained from an agency not located in the station the wanting information will be called for by the section concerned. Which will be pursued and obtained on priority basis. In such cases the section concerned will give an interim reply to the complainant. CGDA's office will also be informed of the specific circumstances under which the complaint could not be settled, as well as the action taken, in respect of those complaints which have been received through CGDA's office. The

outer time limit for settlement of such complaints for which information is wanting should be 6 weeks from the date of receipt.

Registered complaints received through CGDA's office are addressed to the PCDA(BR) by name. Those complaints will be received ultimately by the Complaint Cell through the GO. Such complaints will be entered in a separate Complaint Register, viz; CGDA Complaint Register in the proforma at Annex-'B' to this chapter.

The Complaint Registers will be reviewed weekly by the GO and fortnightly by Addl CDA/JCDA. The registers will be submitted to PCDA(BR) on monthly basis not later than the 7<sup>th</sup> of each month, bringing out, among other things, the total number of complaints received during the month, action taken thereon, number of outstanding complaints, major defects if any noticed, and remedial steps suggested/taken, on a note.

- 339.** In order to keep a record of complaints, and to monitor progress till settlement, all the sections in Main office/Sub offices will maintain separate Complaint Registers in the proforma prescribed in the Annexure- 'A' & 'B' to this chapter. These registers will be kept and maintained by the Officer-in-charge section/Sub-Office and after proper review, will be submitted to the GO concerned every week for his review. In case of sub-office the register will be produced to the team leader of the periodical inspection team of sub-offices for his review during his visit. The GO concerned will ensure that each and every complaint has been dealt with properly and expeditiously as prescribed in the preceding para. Correspondence concerning complaints should be marked as 'COMPLAINT CASE' and signed by the GO/JCDA.
- 340.** The AAO of Complaint Cell will monitor progress of each complaint and liaise with the concerned section to find out the reasons for delay in settlement of complaints. He will bring to the notice of the concerned SAO/AO & GO delays in settlement of complaints and ensure that all complaints are satisfactorily and expeditiously settled.
- 341.** In respect of complaints received through CGDA, monthly reports in the proforma as per Annexure -E to this chapter will be sent to CGDA by the 7<sup>th</sup> of the following month. The report will show not only the position of outstanding complaints but also the action taken thereon upto the last date of the month. To illustrate, the MPR on complaints for Dec'2012 will show the progress upto 31/12/2012 on all complaints received upto 30/11/2012 and will be sent to CGDA by 7<sup>th</sup> January,2013.
- 342.** The procedure prescribed in the preceding paras will not in any way affect the procedure followed for complaints having vigilance angle.

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**Para-343 -345: Blank**



## ANNEXURE-A (Refer para-339)

Sl No	Control No. Allotted	Unit/Formation letter No. & date under which the complaint has been received	Name of the individual with Rank/Post, office/Unit	A/C No/ Regtl No./ GPF A/C No.	Subject matter	No & date of the letter under which action has been taken by the PCDA(BR)	Further ref. With No.& date, and monitoring action	No. and date of memo closing the complaint/intimation to the complainant	Initials of AAO
1	2	3	4	5	6	7	8	9	10

## ANNEXURE-B (Refer para-339)

Sl No	Control No. with reference to forwarding memo from CGDA	Name of the individual with Designation/ Office/Unit	A/C No/Reg tl. No/GP F A/C No.	Subject matter	No & date of the letter under which action has been taken by the PCDA(BR)	Monitoring action	No.& date of CGDA's letter under which the complaint has been closed	Initials of AAO
1	2	3	4	5	6	7	8	9

## ANNEXURE-'C'

## Fly Leaf instructions for maintenance of Complaint Register by PCDA (BR).

1. All complaints received in the office will be entered in the Complaint Register in the prescribed proforma.
2. Complaints received through CGDA's office will be entered in the Complaint Register meant for "CGDA complaints"
3. A distinct control No. will be allotted for each complaint.
4. As far as CGDA complaints are concerned the control No. allotted by CGDA will be entered in the relevant column of the register and no other "control No" will be allotted.
5. Monitoring action will be entered in the relevant column under the dated initials of the AAO.
6. This register will be reviewed weekly by the GO, and fortnightly by the JCDA/Addl CDA.
7. This register will be submitted to the PCDA(BR) on monthly basis not later than the 7th of each month bringing out, among other things, the total No. of complaints received during the month, action taken thereon, number of outstanding complaints, major defects (if any ) noticed & remedial steps suggested/taken, on a note.
8. This register may be utilised for preparing MPRs on complaints submitted to CGDA regarding registered complaints received through CGDA, by the 7th of each month.
9. This register will be produced for inspection by CGDA's Inspection Team.

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‘COMPLAINT CASE’  
FORWARDING LETTER

COMPLAINT CONTROL No: [PCDA(BR)/CGDA]

No. CC/ \_\_\_\_\_

Office of the PCDA(BR)

Dated \_\_\_\_\_

To,

\_\_\_\_\_ (by name)

AO/SAO/ACDA/DCDA

Office of the AO(P)/AO TF \_\_\_\_\_

CDA(BR) /JCDA(BR)/PAO(GREF)

\_\_\_\_\_

Sub:- Complaint regarding \_\_\_\_\_

A copy of a representation/letter No. \_\_\_\_\_ dated \_\_\_\_\_ received from \_\_\_\_\_ is enclosed, along with all enclosure. The matter may please be looked into and redressal action taken immediately under intimation to the complainant/ unit/ formation, this Cell & the CGDA (for CGDA complaint only) within 7 days from the date of receipt of this letter.

In case it is not possible to give a final reply within seven days due to the fact that certain information is required to be obtained from an agency not located in the station the wanting information may be called for at the level of GO/JCDA, pursued & obtained, on priority basis. An interim reply to the complainant may be given within 7 days in such cases. The outer time limit for settlement of complaints in such cases should be six weeks.

FOR COMPLAINTS RECEIVED THROUGH CGDA

In respect of complaints received through CGDA's Office, replies (interim, if a final reply is not possible), should be sent direct to CGDA within one week of its receipt in your section and the same also should indicate the reasons for delay in settlement of the complaint. Correspondence relating to complaint should be signed by GO/JCDA.

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## ANNEXURE-E

PCDA (BR) \_\_\_\_\_

MONTHLY PROGRESS REPORT SHOWING THE  
 POSITION OF OUTSTANDING COMPLAINTS  
 RECEIVED FROM CGDA

MONTH \_\_\_\_\_

SI No.	CGDA,s Complaint Number and date & nature of complaint	Name of Complainant	Latest position with action taken	Remarks
1	2	3	4	5

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## Chapter-XV

### हिंदी कक्ष

#### 346. उद्देश्य

संविधान के लागू होने के साथ 1950, जनवरी 26 साथ-से संविधान की धारा के 343 में भारत सरकार को यह 351 अनुसार हिंदी भारत संघ की राजभाषा बनी। संविधान की धारा कृत्वय सौंपा गया कि वह हिंदी भाषा का प्रसार बढ़ाए और उसका विकास करे ताकि हिंदी भारत की सामासिक संस्कृति के सभी तत्वों की अभिव्यक्ति का माध्यम बन सके। यह स्वाभाविक था कि भारत सरकार के कामों में बहुत पहले से इस्तेमाल की जा रही भाषा के स्थान पर हिंदी भाषा के प्रयोग के लिए निरन्तर प्रयास किए जाएं और सरकारी कामों में उसका इस्तेमाल सुनिश्चित करने के लिए लगातार आदेश भी जारी किए जाएं। राजभाषा विभाग द्वारा जारी इनही आदेशों/कार्यालयों में परिचालन एवं एवं /विभागों/अनुदेशों के भारत सरकार के विभिन्न मंत्रालयों/ अधिकारियों व कर्मचारियों में संबंधित जानकारी उपलब्ध कराने के उद्देश्य से हिंदी कक्ष की स्थापना की गयी।

#### 347. दायित्व

रक्षा लेखा प्रधान नियंत्रककार्यालयों में से किसी में -उप 61 संगठन के अधीनस्थ (.स.सी) भी हिंदी अधिकारी का पद स्वीकृत नहीं है अतः मुख्य कार्यालय में तैनात हिंदी अधिकारी का मुख्य कार्यालय सहित अधीनस्थ कार्यालयों के अधिकारियों और कर्मचारियों को राजभाषा अधिनियम के उपबन्धों तथा हिंदी प्रशिक्षण और राजभाषा संबंधी आदेशों की जानकारी उपलब्ध कराने की जिम्मेदारी है।

#### 348. हिंदी अनुभाग द्वारा किए जाने वाले कार्यों का संक्षिप्त विवरण निम्न प्रकार है:-

- (i) **राजभाषा नियम - के अनुसार जांच बिन्दु स्थापित करना** 12 कार्यालय अध्यक्ष के अनुमोदन से मुख्य कार्यालय सहित संगठन के सभी उप कार्यालयों में नियमानुसार जांच बिन्दु स्थापित करना।
- (ii) **महानियंत्रक कार्यालय के निदेशानुसार राजभाषा विभाग द्वारा जारी वार्षिक कार्यक्रम में निर्धारित लक्ष्यों पर कार्रवाई** - मुख्य कार्यालय सहित संगठन के सभी उपकार्यालयों को - प्रतिवर्ष राजभाषा विभाग द्वारा जारी वार्षिक कार्यक्रम में निर्धारित लक्ष्यों की प्राप्ति संबंधित प्रधान नियंत्रक महोदय के अनुमोदन से परिपत्र जारी करना एवं अप्रैल माह में संबंधित समेकित रिपोर्ट रक्षा लेखा महानियंत्रक कार्यालय को भेजना।
- (iii) **महानियंत्रक कार्यालय के निर्देशानुसार उप-कार्यालयों का राजभाषा निरीक्षण** - रक्षा लेखा महानियंत्रक कार्यालय के निर्देशानुसार राजभाषा अधिनियम/नियमों का अनुपालन सुनिश्चित करने के लिए उप-कार्यालयों का राजभाषा संबंधी निरीक्षण किया जाना।

- (iv) **हिन्दी कार्यशालायों का आयोजन** - राजभाषा नीति संबंधी जानकारी एवं अधिकारियों व कर्मचारियों में राजभाषा हिंदी में कार्य करने की रुचि जागरूक करने के उद्देश्य से हिंदी कार्यशालाओं का आयोजन।
- (v) **हिन्दी पखवाड़ा/ दिवस का आयोजन** - भारत सरकार राजभाषा विभाग द्वारा जारी दिशा-निर्देशों को ध्यान में रखते हुए प्रति वर्ष सितम्बर माह के दौरान हिन्दी पखवाड़े का तथा 14 सितम्बर को हिंदी दिवस का आयोजन किया जाना तथा इस दौरान अधिकारियों व कर्मचारियों में हिंदी के प्रति और अधिक रुचि जागरूक करनेके उद्देश्य से विभिन्न प्रतियोगिताओं का आयोजन तथा हिंदी पखवाड़े के समापन उपरांत विस्तृत रिपोर्ट रक्षा लेखा महानियंत्रक कार्यालय को भेजना।
- (vi) **प्रोत्साहन योजना** राजभाषा विभाग द्वारा परिचालित .गृह मंत्रालय ,भारत सरकार - प्रोत्साहन योजना में निहित निदेशानुसार अधिकारियों एवं कर्मचारियों के लिए प्रतिवर्ष उनके द्वारा हिन्दी में किए गए काम के आधार पर नकद पुरस्कार दिया जाना।
- (vii) **सम्मान योजना** - इस योजना के अधीन राजभाषा नीति को बढ़ावा देने के उद्देश्य से अधिकारियों तथा कर्मचारियों को उत्कृष्ट उपलब्धि के लिए सम्मानित किया जाना।
- (viii) **राजभाषा कार्यान्वयन समिति की बैठक** 04 कार्यालय अध्यक्ष की अध्यक्षता में वर्ष में - की बैठकों का .स.का.भा.रा आयोजन किया जाना तथा बैठकों के कार्यवृत्त उपनिदेशक एवं रक्षा लेखा महानियंत्रक कार्यालय को प्रेषित (वित्त)रक्षा मंत्रालय (.भा.रा) समिति के कार्यवृत्तों की .का.भा.रा आयोजित राकरना तथा अधीनस्थ कार्यालयों द्वा समीक्षा तथा इस संबंध में अधीनस्थ कार्यालयों द्वारा की गयी कार्रवाई पर निगरानी रखना।
- (ix) **हिंदी टंकण /आशुलिपि प्रशिक्षण** मुख्य कार्यालय सहित संगठन के अधीनस्थ - प्रवीण व प्राज्ञ का ,ज्ञान न रखने वालों को हिंदी प्रबोध कार्यालयों में हिंदी का कार्यसाधक प्रशिक्षण व नये भर्ती टंकण व आशुलिपिकों को हिंदी टंकण व हिंदी आशुलिपि प्रशिक्षण की व्यवस्था करना।
- (x) **अनुवाद कार्य** कार्यालय द्वारा प्रयोग में लाए जाने वाले सभी मानक प्रपत्रों तथा अनुवाद - ए सुपर्द सामग्री का अनुवाद करना।के लि
- (xi) **यूनिकोड समर्थित कंप्यूटरों पर हिंदी टंकण प्रशिक्षण** कार्यालय में आयोजित हिंदी - कार्यशालाओं के दौरान अधिकारियों व कर्मचारियों को यूनिकोड समर्थित कंप्यूटरों पर हिंदी में टंकण प्रशिक्षण प्रदान किया जाना।
- (xii) **तिमाही प्रगति रिपोर्ट** प्रत्येक तिमाही की समाप्ति पर मुख्य कार्यालय सहित अधीनस्थ - कार्यालयों से प्राप्त हिंदी के प्रगामी प्रयोग से संबंधित तिमाही प्रगति रिपोर्टों को समेकित कर उपनिदेशकसमय पर रक्षा मंत्रालय तथा रक्षा लेखा महानियंत्रक कार्यालयों को (.भा.रा) प्रेषित करना।

- (xiii) **डिक्टेेशन रिपोर्ट-** प्रत्येक तिमाही की समाप्ति पर संबंधित रिपोर्ट रक्षा लेखामहानियंत्रक कार्यालय को प्रेषित करना।
- (xiv) **वार्षिक मूल्यांकन रिपोर्ट एवं शील्ड रिपोर्टसे** मुख्य कार्यालय व अधीनस्थ कार्यालयों - प्राप्त आंकड़ों के आधार पर **कग ,ख ,** क्षेत्रवार व समेकित रिपोर्ट तैयार कर अप्रैल माह में रक्षा लेखा महानियंत्रक कार्यालय को भेजना तथा राजभाषा शील्ड रिपोर्ट तैयार कर उपनिदेशकरक्षा मंत्रालय को प्रेषित करना। (.भा.रा)
- (i) **हिन्दी पुस्तकालय** सार जर्नल और मानक संदर्भ पुस्तकों को छोड़कर राजभाषा निदेशानु - पुस्तकालय के कुल अनुदान में से किए जाने वाले कुल व्यय का 50% हिंदी पुस्तकों की खरीद। मुख्य कार्यालय सहित अधीनस्थ कार्यालयों में हिंदी साहित्य की पुस्तकें उपलब्ध कराने संबंधी कार्रवाई एवं मुख्य कार्यालय के अधिकारियों व कर्मचारियों में उनकी रुचि के अनुसार पुस्तकें जारी करना।
- (ii) **विविध कार्यक्रम** - कार्यालय में विभिन्न कार्यक्रमों पर आयोजित प्रतियोगिताओं के संचालन में हिन्दी अनुभाग का सक्रिय योगदान।
- (xvii) **राजभाषा निरीक्षण** एवं रक्षा लेखा (वित्त प्रभाग) रक्षा मंत्रालय ,संसदीय राजभाषा समिति - महानियंत्रक कार्यालय द्वारा मुख्य कार्यालय सहित संगठन के अधीनस्थ कार्यालयों के राजभाषा निरीक्षण के दौरान निरीक्षण संबंधी व्यवस्था।

**टिप्पणी:-**हिंदी संबंधी आदेशों के कार्यान्वयन की जिम्मेदारी विभाग के वरिष्ठ अधिकारियों पर रही है उनकी यह जिम्मेदारी आगे भी बनी रहेगी। ,हिंदी अधिकारियों आदि की सेवाओं का उपयोग उस जिम्मेदारी को पूरा करने में सहायता लेने की दृष्टि से किया जाना चाहिए।

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**पैरा-349 से 350: खाली**

## Chapter-XVI

### **Duties and responsibilities of CDA (BR) Guwahati/JCDA (BR) Chandigarh**

**351. Administrative control over DAD personnel**

CDA(BR) Guwahati/JCDA(BR) Chandigarh exercise the administrative control over DAD officers & staff working in their offices and sub-offices attached with the BRO Units/Formations in their territorial jurisdiction as indicated in the ANNEXURE-‘A’ to chapter-I of this Manual. However, overall administrative control will remain with the PCDA (BR).

**352. Exercise of powers delegated to them**

CDA (BR) Guwahati/JCDA (BR) Chandigarh will exercise the powers delegated to them by PCDA (BR) from time to time. As zonal officers, they will exercise the powers of the Head of the Office.

**353. Accommodation:**

The officer and staff serving in their offices are eligible for DAD accommodation, if available at the stations.

**354. Pay & Allowances**

CDA (BR) Guwahati/JCDA (BR) Chandigarh will draw Pay & Allowances of officers and staff serving in their offices and sub-offices attached with BRO Units/Formations. They will also audit and pay TA/DA/LTC/GPF and other claims in respect of officers/staff working in their office and sub offices under them. Pay & Allowances, TA/DA/LTC/GPF claims etc. in respect of CDA (BR) Guwahati/JCDA (BR) Chandigarh will be authorised by Main Office. Pay & Allowances, TA/DA/LTC/GPF claims etc. will be dealt with by them as per procedure laid down in Chapter-III of this manual.

**355. APAR**

There shall be three tier system of reporting, reviewing and accepting the APARs. Where a level is missing, 2 tier in place of 3 tier system of APARs will be adopted. Level of writing APARs is given at Annexure-‘A’ to ‘E’ to Para 217 of OM Part-I.

**356. Misc**

Requirement for new/replacement of furniture, equipment and machines will be submitted to PCDA (BR). Payment in respect of Postage Stamp/Frinking Charges and other contingent expenditure will be made out of fund provided by PCDA(BR). Indents for stationery will be placed on the Stationery Depot duly vetted by the PCDA(BR).

**357. Internal Audit & Cash Inspection**

They will monitor Internal Audit of store accounts & Cash Inspection activity in their area of jurisdiction. Internal audit programme will be submitted by the Internal Audit Officer to the CDA (BR) Guwahati/JCDA (BR) Chandigarh for approval. CDA (BR) Guwahati/JCDA (BR) Chandigarh will have full power to approve the Internal Audit Programme as per the guidelines prescribed in Internal Audit Manual (Border Roads) and



guidelines issued by the PCDA (BR) from time to time. Internal Audit completion report will be submitted to these offices by Internal Audit Officer.

The following points will be seen while approving the half-yearly Internal Audit Programme:-

- (i) the programme has been submitted sufficiently in advance;
- (ii) that provision has been made for audit of store accounts & Cash Inspection of all Units and Formations located in the audit jurisdiction of the Internal Audit Officer;
- (iii) that mandays claimed for audit of store accounts & Cash Inspection are as per sanctioned scale;
- (iv) that the programme drawn is upto and including the accounts for the close of half year preceding the visit;
- (v) that the periodicity regarding Audit/Inspection as fixed by the CGDA is observed;
- (vi) that the audit of store accounts & Cash Inspection of Units/Formations lying in arrears has been given priority;

**358. Settlement of audit objections**

Settlement of audit objection at various levels will be based on category of audit objection i.e. Part-A : to be settled by Main Office; Part-B : to be settled by CDA(BR) Guwahati/JCDA(BR) Chandigarh and Part-C : to be settled by respective AOs(P)/AOs TF/AOs Support Service. However, as regards to objection categorised under Part-C, the audit objections upto 6 months will be settled by the concerned AOs(P)/AOs TF/AOs Support Service , upto two years by CDA(BR) Guwahati/JCDA(BR)Chandigarh and objections remain outstanding for more than two years will be considered for settlement by PCDA(BR) New Delhi.

**359. Super Review and Inspection**

CDA (BR)Guwahati/JCDA(BR) can be nominated by the PCDA(BR) for Super Review of Units/Formations and Inspection of sub-offices. Their reports will be submitted to PCDA (BR).

**360. Financial Advice**

CDA(BR)Guwahati/JCDA(BR) Chandigarh will deal with cases of advice sought by CEs/Task Force Commanders on Financial and accounting matters relating to finalisation and execution of contracts, provisional payments, waiver of audit objections and other cases specified by PCDA(BR) from time to time.

**361. Compilation & consolidation of Punching Media**

CDA (BR)Guwahati/JCDA(BR) Chandigarh will be responsible for obtaining the Punching Media from the sub-offices attached to BRO Units/Formations in their area of audit jurisdiction. The Punching Media will be scrutinised to see that no fictitious code head has been operated .A consolidate Punching Media will be submitted by them to EDP Section of PCDA(BR) New Delhi by the due date through E-mail ,hard copy will also be forwarded.

**362. Training**

The CDA (BR) Guwahati & JCDA (BR) Chandigarh will impart in-house training in various spheres of BRO functioning as per calendar and module approved by the PCDA (BR).

**363. Office structure**

CDA (BR)Guwahati/JCDA(BR) Chandigarh will have the following Sections :-

- (a) Record Section;
- (b) Administration Section;
  - (i) Pay Group
  - (ii) TA/DA Group
- (c) IA Cell
- (d) O&M Cell
- (e) EDP Cell

The Objectives, duties & responsibilities and function of the various Sections of CDA (BR) Guwahati/JCDA (BR) Chandigarh are similar to that of Main Office, PCDA (BR) to the extent and scope of their area of responsibilities.

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**Para-364 to 366: Blank**

**Appendix-‘I’**  
(Referred to in Para 22)

Statement showing the periods on the expiry of which various classes of record may be destroyed.

Sl. No.	Description of records	Periods of retention	Remarks
1. Abstract	Abstract of receipts & Charges	02 years	
2. Accounts	1) Accounts, capital and revenue (financial review)  2) Account, current, London (Inward) 3) Account, current, London (Outward) 4) Account, military treasure chest 5) Account, priced, (all kinds) with receipt and issue vouchers 6) Accounts, Field Cashier Cash and other ancillary documents.  7) Accounts indirect expenditure with vouchers and documents (Fy.) 8) Accounts, Inward settlement 9) Accounts, Outward settlement	Forever  05 years 05 years 05 years 05 years 6 years from the date the Accounts are finalized.  02 years 10 years 10 years	As financial reviews are not prepared at present the latest 03 years available copies should be retained as permanent record.
3.	Acquaintance rolls for pay and other allowances paid to the establishment of the Defence Accounts Department.	6 years except the bills for June and December which should be kept for 35 years.	
4. Bills	1) Bills, contingent including Medical reimbursement claims 2) Bills, contractors, for cost of coal, supplies to Defence units/formations (Fy.) 3) Bills pay civilian Gazetted Officers and establishments. 4) Sy. Bills for reimbursement of CEA 5) Bills, Railway (Railway Claims)  6) Bills, travelling allowance (including L.T.C. bills)  7) Local Purchase Bills Note:- The retention period in respect	3 years  5 years from the date of passing bills  6 years 3 years 5 years  3 years  5 years	

	<p>of contractors bills and local purchase bills is subject to the following conditions :-</p> <p>(a) The retention period is counted from the date when the final bill against the common supply order has also been finalized to facilitate linking of all previous bills on the same supply order, if necessary.</p> <p>(b) The bills under dispute/arbitration/litigation will be retained beyond and above mentioned retention period till the finalization of the case.</p> <p>(c) All advance payment bills including 90%/95% payment will not be subjected to above retention period which will count from the date of payment of final adjustment claim.</p>		
5. Books and Regulations etc.	<p>1) Civil Lists, all</p> <p>2) Classification Hand Book of Receipts and Charges, one copy</p> <p>3) History of Services of officers serving in civil departments.</p> <p>4) Gazette of India, Parts 1 and II, one copy</p> <p>5) Gazette of India, other parts with extraordinary, one copy</p> <p>6) List of units</p> <p>7) Master Note Book</p> <p>8) Old books and regulation, codes manuals and pamphlets, one copy of each edition.</p> <p>9) Postal Guide (India)</p> <p>10) State Gazettes one copy</p> <p>11) Seniority list of officers (Defence Accounts Department), one copy.</p> <p>12) Seniority list of SO (A)/AAO (Defence Accounts Department), one copy</p> <p>13) Seniority list of Selection Grade Clerks (Defence Accounts Department), one copy</p>	<p>Current as well as the previous list may be retained.</p> <p>10 years</p> <p>Current as well as the previous may be retained.</p> <p>25 years</p> <p>3 years</p> <p>Until the next copy is received.</p> <p>10 years</p> <p>30 years</p> <p>01 year</p> <p>01 year</p> <p>10 years*</p> <p>10 years*</p> <p>10 years*</p>	<p>One copy to be retained by the PCDA (Pension) for 75 years.</p> <p>*One copy to be retained in the C.G.D.A.'s office for 40 years.</p>

	<p>14) Seniority list of other clerical and class IV servants (Defence Accounts Department), one copy</p> <p>15) Special roster for class III &amp; IV employees of D.A.D.</p> <p>16) Service books</p>	<p>10 years</p> <p>10 years</p> <p>10 years after death or 5 years after retirement or 05 years from the date of final settlement of terminal benefits for those individuals who resign or are retrenched, removed, or dismissed.</p>	<p>Before destruction it should be insured that previous/provident fund cases has been finalized.</p>
6. Broad Sheets:	Broad sheets, all funds	45 years	
7.	Cash Books	10 years.	
8.	Cash requisition files	To be bound with pay bills	
9.	Cash security deposits, files (Stores)	35 years	
10.	<p>1) Cheques cancelled,</p> <p>2) Files of</p> <p>3) Schedule III</p> <p>4) Cheques paid, files</p>	<p>3 years (a) 5 years 'D' Section copy (b) 10 years Accounts section copy</p> <p>5 years excluding the year of issue.</p>	
11.	Children's allowance claims, file (Pension claim)	50 years	
12.	Claims received, other than pay and pensions, files of	5 years	
13.	Claims returned unpassed, files of	3 years	
14.	Claims of Children Education allowance (Fy.)	6 years claims for June and December should be retained for 35 years as these claims are processed through wages bills	
15.	Casualty report absentee memos (Fys)	1 year	
16.	Casualty report (i.e. attendance ) (Fys.)	1 year	
17.	Miscellaneous rejected pension and gratuity, claims	5 years	
18.	Compilations, detailed	5 years	
19.	Completion certificate (N)	5 years	
20.	Contract register (N)	10 years	
21.	Contract agreements (M.E.S.)	10 years. This period is to be reckoned after the date of payment of final bill except in cases	

		of disputed contractors bills which should be retained until 3 years after finalization of dispute.	
22. Correspondence	<p>1) Circulation, memoranda, file of</p> <p>2) (a) Confidential papers regarding officers and other members of the establishment including confidential reports and character rolls.</p> <p>(b) Correspondence files regarding confidential reports/character rolls.</p> <p>(3) File of applications for employment in the Defence Accounts Department</p> <p>(4) Letters from Government of India Ministry of Defence (Finance) and C.G.D.A. conveying sanctions or decisions or others orders of a permanent nature and correspondingly the original letters, or representations from Cs. D.A., etc., on which such sanctions, decisions and orders are initiated.</p> <p>(5) Section files of Government, C.G.D.A.'s A.H. Qrs., letters, etc., other than those mentioned at 5 above</p> <p>(6) Personal cases of civil pensioners (Pension claims).</p> <p>(7) Personal cases of Military officers regarding the grant of retiring disability (including family pensions).</p> <p>(8) Personal cases of civilian or military pensioners maintained in the audit sections containing the PPOs and other correspondence.</p>	<p>1 year</p> <p>2 years after the date of death or 5 years after the date of retirement have become non-effective.</p> <p>Not exceeding 3 years.</p> <p>1 year</p> <p>For ever</p> <p>10 years</p> <p>To be retained for the same period as pension claims.</p> <p>25 years or 5 years after the death of the pensioner, whichever is later.</p> <p>15 years from the date the pensioner is struck off the pension establishment or 5 years after the payment of life time arrears whichever is earlier.</p>	<p>All other correspondence to and from Government of India M.D. (Finance) or C.G.D.A. will be dealt with under item 33(7).</p>

	<p>9) Rejected family pension files</p> <p>10) Rejected disability pension files of JCOs/Ors etc.</p> <p>11) Personal cases of Contractors (Stores)</p> <p>12) Personal cases of Staff and departmental Officers.</p> <p>13) (a) Personal files of Officers and other establishment of the Defence Accounts Department</p> <p>(b) Personal files of Deputationists</p> <p>14) Correspondence files regarding Security deposits of Contractors (ASC)</p> <p>15) Correspondence files regarding Security deposits of Store Keepers (ASC)</p> <p>16) Subject files</p> <p>17) Entertainment and discharge memoranda (Fy)</p>	<p>10 years</p> <p>20 years</p> <p>10 years</p> <p>10 years after death or 5 years after retirement</p> <p>Before actual destruction it should be ensured that pension/provided fund cases have been finalized. 10 years after death or 5 years after retirement.</p> <p>5 years after resignation 10 years from the date of reversion to their cadre posts.</p> <p>10 years</p> <p>10 years</p> <p>35 years</p> <p>2 years</p>	
23.	Credit notes military, counterfoils etc.	3 ½ years	
24.	Nominations, all funds	Follows the period prescribed for ledger cards and final payment vouchers.	
25. Estimates:	1) Annual forecast budget estimates	2 years	

	2) Budget estimated (printed)	3 years	One copy to be retained in library for 5 years.
	3) Cases pertaining to budget estimates	3 years	
	4) Detailed budget estimates	3 years	
	5) Distributed budget estimates	3 years	
	6) Revised estimates	3 years	
	7) Estimates (Fy)	Permanent till revised.	
26.	Forms requisition for, files of	1 year	
27.	Forms, loose leaves of diary register, files of	1 year	
28.	Fund Schedule	3 years	No schedule will be destroyed by EDP Centre (or other Accounts Officer responsible for maintaining the fund account) Before the expiry of one year after the issue of the annual accounts and the receipts of acknowledgement therefor.
29. Indents	1) Indents, cash (requisition)	5 years	
	2) Indents for railway warrants and credit notes	1 year	
	3) Indents, monthly stationery files of	1 year	
30.	1) Invoices, Foreign	1 year after verification of stores and settlement of all discrepancies.	
31. Journals and ledgers:	1) Defence Ledger	10 years	These will be retained for 30 years in cases where payments were made prior to 1-4-64
	2) (A)- Ledger cards and final payment vouchers		
	(I) Where payment have been made to persons other than subscribers.		
	(a) Minors	25 years	
	(b) To persons other than minors		
	(i) not in accordance with the		



	<p><b>nominations of the Subscribers.</b></p> <p><b>(ii) in accordance with the nominations of the subscribers.</b></p> <p><b>(II) where payments have been made to subscribers</b></p> <p><b>(B) Vouchers pertaining to non-refundable parts/final withdrawals from Provident Funds</b></p> <p><b>3) Expense ledger (BRO)</b></p> <p><b>4) Rent assessment ledger (MES)</b></p> <p><b>5) Revenue ledger (BRO)</b></p> <p><b>6) Job ledger (BRO)</b></p> <p><b>7) Building ledger (BRO)</b></p>	<p><b>25 years</b></p> <p><b>5 years</b></p> <p><b>5 years</b></p> <p><b>5 years</b></p> <p><b>10 years</b></p> <p><b>20 years</b></p> <p><b>3 years</b></p> <p><b>30 years</b></p> <p><b>15 years</b></p>	<p><b>These will be retained for 6 years in cases where payments were made prior to 1-4-64</b></p> <p><b>-----do-----</b></p>
<b>32.</b>	<b>Loss statements</b>	<b>3 years</b>	
<b>33. Orders:</b>	<p><b>(1) DGBR orders</b></p> <p><b>2) A.S.C. Orders Printed</b></p> <p><b>3) Instructional, books orders by section, files of</b></p> <p><b>4) Office orders (establishment) (fair copies)</b></p> <p><b>5) Part 1 Office orders</b></p> <p><b>6) Office procedure orders, files of one copy</b></p>	<p><b>3 years</b></p> <p><b>6 years</b></p> <p><b>5 years</b></p> <p><b>10 years</b></p> <p><b>15 years</b></p> <p><b>5 years</b></p>	<p><b>One copy to be retained for 50 years in library.</b></p>
<b>34.</b>	<b>Pensioner, arrears, claims of, files of</b>	<b>3 years</b>	
<b>35.</b>	<b>Pension circulars, one copy</b>	<b>For ever.</b>	
<b>36. Pension claims (Where pension has been sanctioned) or D.P.Cs.</b>	<b>1) All claims relating to the grant of service/disability/family/mustering out pensions, review of disability pension, continuance of family pension, (2<sup>nd</sup> life award) Children allowance, family gratuity and gallantry awards together with supporting documents and the</b>	<b>50 years from the date of last PPO bound in a particular volume.</b>	

	draft P.P.Os. 2) Pension claims under the rules in the CCS pension rules.	60 years	
37. Nomination and Family	1) Pension cases	12 years after retirement/death in service of the Govt.	
38.	Receipts for stores issued by BRO to contractors	5 years	
39.	Receipt book, counterfoils of (BRO)	1 year	
40. Registers (Audit)	1) Audit Progress register	1 years	
	2) Audit register of contingent charges	5 years	
	3) Audit register of pensions	15 years	
41.	Register of rejected Pension etc. claims.	For ever	
42. Registers (miscellaneous )	1) Bill diary register	1 year	(5 years in respect of GP Fund Demand Register)
	2) Bill payment register	5 years	
	3) Daily attendance register (establishment)	1 year	
	4) Demand register	3 years	
	5) Despatch register (letters and objections)	1 year	
	6) Despatch register (Cheques)	3 years	
	7) Family allotment register	5 years	
	8) Family register	For ever	
	9) Half-margin register	3 years	
	10) Index register G.P. Fund	Permanent	
	11) Inter-Departmental schedules register	5 years	
	12) Register of Index to house building advance	25 years	

	<p>13) (a) Leave register (Estt) Earned (b) Leave Register (Estt. Casual)</p> <p>14) Register of valuable documents</p> <p>15) Register of important documents</p> <p>16) Register of secret documents</p> <p>17) Register of confidential letters</p> <p>18) Objection register</p> <p>19) Progress register, inter-departmental transactions</p> <p>20) Register of amounts sanctioned by audit officers of and above and the rank of Sr. AO/A.O. (Amend. Vide CS 233/93)</p> <p>21) Register of advances for motor cars and other conveyances</p> <p>22) Register of blank cheques</p> <p>23) Register of books of regulations in stock and in use.</p> <p>24) Register of book-binding</p> <p>25) Register of cash assignments</p> <p>26) Register of cash receipts (IAFA-616)</p> <p>27) Register of dead stock articles</p> <p>28) Register of deposits and advances repayable</p> <p>29) Register of emergent advances</p>	<p>3 years</p> <p>1 year</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>3 years</p> <p>5 years</p> <p>3 years</p> <p>6 years</p> <p>5 years.</p> <p>Until the next register is opened which should contain all current items of the previous register.</p> <p>3 years</p> <p>3 years</p> <p>5 years</p>	
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30) Register of financial irregularities	3 years	
31) Register financial sanctions for fresh expenditure	6 years	
32) Register of gratuity (IAFA 514)	3 years	
33) Register of ground rent	3 years	
34) Register of income-tax	5 years	
35) Register of LPCs issued	15 years	
36) Register of LPCs books received and issued	50 years	
37) Register of military exchange accounts	3 years	
38) Register of miscellaneous non recurring charges	3 years	
39) Guard files of payment issues	5 years	
40) Register of payment issues	3 years	
41) D.P. Sheets (to be retained by Controllers)	5 years	
42) Register of pension contributions	6 years	
43) Register of permanent advances	10 years	
44) Register of receipt and distribution of corrections, orders and periodicals	3 years	
45) Register of receipt and issue of forms	15 years.	
46) Register of receipt of cheques	4 years	
47) Register of fraudulent use of railway warrants/credit notes (Fy)	1 year	

	<p>48) Register of sanctioned tenders</p> <p>49) Register of security deposits</p> <p>50) Register of specimen signatures</p> <p>51) Register of temporary withdrawals and their recoveries (Funds)</p> <p>52) Register of valuables</p> <p>53) Subscribers List</p> <p>54) Register of daily Payments and D.P. Sheets</p> <p>55) Register of Inspection reports</p> <p>56) Register for the working of contracts</p> <p>57) Register of objections waived</p> <p>58) Register of objections to insufficient or irregular sanctions</p> <p>59) Register of communication of pension I.A.F. (C.D.A.)-63</p> <p>60) Skeleton List with receipt and issue vouchers</p> <p>61) Scale audit register</p> <p>62) Register of miscellaneous advances</p> <p>63) Register of provisional payments</p>	<p>2 years</p> <p>5 years</p> <p>3 years after finalization of all the items noted in the register.</p> <p>*10 years</p> <p>45 years</p> <p>5 years</p> <p>5 years</p> <p>3 years</p> <p>40 years</p> <p>3 years</p> <p>5 years</p> <p>5 years</p> <p>3 years</p> <p>5 years</p> <p>5 years</p>	<p>*The period is to be reckoned after the date of payment of final bill except in cases of disputed contractor's bills in which case the documents should be retained until 3 years after finalization of the dispute.</p>
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	<p>63) Annual establishment returns</p> <p>64) Register of initials of SO (A)/AAO</p> <p>65) Register of Records</p> <p>66) Register of time expired Records</p> <p>67) Register of Attachement</p> <p>68) Register of Nomination Forms</p> <p>69) Register of Insurance Policies</p> <p>70) Register of Trunk calls</p> <p>71) Register of Equip &amp; Machines</p> <p>72) Increment stoppage Register</p> <p>73) Register of Disciplinary action cases</p> <p>74) Register of volunteers for transfer to various stations</p> <p>75) Register of Identity Passes</p> <p>76) Register of MTS</p> <p>77) Register of Infructuous expenditure</p> <p>78) Messing charges Register (IAFA-518)</p> <p>79) Register of Files</p>	<p>5 years</p> <p>5 years</p> <p>3 years from the date of finalization of all items entered in the register.</p> <p>(Returns received up to 1962-63 may be retained for 40 years</p> <p>10 years</p> <p>1 year</p> <p>5 years</p> <p>10 years</p> <p>45 years</p> <p>5 years</p> <p>3 years</p> <p>15 years</p> <p>45 years</p> <p>45 years</p> <p>5 years</p> <p>Until a New Register is opened carrying forward all current items.</p> <p>5 years</p>	
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		5 years	(After all the Policies are reassigned)
	80) Register for watching progress of Test Audit objections	5 years	
	81) Register of Leave Accounts of Individuals lent to other Departments/Governements	Until a new register is opened carrying forward all the current items.	
	82) Register of Leave, Passage/Pension contributions in r/o individuals lent to other departments/Govts.	5 years	
	83) Register showing Control Nos. of Guard Files	10 years	
	84) Register of Register	10 years	
	85) Register of CEA		
	86) Register of Final withdrawal from GP Fund	3 years	
	87) Register of watching final settlement of Fund Accounts	Until a new register is opened carrying forward all the current items.	
	88) Register of payments of withdrawals from G.P. Funds to Finance Policies	3 years	
	89) Register of Fictious code Heads noticed in Punching Media	5 years	
	90) Imprest C.R. Stock Book Register	2 years	
	91) Register for watching progress of expenditure against allotments of Misc. expenditure (DAD)	Till all the policies are re-assigned.	
	92) Register showing necessary		

	<p>information regarding receipt of Hindi letter/Documents</p> <p>93) Register of Budget Estimates</p> <p>94) Register of Mortgage Bonds</p> <p>95) Register of Provisional Credits/Debits to Suspense Accounts</p> <p>96) Register of Advances for House Building</p> <p>97) Security Duty Register</p> <p>98) Register for Recording and Watching return of Contract Agreements and Bills sent for Arbitration</p> <p>99) Register of overtime allowance (DAD)</p> <p>100) Register for warm clothing allowance</p> <p>101) Register for D.C.R. gratuity and family pension</p> <p>102) Register for watching Superannuation list of individuals</p> <p>103) Inward claim Register</p> <p>104) Register for C.P. Vouchers where 90%/95% Advance payment is made.</p> <p>105) Outward claims Register</p> <p>106) Register (Guard File) showing recovery of Inspection charges carried out by T.D.Es in respect of stores, indented by indentors other than Defence Services</p>	<p>3 years.</p> <p>5 years</p> <p>3 years</p> <p>2 years</p> <p>5 years</p> <p>6 years</p> <p>6 years</p> <p>6 years</p> <p>2 years</p> <p>10 years</p> <p>3 years</p> <p>5 years</p>	
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		<b>Permanent</b>	
	<b>107) S&amp;S Imprest Register</b>		
	<b>108) Register for watching handling over/taking over reports of AO BRTF</b>	<b>5 years</b>	
	<b>109) Register of Advances (Suspense)</b>	<b>5 years</b>	
	<b>110) Register for Allotment of Funds for non-budget works</b>	<b>5 years</b>	
	<b>111) Register of Contracts</b>		
	<b>112) Register of Critical Review</b>	<b>3 years</b>	
	<b>113) Register showing results of Scrutiny of Contracts</b>	<b>3 years</b>	
	<b>114) Register of Acknowledgements for central purchase of stores where 5% balance payment is made without consignee's receipt</b>		
	<b>115) Register of Sale Accounts (IAFA-707)</b>	<b>5 years</b>	
	<b>116) Register of Service Books (non-gazetted personnel).</b>	<b>5 years.</b>	
	<b>117) Money order check Register</b>		
		<b>5 years</b>	
	<b>118) Register of expendable stores</b>		
	<b>119) Peons Liveries Register</b>	<b>5 years</b>	
	<b>120) Register of Acquittance Rolls</b>		
		<b>6 years</b>	
	<b>121) Register of personal numbers</b>		
		<b>40 years</b>	
	<b>122) Control Register</b>		
		<b>5 years</b>	

	<p>123) Register of recording payments of Advances of final withdrawal from G.P. Fund for meeting expenses on a/c of higher education, House Building and marriage pupose.</p> <p>124) Register of Supplementary Pay Bills (DAD Estt.)</p> <p>125) Register of Medical reimbursement claims</p> <p>126) CGDA/Important letter Diary</p> <p>127) Inward Diary Register</p> <p>128) Register of Books and Regulation etc., dikstributed within a Section</p> <p>129) Register of Temporary Sanctions</p> <p>130) Register of losses (Cash &amp; Stores)</p> <p>131) Instructional/Section Order Register</p> <p>132) Register of loss statement not finalised within six months (Cash/Stores losses AF)</p> <p>133) Register of Auditable documents. Permanent</p> <p>134) Festival Advance Register</p> <p>135) Misc. payment register i.e. payments made other than through Pay bills like G.P. funds advances Cycle advances etc.</p>	<p>5 years</p> <p>5 years</p> <p>Permanent</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>Permanent</p> <p>Until a new register is opened carrying forward all current items</p> <p>45 years</p> <p>10 years</p> <p>5 years</p>	<p>To be reviewed after 30 years.</p>
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	<p><b>136) Conferecne Register</b></p> <p><b>137) Register for Receipt and Disposal of Bank Scrolls</b></p> <p><b>138) Register of MROs</b></p> <p><b>139) Register for recording Receipt of Schedules of Payments and schedules of Receipts</b></p> <p><b>140) Register for watching Reconciliation and clearance of the Susopense Heads</b></p> <p><b>Code 0/020/80</b></p> <p><b>0/020/80</b></p> <p><b>0/020/82</b></p> <p><b>0/020/83</b></p> <p><b>141) Register of Reserve Bank Deposite Accounts</b></p> <p><b>142) Register of charged expenditure</b></p>	<p><b>10 years</b></p> <p><b>1 year</b></p> <p><b>Until a new register is opened which should contain all the current items of the previous Register.</b></p> <p><b>3 years</b></p> <p><b>5 years</b></p> <p><b>10 years</b></p> <p><b>1 year after all the loss statements are finalized.</b></p> <p><b>To be reviewed after 30 years</b></p> <p><b>1 year</b></p> <p><b>3 years</b></p> <p><b>5 years</b></p> <p><b>10 years</b></p> <p><b>10 years</b></p> <p><b>10 years</b></p>	
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		<b>10 years</b>	
		<b>10 years</b>	
		<b>3 years</b>	

43. Reports and returns	<p>1) Appropriation reports</p> <p>2) Audit Reports</p> <p>3) Audit and appropriation reports one copy</p> <p>4) DO Part II files</p> <p>5) Inspection reports rendered by IAOs</p> <p>6) Pension reports</p> <p>7) Preliminary reports of receipt and charges</p> <p>8) Progress reports submitted to C.G.D.A. file of</p> <p>9) Test audit reports with objection statements</p> <p>10) Returns of recoveries (electric)</p> <p>11) Returns of recoveries (water)</p> <p>12) Monthly expenditure returns (BRO)</p> <p>13) Reports and Returns files on various subjects of a less important nature (e.g. Programme of Local Audit Mandays Statements, Arrears in Local Audit etc. (AF)</p>	<p>3 years</p> <p>3 years</p> <p>10 years</p> <p>5 years</p> <p>3 years</p> <p>25 years</p> <p>3 years</p> <p>1 years</p> <p>5 years</p> <p>1 year</p> <p>1 year</p> <p>2 years</p> <p>3 years</p>	
44.	Scrolls Debit/Credit	5 years	
45.	<p>1) I.D. Schedules with vouchers</p> <p>2) Schedules forwarding issue vouchers of stores</p> <p>3) Schedules of debit/credits to Remittances (BRO)</p> <p>4) Schedules of debits/credits to</p>	<p>5 years</p> <p>1 year</p> <p>1 year</p>	

	Miscellaneous heads of accounts (BRO)	1 year	
46.	1) Late statement (Office essts.) 2) Objections statements, Files 3) Verification statement files 4) Statement of items placed under objection BRO	6 months after closure of the year. 3 years. 3 years. 1 year.	
47.	Stationery account book	5 years	
48.	Security deposit receipt (IAFA-299)	5 years.	
49.	Suspense summary (BRO)	3 years.	
50.	Transfer sheets with abstracts	3 years	
51.	PM and numbering book and transfer entry No. Book, files of	10 years	
52.	Transit books and peon delivery books	1 year.	
53.	Treasury receipts files	3 years.	
54. Vouchers	1) Transfer receipt/issue/expense vouchers  2) Disbursement vouchers (BRO)  3) Paid voucher GP and other provident funds	1 ½ years. (F)  10 years.  45 years.	(F) the vouchers relating to units and formation whose accounts are audited on an annual basis should be retained for a period of two years.
55. Warrants	Railway warrants counterfoils of	3 ½ years.	

*Note:- Statement showing the period on the expiry of which the records peculiar to the PAO (GREF) may be destroyed is given in OM Part-XIII, Vol-II.*