

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

Tel:011-25665548,25665583/84,25665736/737,Fax: 011-25674786/25674819

Circular No. 127 of 12/2015

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

Date: 14.12.2015

To

ALL PCSDA/PCA(FYS)/CSDA

Sub: Quarterly report on clearance made under suspense balances.

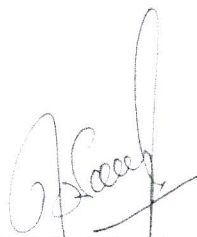
Ref: This office letter no. A/I/12273/Accounts/2014-15 bearing important circular no. 109 of 6/14Dt. 20.06.2014.

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

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

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

Please acknowledge receipt.


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

Part II

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

Name of the Controller office-----

Quarter of the month-----

Descriptive comment on each Code Head as mention in Part-I should be given with particular reference to:-

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