

**Controller General of Defence Accounts
(Accounts and Budget Division)
Ulan Batar Road, Palam, Delhi Cantt.-110010**

No. A/B/II/11244/Review of
Budgetary Controls/Vol. II

Date: 2nd February 2015

To,

All PCsDA/CsDA

Sub: Review of existing Budgetary Control System – Procedures and Mechanisms

Ref.: This office letter No. A/B/II/11244/Review of Budgetary Controls dated 18/11/2014

Please refer to this office letter dated 18/11/2014 wherein it had been intimated that Ministry of Defence (Finance) desired to place a system of liaison officers in all the PCsDA/CsDA to ensure speedy and authenticated flow of allocation letters to come into effect in quarter 4 of the current year along with the RE. Lists of liaison officers of services and PCsDA/CsDA are enclosed herewith as Annexure 'A' and 'B'. Concerned authorities will immediately notify changes to their counterparts under intimation to this office.

2. In this connection, the guidelines duly approved by the FA(DS) for allocation and watching budgetary control in respect of centrally controlled heads, are forwarded herewith for strict compliance by the liaison officers.
3. Further, Ministry of Defence (Finance) desires that the liaison officers should be at IDAS level. It is therefore, requested that the level of liaison officers may please be reviewed, wherever required, and if any SAO/AO or below level officer has been nominated by PCsDA/CsDA as liaison officer, the same may be upgraded to the IDAS level. The details of new liaison officer of IDAS level may be intimated to this office alongwith to the concerned executive authorities.
4. As per instructions of Ministry of Defence (Finance), the instant guidelines may be implemented for the capital budget for the present and report on the functioning of this system may be submitted to this office at the end of the financial year by 30th April 2015 for onward submission to Ministry of Defence (Finance)
5. Ministry of Defence (Finance) also desires that steps may also be taken to devise a mechanism for Centrally Controlled heads under the Revenue budget as mentioned in the guidelines.
6. Please acknowledge receipt.


Jt. CGDA (A/Cs & Budget)

P.T.O.

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03/02/15

Copy to:-

1.	Dte General of Financial Planning GS Branch Army HQrs. Sena Bhawan New Delhi-110011	<p>1. A copy of guidelines for allocation and watching budgetary control in respect of centrally controlled heads, as approved by FA(DS), is forwarded herewith for strict compliance. List of Liaison Officers of PCsDA/CsDA are also enclosed herewith for your ready reference. Any changes in the details of liaison officers may please be intimated to the concerned Controllers with a copy to this office.</p> <p>2. It is requested that the instant guidelines may be implemented for the capital budget for the present and report on the functioning of this system may be submitted to this office by 30th April 2015 for onward submission to Ministry of Defence (Finance).</p> <p>3. It is requested that code head wise and Controller wise budget allotment as per BE/RE 2014-15 and changes therein whenever happened by Modified Appropriation, in respect of Centrally Controlled heads may please be intimated to the concerned Controller with a copy to this office for proper monitoring of budget allotment.</p> <p>4. It is also requested that steps may also be taken to devise a mechanism for Centrally Control heads under the Revenue budget as mentioned in the guidelines.</p>	
2.	Director (Budget) Directorate of Naval Plans IHQ of MoD (Navy) South Block New Delhi-110011		
3.	Director (Capital Budget) Dte of Financial Planning Air HQ, Vayu Bhawan New Delhi-110106		
4.	DDG (Budget) DGQA 'G' Block New Delhi-110011		
5.	Director (DBFA) Dte of Budget, Finance and Accounts 'A' Block, DRDDO Bhawan HQrs. DRDO New Delhi-110105		
6.	ADG(A) Dte General NCC West Block-V R.K. Puram New Delhi-110066		
7.	Director (Budget) HQ IDS Kashmir House New Delhi-110011		
8.	DDG (Finance) Ordnance Factory Board 10-A, S.K. Bose Road Kolkata-700001		
9.	OSD (Finance/Budget) Ministry of Defence (Finance) South Block New Delhi-110011		For information please with reference to MOD (Fin) ID No. 7(2)/Budget-I/2013(PC-II) dated 20.01.2015.
10.	EDP Division (Local)		For uploading on CGDA website.

R.K. Kaena

Jt. CGDA (A/Cs & Budget)

Guidelines for allocation and watching budgetary control in respect of centrally controlled heads

Overview

It is the responsibility of the authorities to whom allotments are made to watch the progress of expenditure and to see that expenditure does not exceed the allotments. The PCsDA/CsDA are also entrusted with the duty of ensuring that no payment is released in the absence of allotments.

Unlike Locally Controlled Heads Budgetary Control System, no detailed/specific procedure in respect of Centrally Controlled/Central Purchase Heads is available to monitor the expenditure vis-à-vis budget allocations at PCsDA/CsDA level. At present, bills/claims relating to Centrally Controlled Heads are being passed by the PCsDA/CsDA based on sanction letters/certificates of availability issued by Service HQrs. on case to case basis.

The non-availability of detailed procedure and Controller-wise allotment of funds in respect of Centrally Controlled/Central Purchase Heads, has resulted in excess expenditure over allotment on many occasions, which has been severely criticised by audit and by the Public Accounts Committee. In their, 70th Report, PAC had directed the Ministry to take corrective action to overcome systemic loopholes for elimination of perennial problem of excess expenditure.

Accordingly, MoD (Fin.) had constituted three Committees to examine the reasons for repeated instances of excess expenditure. One of the recommendations that emerged was the need to institute expenditure control mechanism in respect of centrally controlled heads.

On the revenue side, these centrally controlled heads include those related to obligatory payments such as Pay & Allowances where expenditure is often booked without availability of funds given that it is in the nature of individual entitlements. A mechanism needs to be evolved for more accurate budget estimation and effective monitoring of expenditure in respect of such heads so that requirement of additional allocations can be foreseen and projected to the concerned agencies so that excess expenditure is avoided.

For the time being attention is being focused on the capital budget wherein expenditure may be incurred only on the basis of firm head-wise allotments. The Services had expressed some apprehensions regarding communication of allocations particularly at the end of the financial year.

To overcome such problems and ensure that prompt action is taken and the budget is fully utilised, a system of liaison officers on both sides i.e. Executive and Defence Controllers has been institutionalized. These officers are expected to be in constant touch and ensure that available budgets are fully utilized. While ink-signed allocation letters will be conveyed and processed as per regular procedure, Liaison Officers will work on the basis of copies sent by fax/email/other means to ensure that prompt action is taken. While authentication on the basis of specimen signature will continue to be done, the fact that these advance copies

are being received from authorized Liaison Offices is an additional authentication to enable action on the basis of these advance copies without waiting for ink-signed copies. It may be emphasized that the system of Liaison Officers is not intended to supplement the existing system of conveying ink-signed allotment letters and their processing in Controllers' offices but to supplement it by ensuring speedier processing and action in cases where delay is feared or towards the end of the financial year when any miscommunication can lead to non-utilisation of funds. They are intended to function as a problem-solving mechanism not as a routine one.

The list of liaison officers of Services and PCsDA/CsDA are enclosed herewith as Annexure 'A' and 'B'. Concerned authorities will immediately notify changes to their counterparts.

The responsibility of Liaison Officers will be as under:-

Responsibility of Liaison Officers of Services

- (a) To notify detailed head-wise allocations obtained from the Budget Controlling authority in Service HQrs. to the Liaison Officer of respective payment Controllers and any changes thereto if allotment letters have not been received in the normal course or are unlikely to reach in time;
- (b) To promptly respond to information from Controllers about pendency of a bill due to non-availability of budget and intimate additional allocation of funds or that the bill may be returned for re-submission on availability of funds at RE/Supplementary stage or in the next financial year;
- (c) The Liaison Officer will intimate his counterpart in PCsDA/CsDA office, if any discrepancy is found in the compilation.
- (d) Ensure dispatch of ink-signed copies wherever their counterpart may alert them that these have not been received

Responsibility of Liaison Officers of PCsDA/CsDA

- (a) Ensure that copies of allotment letters received from counterparts in Service HQrs. are promptly noted in the system without necessarily waiting for an ink-signed copy. However, it may be ensured that this is received in due course with the help of the Liaison Officer at Service HQrs.
- (b) If a bill cannot be passed for want of budget allotment, the liaison officer will promptly report back to their counterpart to arrange additional funds within a reasonable time, failing which the bill will be returned as agreed with Service HQrs.

Responsibility of Liaison Officers of CGDA

- (a) To ensure that the system is functioning smoothly and intervene to resolve any problems raised by either Service HQrs. Or Controllers;
- (b) To ensure rendition of periodic compilation reports to Service HQrs.

List of Liaison Officers for Budgetary Control - CGDA and PCsDA/CsDA

Annexure-'A'

S. No.	Name of Office	Letter No. & Date of communicating the details of liaison officer	Name of Liaison officer	Designation	Landline No.	Mobile No.	Fax No.	e-mail
1.	CGDA	-	Shri Rash Pal, IDAS Shri Krishan Kumar	ACGDA (A/Cs & Budget) SAO(A/Cs & Budget)	011-25665581 011-25665548	8505870321 8826377622	011- 25674786	-
2.	PCDA(SC)	A/II/BUDGET/Vol-III; 11/11/2014	(i)Smt. Shanta Dineshan (ii)Sh. ST Pinjarkar	SAO AAO	020-26128727 -----do-----	-	020- 26125865, 26053067	Cda-pune@nic.in -----do-----
3.	PCDA(NC)	A/I/911/MiscCorrs/ CGDA	Sh. K.K.Abrol	SAO	0191-2435439 Extn-205,208	09419252750		Cda-jammu@nic.in
4.	CDA(Army) Meerut	A/I/139/Misc/LO; 24/11/2014	Smt.Sarwan Kaur	Jt.CDA	0121-2640138	9410452252		Cda-meerut@nic.in
5.	CDA, Jabalpur	A/II/2526/Budget/ 2014-15; 24/11/2014	(i)Dr.D.L.Meena, IDAS (ii)Sh.S.G.Jha	Asst. Controller SAO	0761-2607440 0761-2603253	08602047002 09431060143	0761- 2605622	dr.durgalameena@ gmail.com sgjha1454@gmail.c om
6.	CDA Guwahati	A/III/CGDA-Coord/ 2014-2015; 24/11/2014	Smt. Sarika Aggarwal Synrem, IDAS	Addl Controller	0361- 2640394/2640036	09436165261	0361- 2640204	Cda-guw@nic.in
7.	PCDA(R&D)Ne w Delhi	A/Cs-II/R&D/522/ Misc;/ 11/2014	Smt.Poonam Bajaj	SAO	26109376	8130927765	011- 26187541	pcdarnd@nic.in
8.	PCDA(WC)	A/III/1489/HQrs	Smt Panveer Saini, IDAS Sh.M.S Lotay	ACDA, GO(A/Cs) SAO(A/Cs)	0172-2748372 0172-2741611- 614Extn-265	09041736397 09356070276		Panveer11@yahoo .co.in Manjitlotay63@gm ail.com
9.	PCDA(AF) Dehradun	A/II/X/05/Capital Head/2014-15	Sh.A.K.Bhagat IDAS	ACDA		09410935553	0135- 2741573	
10.	CDA Patna	A/II/126/ARB/ 2013-14	Sh.S.N.Pandey	ACDA	0612-2322310	09470640989		lekhaCdatpatna011 1@gmail.com
11.	CDA(R&D) Bangalore	A/1663/Budget/ 2014-15	Sh.V Vishnu Priya	AO	080- 25244031,252440 51Extn:321	9449065245	080- 25246936	Cdarnd.blor.cgda@ nic.in
12.	PCDA(N) Mumbai	A/II/760/Budget;	Sh.BK Seshadri	DCDA	022- 22028830,220213 46 extn 227	09860475655	022- 22021798	pcdanavy.nic.in

S. No.	Name of Office	Letter No. & Date of communicating the details of liaison officer	Name of Liaison officer	Designation	Landline No.	Mobile No.	Fax No.	e-mail
13.	PCDA(CC) Lucknow	A/I/3089/Review of Budget; 27/11/2014	Miss Juhi Verma, IDAS	ACDA	0522-248252	9792813459	011-25674819,25674786	Gr8juhi@gmail.com
14.	PCDA 'G' Block New Delhi	20014/A/c-1/Budget/Corr./2014-15; 18/12/2014	Sh.Praveen Kumar Rai, IDAS	JCDA	011-23794384			Praveen idas@yahoo.co.in
15.	CDA(IDS)New Delhi	CDA/IDS/Accts/101/GenCorr	Sh.Sushil Kumar	SAO	23006554	9899600510		gulatisushilkumar@gmail.com
16.	CDA, Secunderabad	A/III/13016/LCH dated 26-11-2014	Shri Siva Sankar Bandi, IDAS	ACDA	040-27843385	09989705330 08800579048		Secd-acsn-cda@nic.in
17.	CDA(AF)New Delhi	CDA/1/Review of Budgetary Control; 28/11/2014 & 02/12/2014	Sh.M.C.Kothari	SAO	26173083 Ext.204	9868901243	26175096	cdaaf-newdelhi@cgdagmail.org cdaaf-delhi.cgda@nic.in
18.	PCDA(SWC) Jaipur	A/C/II/155; 01/12/2014	Sh.Shurveer Singh Sankhla	ACDA	0141-6605544	8696380427		
19.	CDA Chennai	A/II/1684/LCH/2014-15; 28/11/2014	Smt Rupa Ventaraman IDAS	ACDA	044-24349658	9444101487	044-24348142	cda-mad@nic.in
20.	PCA(FYS) Kolkata	A/III/104/Budget/14-15; 01/12/2014						
21.	PCDA Bangalore	A/II/1583/Exp.Man.; 26/11/2014	Sh.M.S.Saravanan, IDAS	Jt.CDA	080-25543950	09442074074		mssaravanan23@gmail.com
22.	CDA(R&D) Hyderabad	A/C/R&D/2554/Gen corr.; 25/11/2014	Sh.Prakash Naik, IDAS	Asst Controller	040-24347668	09848869528	040-24347623	go1-cdardhyd.cgda@nic.in

List of Liaison Officers for Budgetary Control - Services

SNo	Service HQR	Letter No&Date of communicating the details of liaison officer	Name of Liaison officer	Designation	Landline No.	Mobile No.	Fax No.	e-mail
1.	MoD(N) Dte of Naval Plans	PL/3109; 24/11/2014	Cdr Samir Mohanty	JDNP	011-23010640, 23010154	08860991539	011-25674786, 23010640,2567 4819	Mohanty.samir20 07@gmail.com
2.	DGQA	92096/Budget/ DGQA/ADM/RMD/ Budget/2014-15; 26/11/2014	Mr Anil Kumar Sah	Dy Dir (PE)	23015633	9213392467		aksoni.2002@gm ail.com
3.	DGNCC	0949/2014- 15/DGNCC/ Budget: 26/11/2014	Mr SPS Negi	Dy Dir(Fin)	26194434	09999344669		Shivpalsinghnegi 58@gmail.com
4.	HQ IDS	HQ IDS/20124/ Bud Con/ FP: 25/11/2014	(i)Col Rajiv Gadihoke,Dir ector(Budget) (ii)Capt(IN) A Saluja,Direct or(FP)	Dir(Budget) Dir(FP)	23015285,2300 6333 23013924,2301 6540			
5.	DGFP; IHQ MoD(Army)	A/89502/B/BE/ FP- 3; /11/2014	(i)Col Gurbir Singh (ii)Lt Col Mehinder Kumar	Dir,FP-3 GSO-1,FP-3	2301-9868 2301-9866	9643167404 7838573070		gurbirpreet@gma il.com mehinder- kumar@yahoo.in
6.	DRDO	DRDO/DFB&A/BE/ 82005/M/01;26/11/ 2014	Sh.MP Gupta Sh.PK Dabral Sh.Neeraj Kumar	Addl.Dir(Bud) Jt.Dir(Bud) Jt.Dir(Bud)	23007113 23007112 23007122	9968309691 9868231878 9910300383	23014830	
7.	Air HQ(VB)	AirHQ/95363/21/Fi nP/DCB; 25/11/2014	Wg Cdr Prashant Parihar	Jt.Dir Capital (Bud)	23010231/6440 ,21115838(AF NET)	8800690812		
8.	OFB, Kolkata	001/Policy/Ff/B/Vol. VII;21/11/2014	N.I.Laskar	Director/ Budget	033-22481007	9903315186	033-22489800	laskarni@gmail.c om