IMPORTANT CIRCULAR

No. A/I/244/AROB/ 2018-19

Dated: 13/03/2019

To

The Officer I/c
All Sections in Main Office
All Sub Offices
All Groups in Accounts Section

Sub: Proper compilation of Punching Mediums and maintenance of records in respect of Balance Head in the Annual Review of Balances.

On general scrutiny of Annual Review of Balances for the year 2017-18, it is observed that the adverse balances are lying outstanding under Major Head 7610 (Loans & Advances) which needs to be reviewed urgently and necessary rectifications made at the earliest. The adverse balances under the above heads may be due to erroneous compilation or due to the non-receipt of DID schedule from the concerned Controllers in respect of transfer cases. Such cases are required to be examined thoroughly and corrective measures need to be taken for clearance of suspense.

2. It is also observed that the outstanding balances, under different head of accounts and suspense accounts, are showing an increasing trend year after year or only nominal clearance has been made. The increase in outstanding balances under different heads of account of AROB may largely be owing to non-maintenance / improper maintenance and non availability of supporting relevant records in audit sections/sub offices. As such there is a need to ensure that records are maintained correctly as per prescribed provisions/norms.

3. It may be further stated that there are various heads for which balances are brought forward and clearance thereof is required to be watched. These may be broadly categorized as under:

   (i) There are certain heads for which Accounts Section is centrally responsible for maintenance and reconciliation under the prescribed registers.

   (ii) There are heads for which Audit Sections are centrally responsible for maintenance of the records. These are registers of Security Deposit (017/02), Defence Services Permanent Cash Imprest (020/98), Imprest Holder’s advance (018/60) etc.
4. The balances in respect of heads maintained centrally by Audit Sections/sub offices as mentioned in para 3 (ii) above are required to be reconciled with reference to the compiled actual, before reflecting in the Annual Review of Balances. In this connection, Para 179 of Defence Account Code 2014 is relevant, according to which after closing of accounts every year, all Sub-Offices/Audit Sections including AO GE, will prepare statement of outstanding balances under various Debts, Provident Funds, Reserve Funds, Deposits and Advances, Suspense and Remittances heads appearing in their registers, duly reconciled with the compiled actual. The Sub-Offices will tally the figures shown in their statement with the opening balances brought forward from the previous year and forward it to the Accounts Section. The Accounts Section will also carry out similar review Audit Section/Sub-Office wise and incorporate the balances in the Annual Review of Balances after verification.

5. In view of the above, it is enjoined upon all to strengthen & streamline the existing system of the maintenance of records and maintains all balance of RD & R heads in the prescribed register/format duly reconciled with compiled actual. It may be ensured that entries recorded in the various registers/ledgers are duly supported with details and figures in the AROB agree with the compiled actual. The discrepancies, wherever pointed out by Accounts Section may be promptly adjusted by the concerned audit sections/sub offices.

6. The contents of this circular may please be got noted from the all concerned for strict compliance and review of booking.

Copy forwarded to:

1. IT&S Section (Local): with a request to upload on the website.