No. A/I/1444/Rev of Sec Comp

Dated: 21/08/2019

To

All Concerned (Through website only)

Subject: Uploading of Punching Medium (PM)-reg.


This is regarding timely uploading of Punching Medium (PM) and correct classification of expenditure.

2. The time schedule for closing of Accounts for the Financial Year 2018-19 as conveyed by CGA was circulated vide HQrs office letter no. A/I/13311/ACA/2018-19 dated 19.03.2019 for compliance of all. However, it is observed by HQrs office that some offices have not adhered to these dates. Consequently, a large number of PMs have been omitted in the March Supplementary-I Accounts.

3. Further, many cases of misclassification in booking of expenditure such as operation of wrong code heads, adverse balances, were noticed which were not found rectified in time i.e. before closing of Supplementary-I (March Final). An illustrative list of such misclassifications was circulated vide this office letter of even No. dated 08/07/2019. This casual approach in processing of PMs has been adversely commented upon by CGDA. As these lapses not accounted for in March Final had to be corrected at Journal Entry (JE) stage, therefore, a large number of such entries had to be submitted to CGA by HQrs office for incorporating the same in the Accounts of financial year 2018-19.

4. In view of the above, all concerned are requested to ensure that PMs are invariably uploaded on daily basis.

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The Officer I/C
IT&S Section (Local):- For uploading on PCDA (WC) website.

Asstt. CDA (A/cs)

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