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

Dated: 08/07/2019

To

All Concerned

Sub: Misclassification of booking/expenditure.

During the Senior Officers Meeting held on 22.05.2019 in HQrs office the issue of misclassification of expenditure was deliberated upon and it was brought out that misclassification brings a bad name to the Department, especially in those cases where such errors are pointed out by the executives.

2. On review of data compiled during the FY 2018-19, large number of cases of misclassification in booking of expenditure has been observed which have been viewed seriously by the higher authority. The list of misclassification is enclosed as Annexure-‘A’.

3. In this context, competent authority has directed to ensure that no errors occur during the compilation of the expenditure and that strict action taken against the defaulter be intimated to HQrs office.

4. Further, it is also advised that TEs should not be operated as a matter of routine but should be based on sufficient justification and proper reasons for misclassification of expenditure.

5. These instruction may be brought to the notice of all officers/staff of the Audit Section/Sub-offices under your jurisdiction.

Copy to:-

The OL/c IT & S Section
(Local) : For uploading on website.

ACDA (A/Cs)
Annexure 'A'

**Cases of Misclassification**

1. All the task holders/officers in Main office and the Sub Offices have to ensure the correctness of the PM compiled and that all the PMs prepared during the month have been incorporated in the Compilation.

2. All transactions pertaining to Accounts section/Audit sections as booked in the compilation reconcile with reference to the entries made in the relevant ledgers.

3. No transaction of unusual nature has been compiled by the Section/Sub Office.

4. Code head allotted to the CDA (CSD) Mumbai and AO DAD MoD (Civil) not to be operated by other Controllers.

5. Minus Transactions under each RDR Head except under Deduct Heads and Major Head 8659- Suspense Defence should be scrupulously examined to ensure that the progressive balances appearing in the review of balances upto the month of review are not adversely affected.

6. Deduct Refund heads under Income Tax Heads have been operated as Minus Receipt only.

7. The Primary Education Cess and Secondary Education Cess heads are not operated as the same have been replaced by Health and Education Cess.

8. General Provident Fund Compilations are to be reviewed.

9. General Provident Fund is 100% transferred to Fund maintaining authority in March Preliminary through Central Transfer by EDP Centre of HQrs office. Left out transactions to be transferred through DEA only in Supplementary I accounts as required.

10. Interest on the General Provident Fund and other provident Funds is invariably calculated and compiled annually.

11. Prefix Category 01 is not to be operated against RDR Code heads.

12. Category 77 is not to be operated against code head 015/01 -GPF as in that case the balances would not be centrally transferred to the CDA (Funds) Meerut.

13. Genuineness of all compilations relating to Contributory Provident Fund Should be reviewed.
14. Reasons for compilation should be examined if progressive balances under 020/81-Cheques & Bills, 020/91-e payments and 020/80-Remittances into Bank/Treasuries close in Minus Receipt and plus Charges respectively.

15. Reasons for non compilation of RB Deposit Head (00/021/00) every month should be looked into.

16. Fictitious heads are rectified within the month of review.

17. Code heads on charge side for Loans & Advances on account of Motor Car and other motor conveyances are not to be operated as these code heads have been discontinued.

18. Adverse balance under 76/020/83 be reviewed & necessary corrective action taken by booking it to service Head and + RT to 76/020/83.

19. No amount should remain outstanding under Defined Contribution Pension Scheme (Code heads 016/04 and 016/05). Outstanding bookings should be transferred to Misc Suspense head (020/61) in March Supplementary-I.

20. Category 99 is prefixed against all bookings under code heads-014/18, 014/19, 014/35, 014/46 and 014/57 being arrears paid due to Supreme Court judgments.

21. A record of Incorrect bookings/adjustments/misclassifications/omission/fictitious bookings in Compilation by each individual is to be maintained, Where repeated instances of such cases come to notice, recorded warning may be issued.

22. The Defence Exchange Account Heads allotted both for original and responding items, do not appear in Controllers own compilation.

23. No bookings to be made to conversion code heads 005/00, 006/00, 006/01, 006/02, 007/00 & 011/00. These are for use of EDP Centre of HQrs office only.

24. Compilation under Contingency fund of India (013 series) to be supported with Govt. sanctions and also needs critical examination.

25. Bookings under 003/07 (RT) (Other Receipts of corporation Tax), 003/08 (RT) (Deduct Refunds of Corporation Tax), 004/21 (Interest Payments on Misc Deposits) & 004/26 (Ch) (Expense in connection with Small Saving under pay roll saving scheme) to be critically examined.
26. Prefixing of category codes which are either not existing or meant for other heads to be avoided.

27. Amount booked to code heads 020/55, 020/62 & 020/63 to be supported with collateral evidence.

28. Amount booked to 021/71 [write off from balance heads] to be critically examined as powers delegated to CGDA/PCDA are only limited to write off on account of book keeping errors.

29. CAT 28 is to be prefixed to 021/00 in respect of transaction taking in Public Sector Banks.

30. Avoid operation of heads subjected to central transfer by CGDA's computer section in the Accounts for March supplementary-I, which would necessary involve operation of Defence Exchange Account, if required.

31. Code head 020/61 with CAT 75 regarding operation of fictitious service heads to be brought to NIL balances at the end of year as it comprises incidence of heads closing to Govt Account (DSE RT/Ch Heads).

32. Booking of revenue expenditure under Capital or vice-versa.