

कार्यालय, रक्षा लेखा प्रधान नियंत्रक(द.प.क.) खातीपुरा रोड, जयपुर

Ph. 0141-6605522, Fax 0141-6605575

No. A/1/113/PM

Dated: 22.03.2017

To

All Sections (Main office)

All sub offices

Sub: Annual closing of accounts for the year 2016-2017.

As per direction by CGDA Hqr office, Accounts Circular No. 134 of 03/2017 vide their letter No. A/1/13311/ACA/2016-17 dated 17.03.2017, the accounts of financial year 2016-17, will be closed in the following phases.

- (a) March (Preliminary)
- (b) March (Supplementary) (March Final)

Accordingly, there will be no Manual Account. March Supplementary-1 will be treated as March Final Account. The following dates have been fixed for the submission of accounts for the financial year 2016-2017.

Month's Accounts	Date by which last batch of Punching Medium to reach EDP Centre(with requisite certificate)	Date by which daily Punching Medium Data should be uploaded in the Compilation of CGDA Computer Centre, by EDP/DDP Centres	Date of closing of accounts by the CGDA Computer Centre and dispatch of printed compilation to all concerned.
March (Preliminary)2017	10.04.2017	17.04.2017	20.04.2017
March (Supplementary-1) (March Final)	01.05.2017	05.05.2017	09.05.2017
Time window for March Sup-1 Accounts (March final)	04.05.2017	05.05.2017	09.05.2017

Sl No.	Item of work	Due date
1	Submission of proposal for adjustment on Proforma basis outside the books of RBI	18.05.2017
2	Last date for submission of Journal Entries through e-lekha	15.06.2017

The detailed guidelines for closing of accounts can be seen in above mentioned circular on the website of CGDA HQR cgda@nic.in.

Sd/-
Shurveer Singh Sankhla
(Group Officer) Accounts

Copy to:

✓ Officer In-charge
EDP Centre(Local)

:- for uploading on the PCDA website.

[Signature]
Sr. AO(A/C)