

E File No. 7004  
Government of India  
Ministry of Finance, Department of Expenditure  
Controller General of Accounts  
(Data Analytics and Monthly Accounts Section)  
Mahalekha Niyantarak Bhawan, GPO Complex,  
INA, New Delhi

No. S-11022(01)/5/2021-DAMA-CGA/7004/34

Date:- 04.05.2023

**OFFICE MEMORANDUM**

**Subject:- Timely submission of Monthly Accounts to O/o CGA by 8<sup>th</sup> of next month.**

Reference is invited to this office OM of even no. 417 dated 22.12.2022 and No. P-34001/1/2022-DAMA-CGA/10341/Adv.M.A/63 dated 17.06.2022. Vide the O.Ms the date for submission of Monthly Accounts by Principal Accounts Offices to O/o CGA was advanced to 8<sup>th</sup> of the following month to enable preparation and timely submission of Accounts to the Ministry of Finance.

It is, however, seen that many of the Controllers are not adhering to the prescribed timelines leading to delayed compilation of accounts. Therefore, it is once again requested to review the position of compilation in all the PAOs and ensure that the accounts are submitted before the outer date of submission of accounts i.e. 8<sup>th</sup> of the subsequent month.

This issues with the approval of Jt.CGA(A&FR),



(Anang Rawat)

Asstt. Controller General of Accounts

To,

- i. All Pr.CCAs/CCAs/CAs (with independent Charge) of Civil Ministries.
- ii. The Sr. DAG, Accountant General (Audit), Delhi, AGCR Building, I.P. Estate, New Delhi- 110002
- iii. The Director (PA-II) Department of Posts, Dak Bhawan, Sardar Patel Chowk, Parliament Street, New Delhi
- iv. The Director Accounts, Department of Telecommunication, Sanchar Bhawan, New Delhi.
- v. The Director Finance (Accounts), M/o Railways, Railway Board, Rail Bhawan, New Delhi.
- vi. The Joint CGDA (Accounts & Budget), M/o Defence, Ulan Batar Road, Palam, New Delhi.
- vii. Director of Accounts, UT Daman & Diu and Dadra & Nagar Haveli.
- viii. Director of Accounts & Budget, O/o the Chief Pay & Accounts Officer, Andaman & Nicobar Islands Administration, Port Blair.

- ix. The Accountant General (A&E), UT Chandigarh, Sector 17, Chandigarh – 160017.
- x. The Secretary (Finance), UT of Ladakh & Treasuries, Finance Department, UT Ladakh.
- xi. The Secretary (Pay & Accounts), Administration of Union Territory of Lakshadweep, Kavaratti – 682555.
- xii. Controller of Accounts, National Capital Territory of Delhi, A Block Vikas Bhawan, I.P.Estate, New Delhi.
- xiii. The Pay & Accounts Officer, Lok Sabha Secretariat, Room No 302, Parliament House Annexe, New Delhi.
- xiv. The Pay & Accounts Officer, Rajya Sabha Secretariat, Room No 201, Parliament House Annexe, New Delhi.
- xv. The Pr. Accounts Officer-cum Pay & Accounts Officer, President Secretariat, Rashtrapathi Bhawan, New Delhi.
- xvi. The Pay & Accounts Officer, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi.

Copy for kind information to:-

1. PPS to Finance Secretary and Secretary (Expenditure), M/o Finance, North Block, New Delhi.
2. PPS to CGA.
- ✓3. Sr.AO, ITD with the request to upload the OM on CGA's website.