

Most Urgent  
Time Schedule  
Closure of Annual Accounts

भारत सरकार/Govt. of India  
संचार मंत्रालय/Ministry of Communications  
दूरसंचार विभाग/Department of Telecommunications  
20, अशोक रोड, संचारभवन /Ashoka Road, Sanchar Bhawan  
नईदिल्ली/New Delhi -110001.

No. 41-1/TS/2021-22/TA-II / 5940-40 5972

Date: 28 Feb, 2022

To

All Pr. CsCA/CsCA,  
DG, NICF, Ghitorni, New Delhi,  
Director (Accounts-II), DoT HQrs, New Delhi,  
Director (Finance), TEC, Khurshid Lal Bhawan, New Delhi,  
Director, (Accounts & Admin.) TDSAT Hotel Samrat, Chankyapuri, New Delhi.

Sub: Consolidation and submission of Annual Accounts for 2021-22, schedule of due dates for closing of Accounts – instructions - reg.

The Annual Accounts of Government of India for the year 2021-22 are required to be finalized for their presentation in both the houses of Parliament on specified due dates. For this purpose, the accounts of the Department of Telecommunications are to be closed and submitted to the Controller General of Accounts, Ministry of Finance by even earlier prescribed dates.

2. As per O.M Nos.  
(i) G-25018/CGA-AA/Time Schedule/2021-22/894 dated 31.01.2022  
(ii) 0/2/2022- Finance A/c-CGA/E-office C.No.9057/2115-46 dated 01.02.2022  
(iii) OM No. P-23001/1/2021-DAMA-CGA/460 dated 11.02.2022


received from O/o CGA, the following time schedule has been drawn up for processing of March (Prelim), Supply-I & Supply-II on PFMS/e-lekha and finalization of annual account for the year 2021-22:-

Sl. No.	Activity	Due dates up to which the accounts/ statements should uploaded / reached to the Directorate (DoT, HQ)
1.	March (Prelim.)	12 <sup>th</sup> April, 2022
2.	March (Supply-I)	4 <sup>th</sup> May, 2022
3.	March (Supply-II)/Final	5 <sup>th</sup> Sep, 2022
4.	Journal Entries through e-lekha	6 <sup>th</sup> June, 2022
5.	Report on Review of Balances of DDRS Heads of Accounts	29 <sup>th</sup> July, 2022

3. Necessary guidelines for the compilation of accounts / other statements are given in Annexure 'A' to this letter. Suitable instructions may please be issued to all concerned officer/officials to follow the guidelines, review the Accounts of 2021-22 and rectify the errors if any, well before their closure. It has been observed that certain accounting units had sent many Journal Entries even after the closure of March (Final) Accounts last year, the same will be not accepted henceforth.

4. In view of the above, Competent Authority has desired to review the accounts thoroughly before finalization and Journal Entries should be avoided. There is a need of proper planning. No adjustments would be entertained after the closure of the March - 2022 Accounts. All addressees are requested to adhere to the above timelines.

This issues with the approval of the Competent Authority.

  
(Gp. Capt. Atul Pokhriyal)  
निदेशक (लेखा-1)/Director (Accounts-I)  
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e.mail: dir-acs1-dot@nic.in

Copy to:

1. PPS to Member(F) / CGCA /Advisor(F).
2. All Sr. DDG/DDG of Finance Wing, DoT.
3. The Director (B&P), DoT, Sanchar Bhawan, New Delhi.
4. ACAO, PAO(HQrs) DoT, Sanchar Bhawan, New Delhi.
5. Guard File
6. Spare
7. ✓ AO (TA-I), DoT (HQ), to upload the time schedule on DoT website under TA-II Section.