No. MF-CGA/ITD/07/11/2008-09/e-lekha/
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts

7th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110 003
Dated, the 30th January 2009

<u>Office Memorandum</u>

Subject: Submission of Monthly Accounts through e-lekha- Regarding

Reference is invited to Monthly Accounts section OM No S-11022/201/MA/c/2008-09/ dated 27/11/2008 wherein it was impressed that the Monthly accounts on floppy will not be accepted with effect from November Accounts. This office is in receipt of queries from many controllers as to whether the CONTACT package could be discontinued as a consequence of acceptance of monthly accounts through e-lekha.

For the present year (2008-09) annual accounts would be possible through existing system using SCT preparation based on CONTACT data. Therefore, it *is advised that the text files as received from the PAOs are simultaneously incorporated in the CONTACT alongwith the put through figures to ensure that the data of the CONTACT software is up-to-date to enable preparation of the SCT for 2008-09*.

However, additionally the monthly data text files of the Controllers accounts are available for download from e-lekha for desired periods for incorporation in CONTACT, if required. The detailed procedure of doing the same in CONTACT is enclosed herewith.
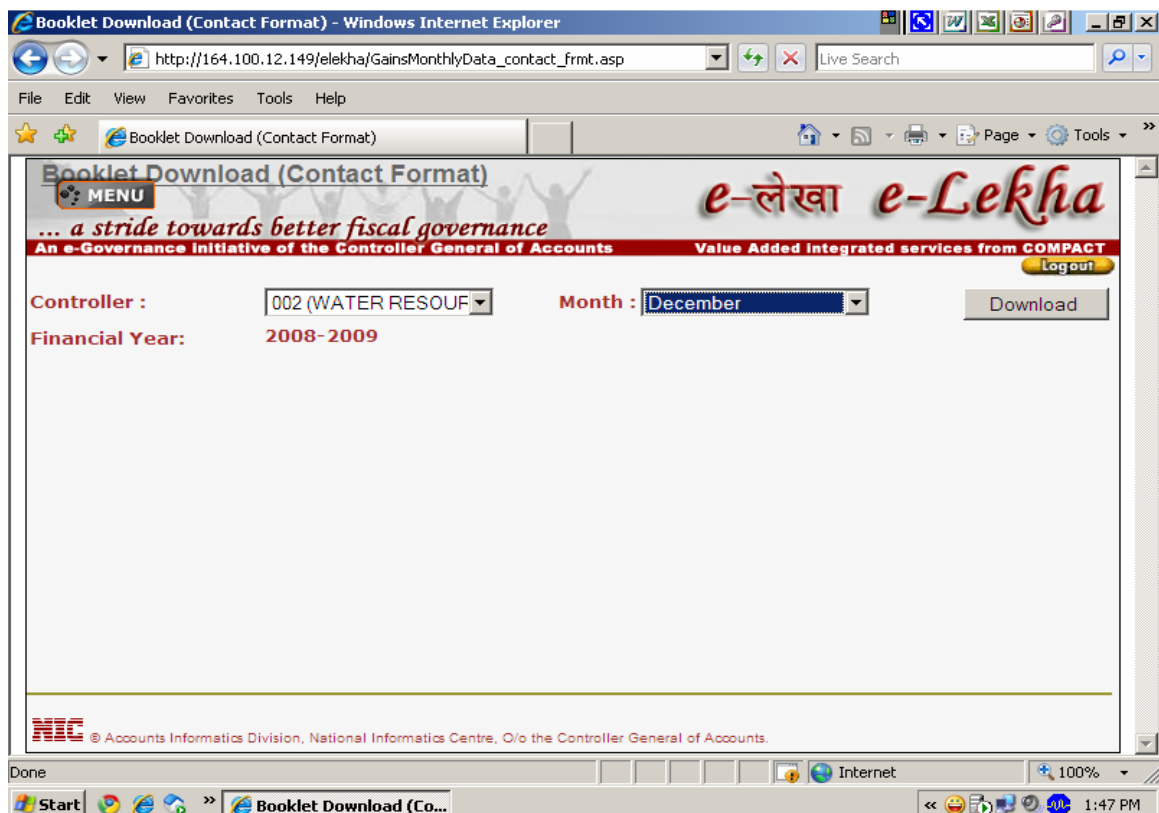
The present system of CONTACT/SCT would continue till further instructions.

Sd/-
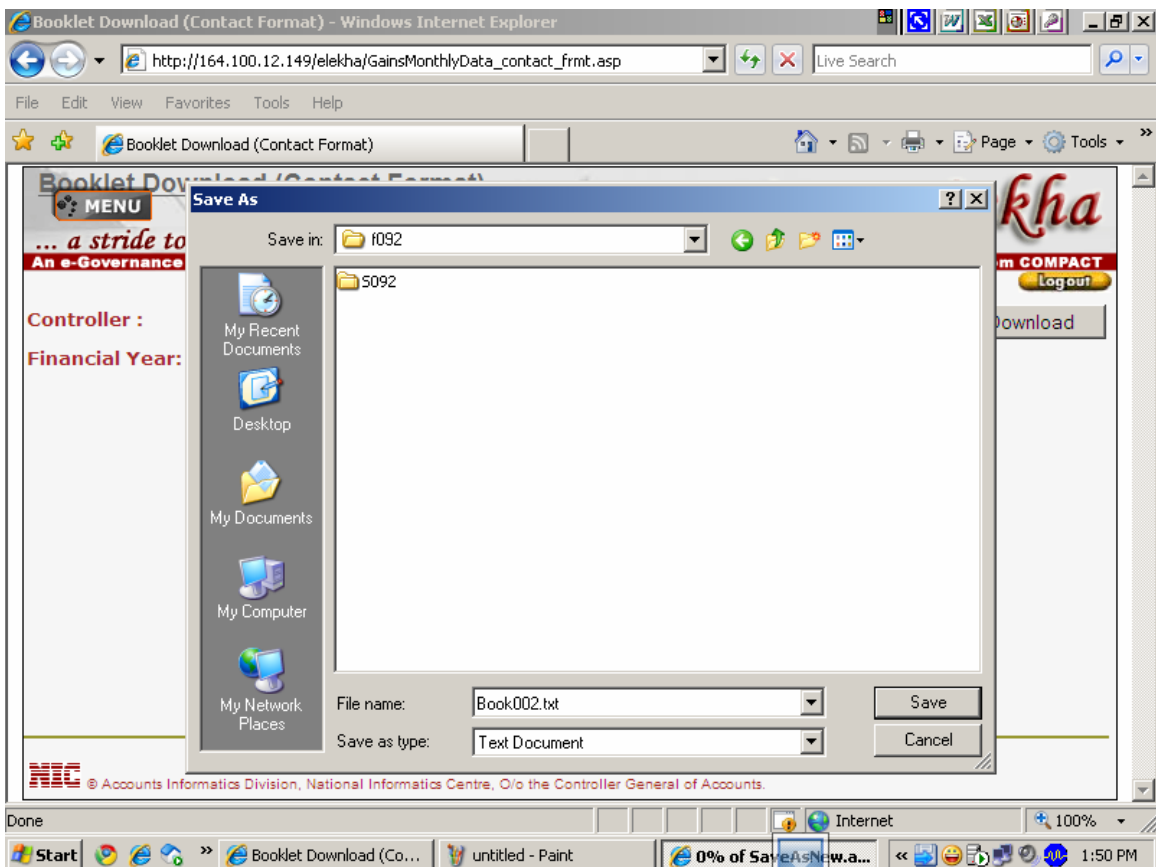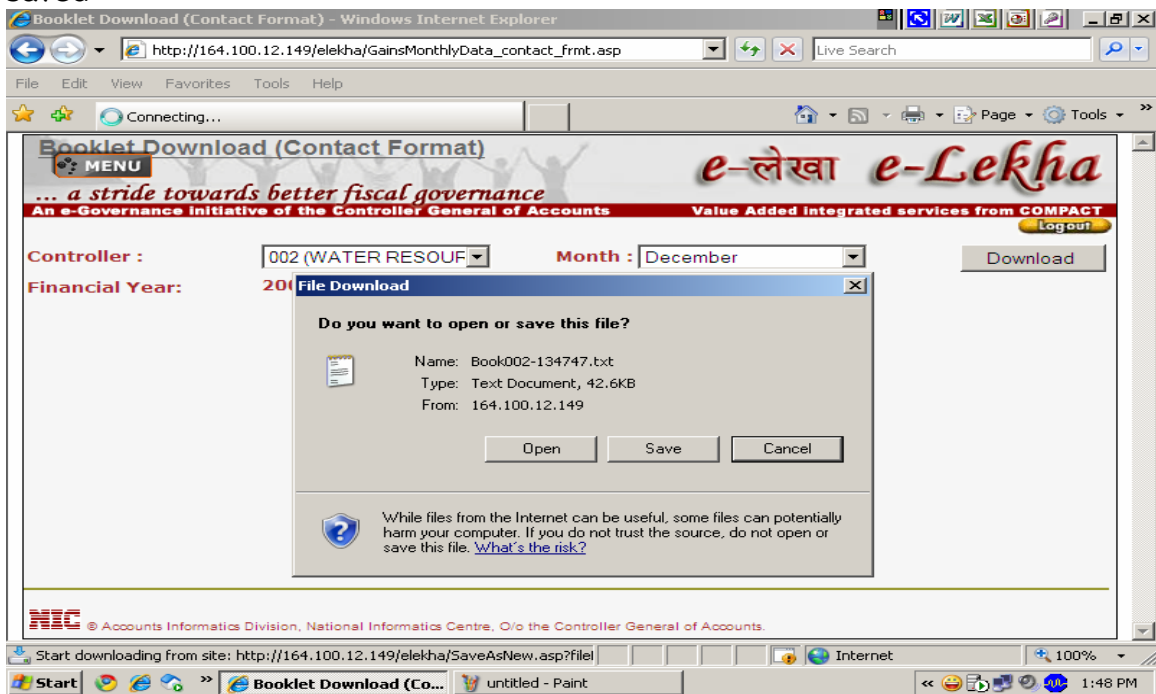**(Pankaj Sharma)**
Asstt. CGA

Copy to
All Pr CCAs/ CCAs/ CAs/ Dy CAs (holding independent charge)

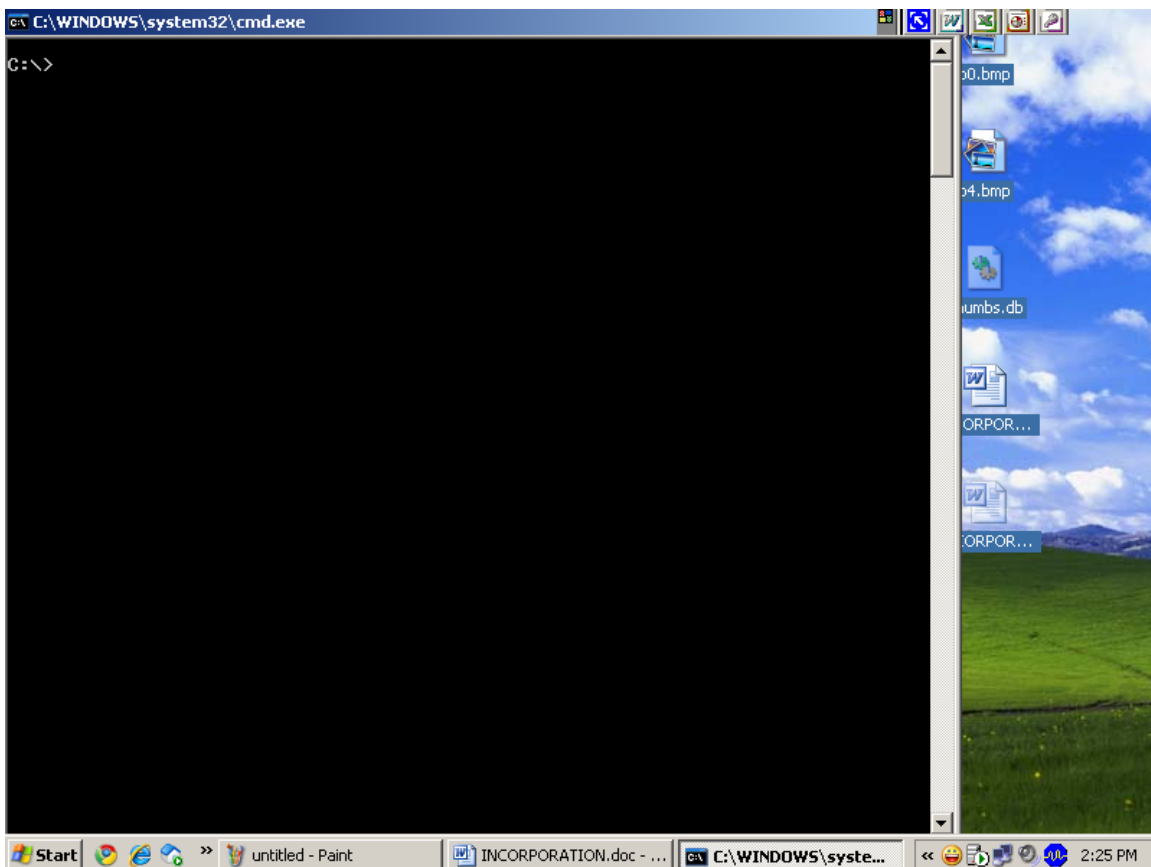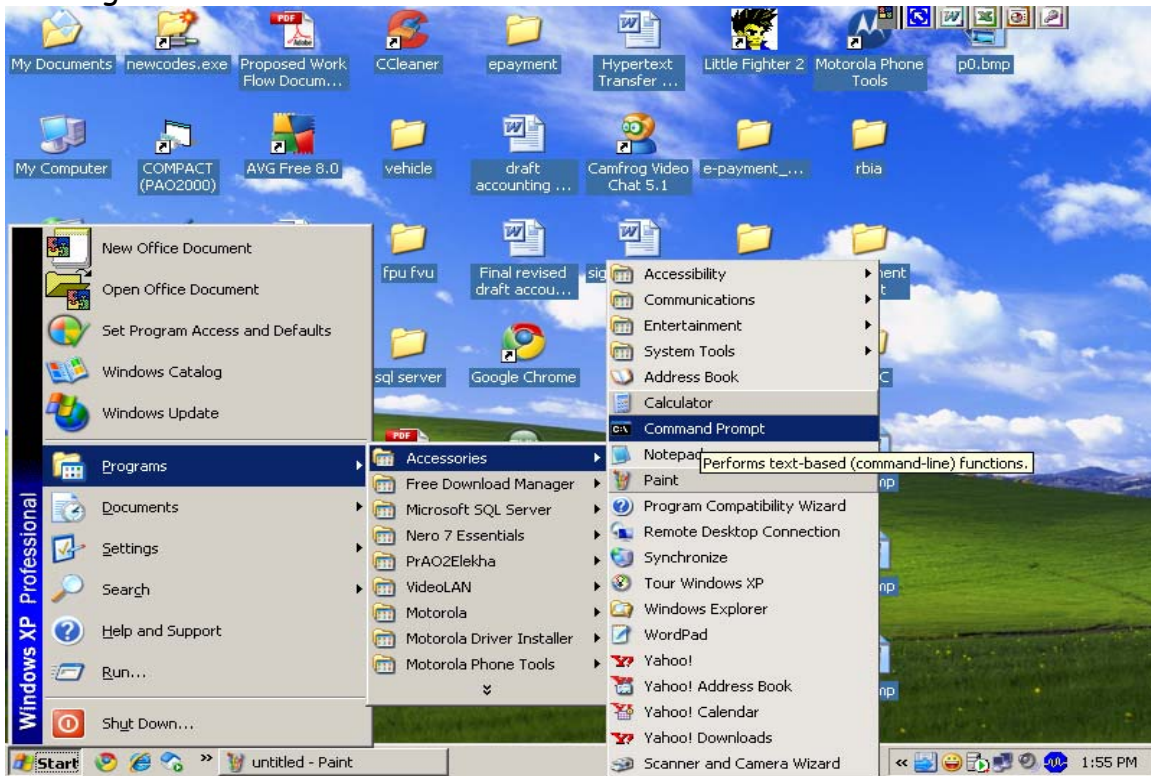# Procedure to download text file and incorporation in CONTACT package

Log in to e-lekha and in the Controller Data Processing Module select the Sub-Menu Booklet Download (CONTACT Download)

The Computer will ask you the destination drive where the file would be saved

Once the file has been saved the Command prompt has to be invoked for working in DOS mode

After the file has been downloaded rename the file so that the filename is 8 characters long.

Step 1
Copy the renamed file in the folder
C:\CD F <your three digit controller code>
Suppose your controller code is 092 then the command will be
C:\CD f092
Your will get the prompt as c:\F092>

Step 2
After this you have to launch Dbase/Foxbase installed in your system

C:\F092> DBASE

Step 3
When Dbase/ Foxbase starts at the Dot prompt the following command would be required to be entered
(To open the Booklet file)
. USE BOOKLET
(To clear all the records in the Booklet file)
. ZAP

Step 4
(To incorporate the Text file downloaded from e-lekha into BOOKLET)
. APPEND FROM {TEXTFILE NAME DOWNLOADED} TYPE SDF
(Suppose the text file name downloaded saved is BOOK002.TXT) the command would be as under
. APPEND FROM BOOK002.TXT TYPE SDF

Step 5
(To come out of Dbase the command will be)
. QUIT

The Text file downloaded will be incorporated in the CONTACT package and the various reports of CONTACT can be generated and once all have been successfully generated the clear data should be done.