

F.No:-P-34003/1/2024-DAMA-CGA/E-15742/115
O/o Controller General of Accounts
Ministry of Finance, Department of Expenditure
(Data Analytics & Monthly Accounts Section)
Mahalekha Niyantrak Bhawan
New Delhi

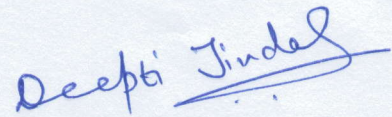
Dated:- 18th August, 2025

OFFICE MEMORANDUM

Subject:- Timeline for March (Sy-II) accounts for the year 2024-25 -reg.

Reference is invited to this office OM No. P-23001/1/2021-DAMA-CGA/E-15742/574 dated 05.03.2025 through which timelines for submission of March (Pre.), Sy-I and Sy-II accounts were intimated.

2. The last date for submission of Sy-II Accounts is **4th September, 2025**. It is informed that there is no need to manually enter accounting transactions initiated through JEs in Sy-II Accounts. All JEs approved by the Finance Accounts Section will be automatically included in the Sy-II Accounts after consolidation of Accounts by the concerned PAO in PFMS. Other corrections that do not constitute JEs such as those at the Sub-head, Detailed Head, or Object Head level (if reported incorrectly up to the Sy-I Accounts stage) can also be incorporated in the Sy-II Accounts.
3. Principal Accounts Offices, before submitting the accounts in PFMS, should verify the data submitted by the Pay & Accounts Offices and ensure that no fresh entries upto Minor head level (other than JEs) are made in the Sy-II Accounts. They should also verify that the JEs data has been properly incorporated in the accounts of the concerned PAO. In case of any mismatch in data, support may be sought from the DAMA Section or the GIFMIS Section of this office.
4. It is requested to **ensure adherence to this timeline** so that the final Accounts for 2024-25 incorporating all the approved JEs and data of any other rectifications carried out below Minor Head level, are consolidated and forwarded to C&AG office for clearance in time.
5. This issues with the approval of Addl. Controller General of Accounts (A&FR).



(Deepti Jindal)

Dy. Controller General of Accounts

To

1. All Pr.CCAs/CCAs/CAs (with independent Charge) of Civil Ministries
2. Sr. DAG, Accountant General (Audit), Delhi, AGCR Building, I.P.Estate, New Delhi-110002
3. The Pay & Accounts Officer, Lok Sabha Secretariat, Room No 302, Parliament House Annexe, New Delhi.
4. Controller of Accounts, National Capital Territory of Delhi, A Block Vikas Bhawan, I.P.Estate, New Delhi.
5. The Director (PA-II) Department of Posts, Dak Bhawan, Sardar Patel Chowk, Parliament Street, New Delhi

6. The Director Accounts, Department of Telecommunication, Sanchar Bhawan, New Delhi.
7. The Director Finance (Accounts), M/o Railways, Railway Board, Rail Bhawan, New Delhi.
8. The Joint CGDA (Accounts & Budget), M/o Defence, Ulan Batar Road, Palam, New Delhi.
9. The Director of Accounts, UT Daman & Diu and Dadra & Nagar Haveli.
10. The Director of Accounts & Budget, O/o the Chief Pay & Accounts Officer, Andaman & Nicobar Islands Administration, Port Blair.
11. The Accountant General (A&E), UT Chandigarh, Sector 17, Chandigarh – 160017.
12. The Secretary (Finance), UT of Ladakh & Treasuries, Finance Department, UT Ladakh
13. The Secretary (Pay & Accounts), Administration of Union Territory of Lakshadweep, Kavaratti -682555.
14. The Pay & Accounts Officer, Rajya Sabha Secretariat, Room No 201, Parliament House Annexe, New Delhi.
15. The Pr. Accounts Officer-cum Pay & Accounts Officer, President Secretariat, Rashtrapathi Bhawan, New Delhi.
16. The Pay & Accounts Officer, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi.
17. Sr. AO, Finance Accounts Section /Appropriation Accounts Section/ ITD(DT)/GBA, O/o CGA, Mahalekha Niyantrak Bhawan, for information.
18. SrAO, ITD, O/o CGA with the request to upload OM on CGA's website.
