

Kanwaldeep Singh, IDAS



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**No. T. 11025/28/2009-NACO (FIN)**  
**Dated 18<sup>th</sup> March 2011**

**Subject: Closure of accounts 2010-11 – Important Instructions**

Dear Project Directors,

As you are aware the financial year is coming to a close and the books of accounts of the society need to be closed on 31.3.2011. In view of this statutory requirement the following instructions are issued for strict compliance:

1. The accounts of the society are to be closed on 31.3.2011 without fail. All the entries related to the current year including payments and adjustments are to be carried out before 31.3.2011 and posted in CPFMS.
2. The CPFMS will automatically be closed on 31.3.2011 at 2400 hrs and the accounts frozen. States will not have any option to make any entries relating to 2010-11 after this deadline. Hence, all out efforts should be taken in this regard on war footing. Liabilities of the current year may be cleared on priority.
3. Likewise special efforts are to be taken to ensure that Utilization Certificates, SOEs from NGOs peripheral units are obtained and advances are adjusted to the maximum extent.
4. All the advances given to the staff of SACS are to be adjusted in full and no carryover of staff advances should be made.
5. The amount allotted to the DAPCUs on account of operational expenses is to be reviewed and original vouchers along with SOEs obtained before 28.3.2011 and necessary adjustments carried out in CPFMS before 31.3.2011.
6. All inter unit transfer of funds made should be reviewed and adjusted so that no amount is outstanding. Necessary releases have been made under all funds so that this will not be a difficulty for the SACS.
7. All expenditure relating to NACP-II should be adjusted fully during the current year and any carry over on this account will have to be explained. Booking of expenditure under this would be available only with the specific authorization of NACO from 1<sup>st</sup> April 2011.
8. All salary payment for March 2011 for the staff of SACS and peripheral units to be drawn before 31.3.2011 so that booking of salary of current year is not carried over.
9. Back up of CPFMS needs to be sent on daily basis so that progress and be watched.

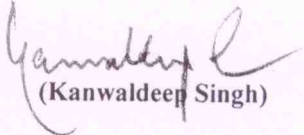
For this purpose a special team should be constituted with representatives from Finance and Programme Division in SACS and they should monitor the progress on daily basis. PD should take a review of the progress made in this regard every morning and meticulously follow the progress. The matter is all the more important this year because NACP-III is coming to a close and we have limited period to claim the expenditure of the project.

**These instructions are to be strictly adhered to and progress made in this regard will be specially monitored at NACO and reviewed by Secretary & DG, NACO.**

**It is reiterated that SACS will not have any option to book expenditure of current year after 31.3.2011 as the system will by-default come to a close on 31.3.2011 for the current financial year.**

This issues with the concurrence of Secretary & DG, NACO.

Yours faithfully,

  
(Kanwaldeep Singh)

To,

1. Project Director, All SACS
2. JD/DD/AD (Finance) of SACS
3. All Divisional Officers, NACO
4. NACO Web site