

Observation on Debt, Deposit, Suspense and Remittance Heads

- The booking up to February 2026 has been examined with reference to the UFA balance as on 31.03.2025.
- The exercise has been undertaken in view of the objections raised by the O/o CGA and the audit observations made by the O/o DG of Audit (F&C) in respect of the previous years' accounts.
- Based on the booked figures up to February 2026, the Minor Head-wise balances have been worked out and the accounts have been reviewed accordingly.
- The position of outstanding/adverse balances under the respective Minor Heads has been analysed.
- The Minor Head-wise findings are as under:

1. Major Head 7610 (Loans to Government Servants etc)

- i. Only two schemes are presently active under MH 7610, namely:
 - a. House Building Advance (HOA 7610.00.201.01.00.55)
 - b. Computer Advance (HOA 7610.00.204.01.00.55)
- ii. PAOs shall ensure that the outstanding balances under the above heads reconcile with the employee-wise ledger balances.
- iii. Except Minor Head 7610.00.202, all other schemes have been discontinued and no outstanding balance exists. Accordingly, no booking shall be made under any other HOA. However, West Bengal Circle has booked expenditure under HOA 7610.00.203.01.00.55.
- iv. Booking under the payment side of Grant No. 30 shall represent only advances sanctioned during the current financial year.

2. Major Heads 8001 (National Savings Deposits), 8002 (National Savings Certificates) & 8006 (Public Provident Funds)

The following Minor Heads were reviewed:

- 8001.00.112 (Discontinued National Savings Deposit Schemes)
- 8002.00.104 (Defence Savings Certificates)
- 8002.00.106 (National Development Bonds)
- 8002.00.107 (Post Office Certificates (New Series))
- 8002.00.108 (Mahila Samman Certificate)

- i. Substantial payments by PAOs have resulted in adverse departmental balances under MH 8001.00.112 and 8002.00.104.
- ii. All schemes under MH 8001.00.112, 8002.00.104, and 8002.00.106 were discontinued long ago.
- iii. Under MH 8002.00.107, only two schemes remain active; others stand discontinued.
- iv. The scheme under MH 8002.00.108 has been discontinued during the current financial year.
- v. Booking under discontinued schemes shall be verified with reference to vouchers and rectified before closure of March accounts.
- vi. **As per SB Order 12/2025, the transfer of accounts from one to PO to another PO will be reflected in Finalce and not be reflected in DTR of Post Office or the CPRC. Hence, no booking shall appear on the receipts side in respect of discontinued schemes. Misclassifications shall be corrected through DFC/DFD procedure.**

3. Minor Head 8001.00.101 (Post Office Savings Account,1981)

- i. HOA 8001.00.101.00.00.00 is not to be operated. However, bookings have been made by Bihar, J&K, Tamil Nadu and Uttar Pradesh Circles.
- ii. The correct Head of Account is 8001.00.101.01.00.00.

4. Minor Head 8001.00.113 (Sukanya Samriddhi Account)

- i. HOA 8001.00.113.00.00.00 is not to be operated.
- ii. The correct Head of Account is 8001.00.113.01.00.00.

5. Major Head -8009 (State Provident Funds)

- i. Outstanding balances under the following heads shall reconcile with the employee-wise ledgers:
 - a. 8009.01.101.01.01.00
 - b. 8009.02.103.00.00.00 (to be operated by Base Circle only)
- ii. HOA 8009.01.101.01.00.00, 8009.01.101.00.00.00, 8009.01.104.01.00.00 are not to be operated. The correct Head is 8009.01.101.01.01.00. However, bookings have been made by Madhya Pradesh, Maharashtra, Tamil Nadu and West Bengal Circles in these HOAs..
- iii. HOA 8009.02.103.00.00.00 is to be operated only by Base Circle. However, Bihar and West Bengal Circles have made bookings under this head.

6. Minor Head 8011.00.103 (Central Government Employees` Group Insurance Scheme)

- i. HOA 8011.00.103.00.00.00 shall be operated only on the receipts side and in multiples of 30. However, payments have been made under this head and the prescribed multiples have not been adhered to by all the Circle (except by Base and North East Circles).
- ii. HOA 8011.00.103.01.00.00 shall be operated only on the payments side. However, bookings have been made under the receipts side.
- iii. The following HOAs are not to be operated:
 - a) 8011.00.103.01.01.00
 - b) 8011.00.103.01.02.00
 - c) 8011.00.103.02.01.00
- iv. HOA 8011.00.103.02.00.00 shall be operated only on the payments side and in multiples of 30,000. However, bookings have been made under the receipts side and multiples have not been followed (except Gujarat and HP Circle).

7. Major Head 8012 -Special Deposits and Accounts (Minor Head 8012.00.110- Compulsory Deposits)

MH 8012 is not to be operated by the Department. However, bookings have been made by all PAOs except Base, Jharkhand, Karnataka, Kerala and Telangana in this HOA.

8. Minor Head 8336.00.101 (Civil Deposit – Security Deposits) – Interest Bearing Deposits

- i. This head is not operated by the Department and had nil outstanding balance at the close of FY 2024–25.
- ii. However, bookings have been made during the current financial year by Assam, Delhi, Maharashtra, Odisha, Punjab, Tamil Nadu, Uttar Pradesh, and West Bengal Circles.
- iii. These bookings shall be nullified before closure of March accounts.

9. Minor Head 8446.00.101 (Postal Deposits)

- i. Haryana, HP, Maharashtra, Odisha, Tamil Nadu, Telangana, and West Bengal Circles have made significantly higher payments than receipts.
- ii. Particularly significant in Tamil Nadu, where the difference is ₹7254.07 crore.
- iii. Immediate reconciliation and corrective action shall be undertaken.

10. Minor Head 8455.00.101 (Transaction with IPPB)

- i. The outstanding balance has increased from ₹255.76 crore to ₹12044.51 crore.
- ii. The Nodal PAO (PAO Delhi) shall review the matter and take corrective action before closure of March accounts.

11. Minor Head 8553.00.101 (Postal Advance)

- i. MH 8553.00.101 is not to be operated by the Department. However, Tamil Nadu Circle has made bookings under HOA 8553.00.101.01.00.00.
- ii. The correct Minor Head is 8553.01.101.

12. Minor Head 8553.01.101 (Postal Advance)

- i. Delhi Circle has made significantly higher receipts than payments under the following Heads of Account:
 - a) 8553.01.101.41.00.00
 - b) 8553.01.101.43.00.00
- ii. The above has resulted in adverse balances at the Minor Head level.
- iii. The concerned PAOs shall review the bookings and take necessary corrective action.

13. Minor Head 8656.00.101 (Small Coins Depot Balances)

- i. MH 8656.00.101 is not to be operated by the Department. However, Andhra Pradesh and Gujarat Circles have³ made bookings under HOA 8656.00.101.01.00.00.

14. Major Head 8661 -Suspense Accounts (Postal)

Suspense Heads are temporary booking heads and shall be cleared promptly to avoid misclassification of transactions.

a. Procedure of Clearance of Suspense Heads :

- Suspense heads shall be cleared through “Deduct from Credit” (DFC) or “Deduct from Debit” (DFD), as applicable.
- Where a suspense is created by booking on the credit side, it shall be cleared only through DFC and not through debit booking
- Where a suspense is created by booking on the debit side, it shall be cleared only through DFD and not through credit booking
- It has been observed that credit suspense balances are being cleared through debit entries and vice versa; such practice is irregular and shall not be followed.

b. Timely Clearance:

- All amounts booked under suspense heads shall be reviewed regularly and cleared within the same financial year.
- There shall ideally be no outstanding balance under suspense heads at the close of the financial year
- In cases where any balance remains outstanding after the closure of the financial year, proper justification shall be recorded.

c. Old Suspense Balance: Old outstanding suspense balances shall be reviewed thoroughly and resolved on a priority basis.

14.1 MH 8661.00.000 -Suspense Account (postal)

- i. This is an incorrect head for operation. However, booking has been made by Tamil Nadu Circle.
- ii. The same shall be reviewed and rectified.

14.2 MH 8661.00.101 -Pay and Accounts Office Suspense

- i. HOA 8661.00.101.66.00.00 is to be operated only by PAO Delhi. However, PAO Madhya Pradesh has made bookings under this head.
- ii. Both receipts and payments have been booked under HOA 8661.00.101.01.00.00 by Maharashtra and Tamil Nadu Circles.
- iii. Both receipts and payments have been booked under HOA 8661.00.101.60.01.00 and 8661.00.101.60.03.00 by Maharashtra and Bihar Circles.
- iv. The above bookings require detailed verification and rectification, wherever necessary.

14.3 MH 8661.00.102 -Accountant General Suspense

- i. Bookings have been made by Assam, Himachal Pradesh and Maharashtra Circles.
- ii. Himachal Pradesh Circle has cleared an amount in excess of the outstanding balance of the Department.
- iii. The bookings shall be reviewed and necessary rectification carried out accordingly.

14.4 MH 8661.00.108 (Public Sector Bank Suspense)

- i. This Minor Head is used to record transactions handled by accredited Public Sector Banks pending settlement with RBI, CAS, Nagpur.
- ii. Transactions are initially booked under this head and cleared upon receipt of RBI scrolls/statements.
- iii. Since PAOs settle accounts under Head 8675 and no difference exists with RBI figures at year-end, there should be no outstanding balance under this head.
- iv. Any outstanding balance shall be reviewed and cleared immediately.

14.5 MH 8661.00.109- RB Suspense

- i. The prescribed DFC/DFD procedure shall be followed for clearance of outstanding balances under this head.
- ii. The balances shall be reviewed and cleared on priority.

14.6 MH 8661.00.137 -CAO Telecom Suspense

- i. During the current financial year, only PAO Andhra Pradesh has booked amounts under this head.
- ii. All PAOs shall review the outstanding balances under this head and report the balances pertaining to their offices along with detailed reasons.

14.7 MH 8661.00.140 Miscellaneous Suspense

- i. It has been observed that the prescribed procedure for clearance of suspense has not been followed by PAOs.
- ii. PAOs shall ensure booking on only one side of a head.
- iii. Delhi and Tamil Nadu Circles have booked (-) ₹31,652 crore and (-) ₹5131 crore respectively on the receipts side of this Minor Head.
- iv. The concerned Circles shall review the bookings and furnish detailed reasons for such entries.

15. Minor Head 8670 Cheques and Bills- Postal Cheques

- i. MH 8670 is an intermediary head used for initial recording of payment transactions, which are subsequently cleared upon receipt of scrolls/statements from Public Sector Banks/Treasuries.
- ii. As per the Central Government Accounts (Receipts and Payments) Rules, a cheque is payable within three months from the date of issue. Therefore, substantial outstanding balances should not exist under this head.
- iii. Significant positive booking is made by Delhi, Gujarat, Odisha, Punjab, and Tamil Nadu Circles.

- iv. Significant negative booking is made by Haryana, Himachal Pradesh, Karnataka, and Telangana Circles. Karnataka Circle reflects a negative booking of ₹977 crore.
- v. The concerned PAOs shall immediately review the bookings and rectify misclassifications before closure of the March monthly accounts.

16. Minor Head 8674- Security Deposits made by Government

- i. The following types of security deposits may be booked under this head:
 - a. Security deposits made by Government Departments to Higher/Appellate Courts for obtaining stay orders against decrees awarded by Lower Courts. Amounts deposited in the Supreme Court of India as security towards costs of respondents in appeals filed by Government against decisions of High Courts shall also be recorded under this head.
 - b. Security deposits made by Government with statutory organizations such as State Electricity Boards, Corporations, and Municipalities, in terms of Ministry of Finance O.M. No. F.8(1)-E.II.A/68 dated 24 July 1968 (G.I. Decision No. 3 below Para 258 of GFRs), shall be recorded under this sub-head, clearly indicating the name of the organization.
- ii. This head is not meant for routine or regular booking.
- iii. However, almost all Circles are reflecting balances under this head.
- iv. PAOs shall ensure that only eligible deposits are booked under this Minor Head.

17. Minor Head 8677- Remittances into Banks/ Treasuries

- i. Cheques/Drafts sent to accredited bank branches are initially classified under this Minor Head and cleared upon receipt of bank scrolls through contra entry to “Public Sector Bank Suspense.”
- ii. Only those amounts representing cheques/drafts sent but not yet reflected in bank scrolls should remain outstanding.
- iii. All PAOs are presently reflecting balances under this head.
- iv. Andhra Pradesh, Gujarat, Odisha, Punjab, Rajasthan and Uttar Pradesh Circles have significant outstanding balances.
- v. Haryana, Delhi, and Tamil Nadu Circles are reflecting adverse balances. These circles have booked negative amounts of ₹68, ₹4889 crore and ₹2527 crore respectively.

- vi. Immediate review and rectification shall be undertaken prior to closure of March monthly accounts.

18. Minor Head 8781.00.105- International Money Transfer Service

- i. Only Delhi and Maharashtra Circles are reflecting balances under this head.
- ii. These pertain to bookings made during FY 2017–18 and subsequent years.
- iii. The concerned PAOs shall review the head and take corrective action.

19. Minor Head 8783.00.101- Collection on Sale of Railway Tickets

- i. As per PAM Vol. II, the balance under this head shall be nil at the end of each financial year.
- ii. However, almost all PAOs are reflecting balances under this head.
- iii. The head shall be reviewed on priority and misclassifications, if any, rectified before closure of March monthly accounts.

20. Major head 8787 (Adjusting Account with Railways) and 8789 (Adjusting Account with Defence)

- i. PAOs shall review the bookings under these heads.
- ii. Minor Head-wise balances under their respective jurisdictions shall be furnished to this office.