

Annexure-A : Time schedule for finalisation of accounts for 2017-18

Closing of March (P) 2018 accounts: **May 11, 2018**

Closing of March (Sy) 2018 accounts: **June 29, 2018**

Sl. No	Stage (after finalization of March Preliminary accounts on 11 May 2018)	Due date	
1.	Submission of draft Notes to Accounts (NTA) to GA wing for provisional vetting by GA wing (A)	21 May to 25 May, 2018	
2.	Sending of provisional NTA to Audit (H)	14 June to 6 July, 2018	
3.	Return of NTA after preliminary scrutiny of draft NTA by Audit	26 June to 13 July, 2018	
4.	Incorporation / correction of omissions/ mistakes pointed by GA wing and Audit	26 June to 13 July, 2018	
	Stage (after finalization of March (Sy) accounts on 29 June 2018)	Finance Accounts	Appropriation Accounts
5.	Flow of Statements/ Grants from A&E to Audit (B)	13 July to 6 August, 2018	13 July to 16 August, 2018
6.	Return by Audit	27 July to 16 August, 2018	25 July to 23 August, 2018
7.	Final vetting of NTA by GA Wing (C) (G)	8 August to 23 August, 2018	
8.	Attending to Audit observations	17 August to 23 August, 2018	23 August to 31 August, 2018
9.	Return of vetted 'Notes to Accounts' by Audit	17 August to 31 August, 2018	
10.	Draft certification by AG (Audit)	04 Sept to 10 Sept, 2018	04 Sept to 10 Sept, 2018
11.	Vetting of Audit Certificate and spiral bound 'bond copy' version of Finance and Appropriation Accounts by Report State Wing- Approval of Hqrs (with modification/ correction etc) (D)	05 Sept to 12 Sept, 2018	05 Sept to 12 Sept, 2018
12.	Modify accounts based on RS Wing observations and making available 'print ready' version (in pdf format) to Local Audit Office (E)	10 Sept to 14 Sept, 2018	10 Sept to 14 Sept, 2018
13.	Signing of Audit certificate by the CAG of India (F)	20 Sept to 28 Sept, 2018	20 Sept to 28 Sept, 2018