

**TO BE HANDED OVER ON RELIEF**

Tele: 36160

मुख्यालय दिल्ली एरिया  
HQ Delhi Area  
दिल्ली छावनी - १०  
Delhi Cantt-10

3301/14/QAB/A6

24 Jan 2022

(Unit concerned)

**QUARTERLY AUDIT BOARD OF ACCTS WEF QE MAR 2022 TO QE DEC 2022**

1. Quarterly Audit Board of Accts for the units of this fmn will be carried out under the order of this HQ for the fwg accts:-

- (a) Imprest Accts.
- (b) Public Accts.
- (c) Regtl Fund/Instt Fund.
- (d) CSD Accts.
- (e) QD Fund.
- (f) Offrs Mess/JCOs Club Accts.
- (g) ECHS Accts (Held with ECHS Est only).

2. The procedure for conduct of quarterly audit bd of accts will be as under:-

- (a) Quarterly Audit Bd of accts in respect of all units of this fmns will be carried out by a standing bd as given at **Appx A** att to this letter.
- (b) One Lt Col/ Maj as Presiding Offr will be detailed by the auditing unit and two members (one offr and JCO) will be provided by the unit whose accts are to be audited as listed in **Appx A** to this letter.
- (c) Quarterly audit bd proceeding duly completed will be fwd to this HQ for countersignatures of the Fmn Cdr. Quarterly audit bd for **QE Mar, Jun, Sep and Dec** to be completed by **10<sup>th</sup> of Apr, Jul, Oct and Jan respectively**.

4. Units will be responsible to info this HQ by 10<sup>th</sup> of Apr, Jul, Oct and Jan in case Presiding Offrs (as per Appx) detailed to carry out the quarterly audit bd have failed to carry out the audit.

5. All Presiding Offrs of the bds listed at Appx will fwd a cert, duly signed as given below by 15<sup>th</sup> of Apr, Jul, Oct and Jan respectively on completion of audit of all units and not in piecemeal:-

Ser No	Name of unit	Date of completion

6. All Presiding Offrs of bds will be resp to inform this HQ by **10<sup>th</sup> of Apr, Jul, Oct and Jan** details of units which have not produced their accts for audit without fail. No representation regards to the change of composition of the bd will be accepted.

7. The bd will ensure that their responsibilities do not cease with comparing cash balance with that in the cash book as on the date of audit. A thorough audit of accts should be carried out and the bd will ensure the following:-

- (a) The accts have been updated till date.
  - (b) All receipts upto the time of audit have been entered in the cash book. Omissions if any are properly explained.
  - (c) Tfr from one acct to another is properly carried out and an entry in the receiving fund acct is made.
  - (d) Scrutiny of bank statement and its reconciliation with cash book balance and respective accts have been tallied.
  - (e) Verification of oral statement of the person incharge of accts with supporting docu.
  - (f) Justification for retention of heavy cash balance in hand.
  - (g) All items purchased are taken on ledger charge and are accounted for.
  - (h) Prior sanction of CFA has been obtained in case purchases are made beyond the financial limits laid down as per existing orders.
8. Instructions on audit of Regt Fund Accts as laid down in Spl Western Comd order No 1/S/83 will be adhered to Appx to WCO 1/S/83 will also be att in duplicate with the bd proceedings.
9. Presiding Offr for quarterly audit bd and the units that are being audited will ensure the implementation of the fwg pts:-
- (a) Unit of the Presiding Offr and the Members will be mentioned under their signature in the bd proceedings.
  - (b) **Only two copies of the bd proceedings will be tagged separately in order to facilitate the return of one copy after the proceedings have been countersigned.**
  - (c) In case of any obs made by the bd, the CO unit will give his clarification on the remarks coln in the bd proceedings.
  - (d) In case there are no obs raised by the bd, OC unit will mention 'NIL' under the remarks coln in the bd proceedings.
  - (e) Pts obs by the previous bd and action/progress by the unit will also be att and fwd alongwith the bd proceedings.
  - (f) In case of any unit moving out stn, not maintaining any type of account and no need for QAB, info of the same to be intimated to this HQ for deletion of the unit from the list.
  - (g) Presiding Offr will thereafter carry out the audit for the new unit in place of old unit. The name of new unit to be intimated to this HQ for amendment of records and same to be carried out at the Presiding Offrs unit also.
  - (h) The bd must have a column of countersignature.
  - (j) The proceedings of QABs for two or more qr should never be clubbed together.
  - (k) Bal sheet, duly signed by the Bd of Offrs & Acct Holder.
  - (l) Bank Statement of Acct, only of the last month of the qr.
  - (m) Bank reconciliation statement, if reqd.
  - (n) BOO and the acct holder must sign on the balance sheet.

(o) **Public Fund Accts**

(i) The Public Funds credited but not utilized during the FY need to be returned to the Govt treasury by way of MRO and bal made Nil on 31<sup>st</sup> Mar every yr. Holding of public funds beyond 31<sup>st</sup> Mar may invite serious audit objn.

(ii) Screen shot of FP MIS & PCDA WC expdr/ billing report alongwith MER and qrtly audit reports wrt Public Funds must be reqd in every QE.

11. COs/OCs unit will ensure that thorough check of quarterly audit bd proceedings are carried out and its correctness verified in all respect before sending to this HQ for countersignatures of the Fmn Cdr.

12. This letter will be in effect from QE Mar 2022. This letter also supersedes all previous letters issued regarding detailment of Presiding offr and members on the subject matter.

13. In case a particular unit moves out from the stn the relieving unit will detail the Presiding offr for sub gp of units and intimation will be fwd to all units concerned alongwith a copy to this HQ.

14. Members for carrying out the quarterly audit board of accts held by HQ Delhi Area Offrs Mess & HQ Delhi Area for the QE Mar 2022 to QE Dec 2022 are detailed as under :-

S No	QE	Appx A Ser No 1 Member to be detl by		Appx A Ser No 04 member (JCO) to be detl by
		Offr	JCO	
(a)	Mar 2022	RRRC	505 ABW	6 SIKH
(b)	Jun 2022	6 SIKH	Stn Wksp EME	RRRC
(c)	Sep 2022	Delhi Area Sig Coy	6 SIKH	HQ TG EME
(d)	Dec 2022	972 Tpt Coy ASC	RRRC	972 Tpt Coy ASC

**Sd/-x-x-x-x**  
(Bimal Mishra)  
Lt Col  
AAG (A)  
for Brig A

**Encls:**As above.

**Copy to :-**

ADG Adm and Coord - For info pl.  
IHQ of MoD (Army)  
Sena Bhawan  
New Delhi

HQ Western Comd (A) - For Info pl.  
PIN- 900543  
c/o 56 APO

**Internal**

GS Branch, Q Branch, Est Branch, ST Branch, D&V Branch, Ord Brach, Med Branch, Sigs Branch, AWES Branch, Delhi Area Printing Press, Delhi Area Stn Canteen (Incl Grocery Shop)

QUARTERLY AUDIT BOARD OF ACCTS WEF QE MAR 2022 TO QE DEC 2022

S.No	Unit whose accts to be audited	Auditing unit (PO to be detailed by)			
		QE Mar 2022	QE Jun 2022	QE Sep 2022	QE Dec 2022
1.	HQ Delhi Area (incl GS Br, Q Br, Est Br, Ord Br, EME Br, ST Br, DSC Br, Sig Br, AG's Br)				
2.	Delhi Area Printing Press	1 CBPO	HQ TG EME	629 Tpt Coy ASC	RRRC
3.	HQ Delhi Area AWES Cell				
4.	Delhi Area Offrs Mess				
5.	Stn HQ Delhi Cantt				
6.	Delhi Area Primary School-I (DAPS-I)				
7.	Delhi Area Primary School - II (DAPS - II)				
8.	Taurus Army Pre School (TAPS)				
9.	Taurus Offrs Hostel	RRRC	150 Inf Bn (TA)	972 Tpt Coy ASC	629 Tpt Coy ASC
10.	262 Transit Camp				
11.	AEPTA				
12.	Central Org ECHS				
13.	AIMT Greater Noida				
14.	ECHS Polyclinic Noida	339 (I) Pl ASC (Sup)	CFL ASC Delhi	227 Coy ASC (Sup)	202 CEDU
15.	Delhi Area Stn Canteen, Noida				
16.	ECHS Polyclinic, Greater NOIDA				
17.	ECHS Cell, C/o Stn HQ Delhi Cantt				
18.	ECHS Polyclinic c/o Base Hosp	Base Hosp Delhi Cantt	1 CBPO	FOL Depot ASC	CASD Delhi Cantt
19.	Regional Centre ECHS Delhi Cantt				
20.	SHO Delhi Cantt				
21.	CAMS				
22.	ECHS Polyclinic Gurgaon	629 Tpt Coy ASC	226 Coy ASC (Sup)	CASD Delhi Cantt	505 Army Base Wksp
23.	ECHS Polyclinic, Sohna Road, Gurgaon				
24.	ECHS Polyclinic, Dundahera				
25.	227 Coy ASC				
26.	ECHS Polyclinic, Lodhi Rd, New Delhi	1 WEC	6 Engr Regt	1 CBPO	5 Sig Gp
27.	ECHS Polyclinic, Timarpur				
28.	339 (I) Sup Pl ASC				
29.	CFL ASC Timarpur				
30.	OD Shakurbasti				
31.	SHO Shakurbasti				
32.	ECHS Polyclinic, Shakurbasti	Veh Depot Wksp EME	124 Inf Bn (TA)	HQ TG EME	150 Inf Bn (TA) PUNJAB
33.	1 AFSR				
34.	Air HQ Air Fmn Sig Coy				

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		QE Mar 2022	QE Jun 2022	QE Sep 2022	QE Dec 2022
35.	APS Delhi Cantt				
36.	APS Dhaula Kaun				
37.	Army Instt Education (AIE) Delhi Cantt	ESD Delhi Cantt	512 Lt AD Regt	EETSU	AH (R&R)
38.	ACMS Delhi Cantt				
39.	CLAWS				
40.	Delhi Area Stn Canteen (Taurus Canteen)				
41.	ADLRS (Taurus Canteen)				
42.	Central ASC Offs Mess	COD Delhi Cantt	Veh Depot Wksp EME	RRRC	1811 Pnr Unit
43.	Albert Ekka Instt				
44.	12 Engr Regt				
45.	10 PARS				
46.	Delhi Area Sig Coy				
47.	Delhi Area Pro Unit	972 Tpt Coy ASC	RRRC	406 Gun Msl Regt	972 Lt AD Msl Regt (SP)
48.	6 SIKH				
49.	Mil Farm Records				
50.	RRRC				
51.	Records Raj Rif				
52.	105 Inf Bn (TA)	ADC (R&R)	BHDC	OD Shakurbasti	HQ 21 MC Gp
53.	Taurus Offr Instt				
54.	B Sqn 61 Cav				
55.	Stn Wksp EME				
56.	48 MVH				
57.	AHQ FS Section, c/o Delhi Area	972 Lt AD Msl Regt (SP)	HQ TG EME	6 SIKH	AFMSD
58.	202 BD Coy				
59.	IRO Delhi Cantt				
60.	917 Lt AD Regt (Comp) Wksp				
61.	Base Hosp Delhi Cantt				
62.	MDC Delhi Cantt-10				
63.	GE (E/M) Base Hosp	6 SIKH	972 Lt AD Msl Regt (SP)	COD Delhi Cantt	226 Coy ASC (Sup)
64.	CVD Delhi Cantt				
65.	Veh Depot Wksp EME				
66.	ESD Delhi Cantt-10				
67.	1811 Pnr Unit				
68.	210 Pet Pl ASC				
69.	218 Pet Pl ASC	HQ TG EME	CASD Delhi Cantt	6 Engr Regt	124 Inf Bn (TA)
70.	505 ABW (incl OSS)				

QUARTERLY AUDIT BOARD OF ACCTS WEF QE MAR 2022 TO QE DEC 2022

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		QE Mar 2022	QE Jun 2022	QE Sep 2022	QE Dec 2022
71.	COD Delhi Cantt				
72.	Thofa Gift Shop				
73.	Army Boys Hostel				
74.	HQ TG EME	CVD Delhi Cantt	ESD Delhi Cantt	202 CEDU	227 Coy ASC
75.	17 & 18 MAG c/o HQ TG EME				
76.	226 Coy ASC (Sup)				
77.	179 MC/MF Det, Rly Strn Delhi Cantt				
78.	Army Hosp (R & R)				
79.	ADC (R & R)				
80.	GE (E/M) R & R Hosp				
81.	1 CBPO	FOL Depot ASC	6 SIKH	226 Coy ASC	6 Engr Regt
82.	Experimental Evaluation and Technical Support Unit (EETSU)				
83.	629 Tpt Coy ASC				
84.	AFMSD, Delhi Cantt				
85.	AFTC	HQ 5 Sig Gp	406 Gun Msl Regt	AH (R&R)	EETSU
86.	150 Inf Bn (TA)				
87.	CASD				
88.	CE Delhi Zone				
89.	972 Tpt Coy ASC				
90.	326 Lt AD Regt	406 Gun Msl Regt	629 Tpt Coy ASC	BHDC	972 Lt AD Msl Regt (SP)
91.	IHQ of Mod (Army) CIU				
92.	Army Cyber Gp				
93.	136 (I) Wksp (Sigs) EME				
94.	21 Sig Gp				
95.	132 Inf Bn (TA)	150 Inf Bn (TA)	21 Sig Gp	ADC (R&R)	ESD Delhi Cantt
96.	1 Wireless Experimental Centre				
97.	EEE Sub Gp c/o 21 Sig Gp				
98.	1 Fd Trial Sub Gp c/o 21 Sig Gp				
99.	44 MVH				
100.	255 Transit Camp				
101.	Adhoc Transit Camp Eastern Comd				
102.	512 Lt AD Regt	226 Coy ASC (Sup)	505 ABW	MDC Delhi Cantt	HQ TG EME
103.	972 Lt AD Msl Regt (SP)				
104.	Institute of Military Law (IML)				

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105.	AFDC New Delhi				
106.	AFC New Delhi				
107.	124 Inf Bn (TA)	1811 Pnr Unit	OD Shakurbasti	505 ABW	972 Tpt Coy ASC
108.	DHQ Sec Tps				
109.	2 Fd Trial Sub Gp				
110.	WEE Wksp				
111.	No 1 GL Sec Type A				
112.	12 GASL				
113.	Entity B, 61 WEU				
114.	21 MC Gp				
115.	Auchinlek Sainik Aramgah, Delhi Jn				
116.	Sainik Aramgah, Rly Sin New Delhi				
117.	140 MC/MF Det				
118.	143 MC/MF Det				
119.	410 MC/MF Det				
120.	412 MC/MF Det (H Nizamuddin)				
121.	WARDDEC				
122.	AHQ IS Gp				
123.	CWE New Delhi				
124.	GE New Delhi				
125.	CWE Delhi Cantt	HQ 21 MC Gp	MDC Delhi Cantt	Stn Wksp EME	OD Shakurbasti
126.	GE (P) East				
127.	GE (North)				
128.	GE (P) Central				
129.	GE (East)				
130.	GE (West)	202 CEDU	Stn Wksp EME	ESD Delhi Cantt	MDC Delhi Cantt
131.	GE (P) West				
132.	GE (U) Water Sup				
133.	GE (U) Plant & Machinery				
134.	GE (South)				
135.	GE (U) Elect Sup	227 Coy ASC (Sup)	AFMISD	Veh Depot Wksp EME	HQ 21 Sig Gp
136.	GE (Central)				
137.	ESM Canteen Gurugram				
138.	ESM Canteen Palaudi				
139.	ESM Canteen Palwal	196 Med Regt	HQ 60 Inf Bde	Stn HQ Gurugram	HQ 261 Arty Bde
140.	ESM Canteen Faridabad				

Tele: 25683429 (Civ)

Office of the Chairman  
Mukhyalaya Delhi Area  
HQ Delhi Area  
Delhi Cantt- 110010

7845/75/CA/Colleges

29 Oct 2021

AIMT, Greater NOIDA

**APPOINTMENT OF CA FOR FIN YR 2021-22**

1. Ref your letter No AIMT/205/AR/CA/Accts dt 07 Oct 2021.
2. Appt of CA's firms as mentioned in para 5 (a) &(b) of your letter under ref for auditing accounts of AIMT & AIE has been approved by Chairman AIMT/AIE.
3. For info and further necessary action please.



(Vivek Jalla)  
Col  
SO to Chairman

**Copy to:-**

AIE, Greater NOIDA

Sn/-



Tele: 25683429 (Civ)

Office of the Chairman  
Mukhyalaya Delhi Area  
HQ Delhi Area  
Delhi Cantt- 110010

7845/72(AAT)/Colleges

16 Nov 2022

✓ AIMT, Greater NOIDA  
AIE, Greater NOIDA

**ANNUAL ADM AND TECH (AAT) INSP OF COLLEGES: 2020-21**

1. Ref to HQ Western Comd (AWES) letter No 46353/S/Insp/AWES dt 09 Nov 2022.
2. Annual Adm and Tech (AAT) Inspection report 2020-21 in r/o your institute is returned herewith in duly signed by the COS, HQ Western Comd, Inspecting Officer for your further necessary action please.



(Sumeet Sharma)  
Col  
SO to Chairman

**Encls:** As above  
Sn/-

Pl. Maintain  
file.



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