

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
MANIPUR: IMPHAL

Circular No. 07
Dated 18/06/2020

The Main Report on Review of Balances under Suspense & Remittance Heads for the year 2018-19 is due to be sent to Head quarter's office by December 2019.

The concerned Branch Officers are requested to submit information in respect of the aforesaid report **latest by 26/06/2020** to Book-Budget Section showing **clearance up to 31/08/2020** with the following bifurcations.

1. Year wise i.e. up to 2016-17, 2017-18 & 2018-19 break – up of the balance for Main Reports indicated in the explanatory statement with number of Items, separately for Treasury and Departmental position.
2. Year wise clearance thereon with number of items cleared during the **period 01/04/2019 to 31/08/2019**.
3. Difference between Broadsheets and ledger, if any, and detailed reasons for differences.
4. Number of Broadsheets required to be maintained and actually maintained, the position of the closure of Broadsheets up to the period and action taken for pulling up arrears in Broad sheets.

This may be treated as **most urgent**.

Memo No. Bk-Bud/5-6/2019-2020/79

Copy to:-

1. Sr. Accounts Officer i.e. WC, CA, L&D and AC Section. (Local)

AAO/EDJ
12/6

Sr. Accounts Officer/Bk-Bud.
Dated 18/06/2020

18/6/2020
Sr. Accounts Officer/Bk-Bud.