



Office of the Pr. Accountant General (A&E), Assam
:: Beltola :: Guwahati - 781029 :: Assam.



सत्यमेव जयते

No.TMC/3-3/VERFN/2024-25/127

Date: 02 May, 2025

To,

The Commissioner & Secretary to the Government of Assam,
 Finance Department ,
 Janata Bhawan, Dispur,
 Guwahati-781 006.

Sub: Programme for Reconciliation of Departmental figures (Receipt & Expenditure) with those booked in A.G.'s office for the quarter ending **31st March, 2025**.

Sir,

In inviting a reference to the subject cited above, I am to request you that directions may kindly be issued to all the Chief Controlling Officers/Controlling Officers to depute their staff, for attending this Office, on any of the working days, from **13/05/2025 to 13/06/2025** to carry out the verification and reconciliation of their departmental Receipt & Expenditure figures, pending Utilisation Certificates and DCC Bills for the 4th quarter ending **31st March, 2025** with the figures of this office without fail so that no amount of receipt & expenditure, pending Utilisation Certificates and DCC bills left un-reconciled.

2. The Departmental staff may visit this office along with departmental receipt and expenditure statements, containing full classification, as per budget provision, duly certified by their respective Chief Controlling Officers/ Controlling Officers.

3. **The reconciliation of figure is of immense importance and may please be done within the stipulated date to ensure that accounts reflect the correct picture.**

4. Kindly instruct all the Departments to intimate their e-mail address and Mobile No. of the Heads of Department / Chief Controlling Officers and Controlling Officers / Heads of Office at the earliest to this office by return email to agaeassam@cag.gov.in for early Reconciliation and settlement of Discrepancies, if any.

5. In case of any difficulties faced by the officials visiting this office for the Reconciliation process, they may contact the concerned Senior Accounts Officer of the respective compilation section.

Yours faithfully,

Enclosed: Format for Reconciliation

Sd/-

(Snehasis Mukherjee)
 Deputy Accountant General
 (A/Cs& VLC)

Copy forwarded for information to:-

1. The Secretary to the Government of Assam,
Finance (Budget) Department, JanataBhawan, Dispur, Guwahati-781 006
2. The Senior Accounts Officer, Book 1 Section (Local).
3. The Senior Accounts Officer, Book 2 Section (Local).
4. The Senior Accounts Officer, WM 1 Section (Local).
5. The Senior Accounts Officer, F C Section(Local).
6. The Senior Accounts Officer, C A 1 (Local).
7. The Senior Accounts Officer, CA 2, 6, 7 & Deposit Section (local).
8. The Senior Accounts Officer , CA 3,4,5 & 8 (local)
9. The Senior Accounts Officer , Loan-2 & Pension A/Cs (Local)
10. All the A.A.O.'s of CA 1 to CA 8, WM 1 to WM 3, Pension A/C, Loan 2 and FC & Book Section. They are requested to provide sitting arrangements and supply of relevant records to the departmental Officers coming for reconciliation. The concerned Branch Officers may issue the reconciliation certificate after the reconciliation work is over. Further, **all the Controlling Sections may invariably furnish a report, showing details of reconciliation done by the Controlling Officers, to T.M Co-Ordination Section, immediately after the reconciliation is completed.**
11. The Senior Accounts Officer, ITS-1 Section (Local). He is requested to make necessary arrangement to upload the same in the web-site of this office as well as mail to the concerned for uploading in websites of GOA.
12. All CCOs/COs. as per list.
13. The Hindi Officer for translation into Hindi for circulation.
14. The Principal Secretary, BTAD, KAAC, NCHAC.



(M K Bardhan)
Senior Accounts Officer

CALENDAR OF PROGRAMME
FOR VERIFICATION & RECONCILIATION OF ACCOUNTS
FOR THE QUARTER ENDED 31ST MARCH, 2025
(ON WORKING DAYS FROM 13-05-2025 TO 13-06-2025)

| Sl No | Name of Chief Controlling Officer | Major Head of Account |
|-------|--|--|
| 1 | Pr. Secy, Legislative Assembly Secretariat Deptt. | 0059, 0070, 0058, 0059, 2011, 2058, 2059, 4059, 7610, 4217 |
| 2 | Secy, Governor's Secretariat Deptt. | 0070, 2012 |
| 3 | Secy, Personnel (B) Deptt. | 0051, 2051 |
| 4 | Secy, Secretariat Administration (A) Department | 0070, 2013, 2052, 2205, 2251, 3451 |
| 5 | Secy, Finance Deptt. | 0070, 2048, 2049, 2075, 2552, 3604, 4047, 4552, 5465, 5475, 6003, 7610, 8550. |
| 6 | Secy, Judicial Deptt. | 0070, 2014 |
| 7 | Commissioner & Secy, Election Deptt. | 0070, 2015 |
| 8 | Secy, Finance (Taxation) Deptt. | 0040, 2040 |
| 9 | Secy, Revenue & Disaster Management Deptt. | 0029, 0070, 2029, 2245 |
| 10 | Secy, Welfare of Plain Tribes & Backward Classes (WPT&BC) Deptt. | 0070, 2225, 4225 |
| 11 | Secy, Stamps & Registration Deptt. | 0030, 2030 |
| 12 | Commissioner & Secy, Excise | 0039, 2039, 2235 |
| 13 | Commissioner & Secy, Transport Deptt. | 0041, 1055, 1056, 2041, 3055, 3056, 5055, 5056 |
| 14 | Secy, General Administration Deptt. | 0070, 1056, 2053, 2070 |
| 15 | Commissioner & Secy, Hill Areas Deptt. (including T.A) | 0070, 0029, 0039, 0059, 0202, 0210, 0211, 0215, 0216, 0217, 0220, 0401, 0402, 0403, 0404, 0405, 0406, 0408, 0415, 0425, 0435, 0501, 0515, 0701, 0702, 0711, 0851, 0852, 1054, 1452, 1456, 1475, 2029, 2039, 2059, 2202, 2204, 2205, 2210, 2211, 2215, 2216, 2217, 2220, 2225, 2235, 2236, 2401, 2402, 2403, 2404, 2405, 2406, 2408, 2415, 2425, 2435, 2501, 2515, 2701, 2702, 2711, 2851, 2852, 3054, 3452, 3454, 3456, 3475, 4059, 4208, 4210, 4211, 4215, 4216, 4225, 4701, 4702, 4705, 4711, 4851, 5052, 5054 |
| 16 | Secy., Home Deptt. | 0055, 0056, 0070, 0220, 2055, 2056, 2070, 2220, 4055 |
| 17 | Secy., Political Deptt. | 0070, 0575, 2070, 2575 |
| 18 | Secy., Printing and Stationery Deptt. | 0058, 2058, 4058 |
| 19 | Commissioner & Secy, Administration Reforms (Training) Deptt. | 0070, 2070 |
| 20 | Secy., Pension & Public Grievances Deptt. | 0071, 2052, 2071, 2235, 8005 |
| 21 | Secy., Public Works Deptt. | 0059, 1054, 2059, 3054, 4059, 4216, 4552, 5054 |
| 22 | Secy., Education Deptt. | 0202, 2202, 4202 |
| 23 | Commissioner & Secy., Education (CTM) Deptt. | 0070, 2203 |
| 24 | Commissioner & Secy., Cultural Affairs | 0070, 2205 |
| 25 | Commissioner & Secy., Health & Family Welfare Deptt. | 0210, 0211, 2210, 2211, 4210, 4211 |

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|----|--|---|
| 26 | Secretary, Public Health Engineering Deptt. | 0215,2215, 2235, 4215, 4217, 8782 |
| 27 | Commissioner & Secy., Urban Development Deptt | 0217, 2216, 2217,4217 |
| 28 | Secy., Labour& Employment Deptt. | 0230, 2210, 2230 |
| 29 | Secy. Food & Civil Supplies Deptt. | 0408, 1475, 2408, 3456, 3475, 4408 |
| 30 | Secy. Social Security & Development Deptt. | 0070, 0235, 2235, 2236, 4235, 4236 |
| 31 | Secy, Co-operation Deptt. | 0425, 2425, 4425 |
| 32 | Secy, Welfare of Minority Development Deptt. | 0575, 2250, 2575 |
| 33 | Secy, Agriculture Deptt. | 0401, 0415, 0435, 2401, 2415,2435, 4401, 4415, 4435 |
| 34 | Secretary, Irrigation Deptt. | 0216,0701, 0702, 0705, 2701, 2702, 4552,4701, 4702, 4705, |
| 35 | Secy, Planning and Development Deptt. | 0070, 3451, 3454 |
| 36 | Secy, Border Areas Development Deptt. | 0575, 2575 |
| 37 | Secy, Soil Conservation Deptt. | 0402, 0406,0415, 2402, 2415, 4402, 4415 |
| 38 | Secy, Animal Husbandry & Veterinary Deptt. | 0403, 0415, 2403, 4403 |
| 39 | Secy, Dairy Development Deptt. | 0404, 0415, 2404, 4404 |
| 40 | Secy, Fishery Development Deptt. | 0405, 0415, 2405, 2415, 4405, 4415 |
| 41 | Secy, Environment & Forest Deptt (including the Authorities of District Councils and BTAD) | 0402, 0406, 2402, 2406, 2415, 4406, |
| 42 | Secy, Panchayat& Rural Dev. Deptt. | 0501, 0515, 2501, 2505, 2515, 4515 |
| 43 | Commissioner &Secy, Forest Deptt. | 0415, 2415 |
| 44 | Secy, Industries & Commerce Deptt. | 0852, 2852, 4852, 4885 |
| 45 | Commissioner &Secy, Mines, Minerals & Power Deptt. | 0801, 0853, 2801, 2853, 4801, 4853 |
| 46 | Secy, Water Resources Deptt. | 0070, 0701, 2711, 4711 |
| 47 | Secy, Tourism Deptt. | 1452, 3452, 5452 |
| 48 | Secy, Science & Technology Deptt. | 0070, 1425, 2810, 3425, 5425 |
| 49 | Secy, Finance Establishment (B) Deptt. | 0047, 0070, 2047, 2054 |
| 50 | Commissioner &Secy, Sports & Youth Welfare Deptt. | 0070, 2204 |
| 51 | Commissioner &Secy, Information & Technology Deptt. | 0852, 2852, 4859 |
| 52 | Secy., Information & Public Relations Deptt. | 0220, 2220, 4220 |
| 53 | Secy, Handloom & Textiles Deptt. | 0851, 2851, 4851 |
| 54 | Commissioner &Secy, Horticulture Deptt | 0401, 2401 |
| 55 | Principal Secretary, BTAD | All Head of Receipt & Expenditure |
| 56 | Principal Secretary, KAAC | All Head of Receipt & Expenditure |
| 57 | Principal Secretary, NCHAC | All Head of Receipt & Expenditure |
| 58 | Director of Accounts, Treasuries | 8011,7610,8342(NPS),2071,8443,8793 |

- N.B. –** (i) All the CCO's/ CO's may be requested to reconcile Major Head wise departmental Revenue Receipts and expenditure for the quarter ending **31st March, 2025** besides reconciliation of OB Suspense figure.
- (ii) No Request for reconciliation **after 13-06-2025** would be entertained.
- (iii) Reconciliation of Grants, Loans, share of Taxes involving Major Heads to be done in Book Section.


 Senior Accounts Officer

Statement for Reconciliation of Expenditures/ Receipts under Consolidated/Contingency Fund of Assam
for the Financial Year 2024-25

(4th Quarter)
(Period :- 01-01-2025 to 31-03-2025)

Grant No. : Major Head :

TA/NTA : Voted/Charged :

| Head of Accounts up to Detailed Head(s) | Budget | Departmental Figure up to 31 st Mar, 2025 (Upto 4 th Qtr) | Figures of Book Adjustment (if any) | Total Departmental figures (3+4) | AG's Figure | | | Difference (8-5) | Amt. Reconciled | Enclose all the sanction orders above 10 Crore | Remarks |
|---|--------|--|-------------------------------------|----------------------------------|------------------------------|---|-----------------------------|------------------|-----------------|--|---------|
| | | | | | Consolidated Abstract Amount | Previous OB-Suspense cleared during the year. | Amt. to be Reconciled (6+7) | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | | | | | |
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N.B. Column No. 6 to 10 will be filled up by A.G.Office.

Signature _____

Designation _____

Date _____

(Department/Office) _____

Sign. Of the AAO/Sr. A.O.
O/o the PAG (A&E) Assam

Instructions-

- 1) Sufficient space to be left in the last page (above signature) for certification.
- 2) Break up wise total to be depicted.
- 3) OB-Suspense amount (does not form part of the current years expenditure and needs to be excluded), represents previous years expenditure that was lying under objection cleared in the Current Financial Year.