



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



No. TMC/3-3/VERFN/2020-21/ 133

Date: 29/07/2021

To,

The Principal 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, 2021**.

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, to attend this Office, on any of the working days, from **02/08/2021 to 20/08/2021** to carry out the verification and reconciliation of their departmental Receipt & Expenditure figures, for the quarter ending **31st March, 2021** with the figures of this office without fail so that no amount of receipt & expenditure left unreconciled.

2. The Departmental staff may, further, please be instructed to attend 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. Kindly instruct all the Department to communicate their Email 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.

4. **They may also kindly be advised that no request for extension of reconciliation date beyond 20/08/2021 will be entertained..**

Yours faithfully,

Enclosed: Format for Reconciliation

Sd/-
 (VIGNESHWARAN K.)
 Deputy Accountant General
 (A/Cs, GE & VLC)

Copy forwarded for information to:-

1. The Secretary to the Government of Assam,
Finance (Budget) Department, Janata Bhawan, 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 & 8 (local).
8. The Senior Accounts Officer , CA 3,4 & 5 (local)
9. The Senior Accounts Officer , Loan-2 (Local)
10. All the A.A.O.'s of CA 1 to CA 8, WM 1 to WM 3, Pension A/C Cell, Loan 2 and FC & Book Section. They are requested to provide sitting arrangements maintaining Covid - 19 protocol 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 send SMS to all the CCOs/COs and upload the data in the web-site of this office as well as mail to website of GOA . One CD is appended herewith. It is also requested to send SMS to all as per list.
12. All CCOs/COs. as per list.
13. The Hindi Officer for translation into Hindi for circulation.
14. The Principal Secretary, BTAD, KAAC, NCHAC.

Sd/-
(K. C. Nag)
Senior Accounts Officer

Statement for Reconciliation of Expenditures/ Receipts under Consolidated/Contingency Fund of Assam for the Financial Year 2020-21
(Upto 4th Quarter)
(Period :- Upto 31/03/2021)

Grant No. : Major Head :

TA/NTA : Voted/Charged :

Head of Accounts Upto Detailed Head(s)	Budget	Departmental Figure up to 31 st March 2021 (Upto 4 th Qtr)	Figures of Book Adjustment (if any)	Total Departmental figures	AG's Figure			Difference (8-5)	Amount Reconciled	Enclose all the sanction order above 10 Crore	Remarks
					Consolidated Abstract Amount	Previous OB-Suspense cleared during the year.	Amount to be Reconciled				
1	2	3	4	5	6	7	8	9	10	11	12

N.B. Column No. 6 to 10 will be filled up by A.G.Office.

(Instructions overleaf)

Signature _____
 Designation _____
 Date _____
 (Deptt. Authority)

Sign. Of the AAO/Sr. AO
 O/o the Pr.AG (A&E), Assam.

Instructions-

- 1) Sufficient space to be left in the last page (above signature) for certification.
- 2) Break up of 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.

Statement for Reconciliation of Expenditures/ Receipts under Consolidated/Contingency Fund of Assam for the Financial Year 2019-20
 (1ST Quarter / 2nd Quarter / 3rd Quarter / 4th Quarter)
 (Period :-)

Grant No. : Major Head :
 TA/NTA : Plan/Non-Plan :
 Category : Voted/Charged :

Head of Accounts Upto Detailed Head(s)	Budget	Departmental Figure up to 4 th Qtr	AG's Figure			Difference (6-3)	Amount Reconciled	Remarks
			Consolidated Abstract Amount	Previous OB-Suspense cleared during the year.	Amount to be Reconciled (4-5)			
1	2	3	4	5	6	7	8	9

(Instructions overleaf)

Signature _____
 Designation _____
 Date _____
 (Deptt. Authority)

Sign. Of the AAO/Sr. AO
 O/o the AG (A&E), Assam.

Instructions-

- 1) Col 4 to 9 should be in Manuscript (not to be typed)
- 2) Sufficient space to be left in the last page (above signature) for certification.
- 3) Break up wise total to be depicted.
- 4) 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.