



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



No. TMC/3-3/VERFN/2019-20/ 314

Date: 18 /09/2020

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 **December, 2019 & March, 2020**

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 **24/09/2020 to 15/10/2020** to carry out the verification and reconciliation of their departmental Receipt & Expenditure figures, for the quarter ending **December, 2019 & March, 2020** 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 provide the Email address and Mobile No. of all the Heads of Department / Chief Controlling Officers and Controlling Officers / Heads of Office at the earliest for settlement of Reconciliation as well as Discrepancies issues.

4. Department may also asked to contact Sri Kamal Ch. Nag, Sr. A.O. (Mobile No. 8876992025 / 9859142811) of this office in connection with Reconciliation matters.

5. **They may also kindly be advised that no request for extension of reconciliation date beyond 15/10/2020 will be entertained..**

Yours faithfully,

Enclosed: Format for Reconciliation

Sd/-
 Sr 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 Sr. A O i/c C A 1 (Local).
- 7 Sr. A O i/c CA 2,6,7 & 8 (local).
- 8 Sr. AO i/c CA 3,4 & 5 (local)
9. 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 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.**
- 10.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.
- 11.All CCOs/COs.
- 12.To the Director, Information & Public Relations Department, Last Gate, Dispur, Guwahati-781006. He is requested to publish the same in the front page of vernacular dailiesand a copy of the same news paper may kindly be sent to this office.
- 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 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 3 rd 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.

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)

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