



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



No.TMC/3-3/VERFN/2023-24/560

Date: 04/12/2023

To,

The Commissioner & Secretary to the Govt. of Assam,  
 Finance Department,  
 JanataBhawan, 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 **30<sup>th</sup> September, 2023**.

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 **15-12-2023 to 12-01-2024** to carry out the verification and reconciliation of their departmental Receipt & Expenditure figures, for the quarter ending **30<sup>th</sup> September, 2023** 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 as per attached format.

3. Kindly instruct all the Departments to communicate 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](mailto:agaeassam@cag.gov.in) for early Reconciliation and settlement of Discrepancies, if any.

4. They may also kindly be advised to reconcile their figures without fail by the stipulated date to ensure that accounts reflect the current picture.

Yours faithfully,


Enclosed: Format for Reconciliation

Sd/-

(N. Maisnam)  
 Sr. 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 & 8 (local).
8. The Senior Accounts Officer , CA 3,4 & 5 (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 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 upload the same in the web-site of this office as well as mail to 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.

  
( K.C. Nag)  
Senior Accounts Officer

**CALENDAR OF PROGRAMME**  
**FOR VERIFICATION & RECONCILIATION OF ACCOUNTS**  
**FOR THE QUARTER ENDED 30<sup>TH</sup> SEPTEMBER, 2023**  
**(ON ANY WORKING DAYS FROM 15-12-2023 TO 12-01-2024)**

SI 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
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 **30<sup>th</sup> September, 2023** besides reconciliation of OB Suspense figure.
  - (ii) No Request for reconciliation **after 12-01-2024** 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 2023-2024

(2nd Quarter)

(Period :- 01-07-2023 to 30-09-2023)

Grant No. :

Major Head :

TA/NTA :

Voted/Charged :

Head of Accounts up to Detailed Head(s)	Budget	Departmental Figure up to 30 <sup>th</sup> June, 2023 (Upto 1 <sup>st</sup> 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

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

(Instructions overleaf)

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.