



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



No. TMC/3-3/VERFN/2019-20/ 802

Date: 29/01/2020

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 **September, 2019**.

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 **05/02/2020 to 05/03/2020** to carry out the verification and reconciliation of their departmental Receipt & Expenditure figures, upto the quarter ending **September, 2019** 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. **They may also kindly be advised that no request for extension of reconciliation date beyond 05/03/2020 will be entertained..**

Yours faithfully,

**Enclosed:** Format for Reconciliation

Sd/-  
 ( N. MAISNAM)  
 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 dailies.
- 13.The Hindi Officer for translation into Hindi for circulation.
- 14.The Principal Secretary, BTAD, KAAC, NCHAC.

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