

CHECKLIST FOR DDOs FOR RECONCILIATION CASES

- 1 The figures/schemes of expenditure of department must be reconciled with the figures/Schemes booked by AG office every month.
- 2 Determine if transactions pertaining to department are complete.
- 3 Confirm accuracy of the transactions, if there is any discrepancy in the figures/Schemes booked by AG office as compared to Deptt. Figures, the same may be brought to the notice of AG office at the earliest.
- 4 No expenditure should be booked without Budget, if there is any case, the same must be regularised through Supplementary Demand for Grant.
- 5 It may be ensured that no expenditure should be done over and above the sanctioned Budget for the year, if there is any case, the same must be regularised through Supplementary Demand for Grant/ Re-Appropriation.