

1. DDOs/CCOs/COs may please ensure that reconciliation of accounts maintained in the Accountants General offices with those of the treasuries in respect of transactions under various deposit and receipt heads are done regularly as per Calendar of Reconciliation communicated by the office of the Principal Accountant General (A&E), Manipur.
2. Any correction in accounts shall not be permitted after closing of annual accounts.
3. Reconciliation teams may prepare their reconciliation sheet in the annexure/format for reconciliation.
4. All records of account booking required for reconciliation shall be made available to the reconciliation team.
5. Any type of correction/overwriting etc shall not made in the Certificate for Reconciliation.

Statement of Reconciliation for the (1st /2nd/3rd/4th) Quarter for the Financial Year 2019-20

(Expenditures/Receipts)

Name of Department :
 Demand No. :
 Voted/Charged :

Sl. No.	Head of Accounts (upto Object Head)	Budget Estimates		Department's Figure.		AG's Figure		Difference		Reconciled Figure		Remarks
		Valley	Hill	Valley	Hill	Valley	Hill	Valley	Hill	Valley	Hill	
1	2	3	4	5	6	7	8	9	10	11	12	13

Sign. of
 DDO/Controlling Officer
 (with Seal)

Sign. of
 Dealing Assistant
 O/o PAG(A&E), Manipur

Sign. of
 AAO
 O/o PAG(A&E), Manipur

Sign. of
 Sr. AO
 O/o PAG(A&E), Manipur