



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



No. TMC/3-3/VERFN/2021-22/ 841

Date: 09/03/2022

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 **31st December, 2021**.

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 **21/03/2022 to 19/04/2022** to carry out the verification and reconciliation of their departmental Receipt & Expenditure figures, for the quarter ending **31st December, 2021** 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 on the dates indicated against their department in the enclosed Calendar of Programme, 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 instruct all the Department to communicate their Email 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 for early Reconciliation and settlement of Discrepancies, if any.

4. **They may also kindly be advised that no request for extension of reconciliation date beyond 19/04/2022 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. 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 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.
12. All CCOs/COs. as per list.
13. The Hindi Officer for translation into Hindi for circulation.
14. The Principal Secretary, BTAD, KAAC, NCHAC.

Sd/-
Senior Accounts Officer

CALENDAR OF PROGRAMME
FOR VERIFICATION & RECONCILIATION OF ACCOUNTS
FOR THE QUARTER ENDED **31ST DECEMBER, 2021**

SI No	Name of Chief Controlling Officer	Major Head of Account	Date allocation for Reconciliation
1	Pr. Secy, Legislative Assembly Secretariat Deptt.	0059, 0070, 0058, 0059, 2011, 2058,2059, 4059,7610,4217	21/03/2022 To 25/03/2022
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	28/03/2022 To 01/04/2022
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	28/03/2022 To 01/04/2022
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	04/04/2022 To 08/08/2022
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	11/04/2022 To 19/04/2022
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 Receipt & Expenditure	11/04/2022 To 19/04/2022
56	Principal Secretary, KAAC	All Head Receipt & Expenditure	
57	Principal Secretary, NCHAC	All Head Receipt & Expenditure	
58	Director of Accounts, Treasuries	8011,7610,8342(NPS),2071,8443,87 93	

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 **31st December, 2021** besides reconciliation of OB Suspense figure.

(ii) No Request for reconciliation **after 19/04/2022** would be entertained.

(iii) Reconciliation of Grants, Loans, share of Taxes involving Major Heads to be done in Book Section.

Sd/-
Senior Accounts Officer

Reconciliation Programme of 3rd Quarter for Financial Year 2021-2022.

Memo No.TMC/3-3/VERFN/2021-22/ 841-855

Date: 09/03/022022

Copy for information to :

1. Sr. AO / AO BK-1 -
2. Sr. AO / AO BK-2 -
3. Sr. A O WM 1 -
4. Sr. A O/ FC -
5. Sr. AO / CA 1 -
6. Sr. AO/CA 3,4,5 -
7. Sr. AO/CA -2,6,7,8 -
8. Sr. AO / Loan 2 & Pen A/Cs
9. AAO / CA-1 -
10. AAO / CA-2 -
11. AAO / CA-3 -
12. AAO / CA-4 -
13. AAO / CA-5 -
14. AAO / CA-6 -
15. AAO / CA-7 -
16. AAO / CA-8 -
17. AAO / WM-1 -
18. AAO / WM-2 -
19. AAO / WM-3 -
20. AAO / Pen. A/c -
21. AAO / Loan-2 -
22. AAO / FC -

Statement for Reconciliation of Expenditures/ Receipts under Consolidated/Contingency Fund of Assam for the Financial Year 2020-21
(Upto 3rd Quarter)
(Period :- 01/04/2021 to 31/12/2021)

Grant No. :

Major Head :

TA/NTA :

Voted/Charged :

Head of Accounts Upto Detailed Head(s)	Budget	Departmental Figure up to 31 st December 2021 (Upto 3 rd Qtr)	Figures of Book Adjustment (if any)	Total Departmental figures	AG's Figure			Difference (8-5)	Amount Reconciled	Enclose all the sanction order above 10 Crore	Remarks
					Consolidated Abstract Amount	Previous OB-Suspense cleared during the year.	Amount to be Reconciled				
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 _____
(Deptt. Authority)

Sign. Of the AAO/Sr. AO
O/o the Pr.AG (A&E), Assam.

Instructions-

- 1) Sufficient space to be left in the last page (above signature) for certification.
- 2) Break up of 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.