Office of the Pr. Accountant General (ALE)-I Maharashtra, Mumbai

## ONLINE RECONCILIATION

## USER MANUAL

1. Access the Accountants' General website by entering the url 'http://agmaha.cag.gov.in' in your browser.



2. Click on the link 'Pr. Accountant General (A&E)-I, Mumbai'.



3. Click on the link 'Accounts'.

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4. Click on the menu 'Reconciliation'.



5. Select the option 'Reconciliation for Mumbai' or 'Reconciliation for Nagpur'







7. Enter your 10 digit DDO Code and click on Login button if you are already registered, else click on 'Register New DDO' link to register your DDO details in the system.



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Enter CO Details :	
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Register DDD	
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8. Enter all the details given in the following screen to complete the registration.

- i) While entering DDO Code in the text box 'Enter DDO Code' please enter your 10 digit DDO Code (2 digit Treasury code, 2 digit Sub-Treasury code and 6 digit Designation code)
- ii) In the text box 'Enter CO Code' enter 10 digit DDO Code of the Controlling Officer through which the Controlling officer is drawing his pay & allowances (Controlling Officer of the scheme for which the reconciliation is done)
- 9. After registration enter your 10 digit DDO code and click on Login button.



10. On successful login following Welcome screen will be displayed with various links. Details of DDO such as DDO Id, DDO Name and DDO address will also be displayed on the top of the screen.



11. For reconciliation of vouchers click on the link 'Voucher Reconciliation Screen'



12. Enter the Name of the Officer doing the reconciliation work and select the values from the drop down lists such as Month, Treasury and Major Head and click on 'Get vouchers' to display vouchers details for the given combination.



13. All the vouchers details such as Vr. No., Vr. Date, DDO Code, CRC, Type of voucher, Grant No., Plan/Non Plan, Voted/Charged and Amount of voucher will be displayed on the screen. 10 vouchers will be displayed on the screen. To view next 10 vouchers click on the next page number from the list of page numbers displayed at the bottom of the screen. Click on the link 'View Details' to display the deduction details

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14. If the details accounted by the Pr. AG are correct then click on check box 'Reconciled' else click on the check box 'Error'. Click on 'Save Transaction' button to save the data before going to the next page. After reconciling all the vouchers click on the button 'Reconciliation Completed'.

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15. Following screen will display the details of all the vouchers reconciled and errors, if any. Click on 'Print Acknowledgement' button to print the acknowledgement as shown in the next screen.

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16. Screen showing the format of the acknowledgement generated by the system after the completion of the reconciliation. This may be kept for future correspondence and record.



Other Information/Reports available on the website under Reconciliation

17. Click on the link 'Compilation Register' to view the compilation details.



**18.** Select the parameters from the dropdown list and click on 'Details' button. The details will be displayed based on the combination of values selected.

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**19.** Click on 'Select' button to see the voucher-wise break up of the Total Amount.

20. Click on the link 'Transfer Entry Details – CTL TE' to display TE details.





21. The CTL Transfer Entry details will be displayed based on the combination selected.

22. Click on the link 'Transfer Entry Details – Treasury TE' to display TE details.



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23. The Treasury Transfer Entry details will be displayed based on the combination selected.

24. Click on the link 'Contingency Voucher Details' to view details.







26. Click on the link 'Misclassified Voucher Details' to view the details.



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- 27. The details will be displayed based on the combination selected.

Misclassified vouchers are those vouchers which are misclassified by TO in wrong Major Head of DAA Suspense. For example the voucher pertaining to MH 2211 has been accounted by TO in DAA Suspense of MH 2210.

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28. Click on the link 'Deduction Details' to view the details.



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	000001	CLASS_III	3500	
7450	000001	HBA	1650	
	000001	MCA	900	
	000001	PCA/COMP	400	
	Vr.No.	Deduction Type	Amount	
00002	000002	CLASS_III	2500	
	000002	HBA	670	
1470	000002	MCA	900	
	000002	PCA/COMP	400	
	Vr.No.	Deduction Type	Amount	
00003	000003	HBA_INT	2123	
11050	000003	CLASS_III	13560	
1059	000003	CLASS_IV	11239	
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29. The deduction details will be displayed based on the combination selected.

30. Click on the link 'Refund Voucher Details' to view the details.



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- **31.** The details will be displayed based on the combination selected.

32. Click on the link 'OBS Details (Missing Vouchers)' to view the details.



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055	06/2010	THANA	1201000450	COMMISSIONER OF POLICE, THANE C/O, COMMISSIONER OF POLICE, THANE	000139	95:
055	06/2010	THANA	1201000450	COMMISSIONER OF POLICE, THANE C/O, COMMISSIONER OF POLICE, THANE	000103	40556
055	09/2010	JALGAON	5301000362	OFFICE SUPERINTENDENT, SUPERINTENDENT OF POLICE JALGAON	000042	988
055	09/2010	KOLHAPUR	2601000362	P.A TO SUPDT. OF POLICE, KOLHAPUR, C/O SUPDT. OF POLICE, KOLHAPUR	000081	2488
)55	09/2010	KOLHAPUR	2601000362	P.A.TO SUPDT. OF POLICE, KOLHAPUR, C/O SUPDT. OF POLICE, KOLHAPUR	000080	28059
	(Plo	ease send the a	above vouchers	o the Office of the Pr. Accountant General (A&E)-I, Maharashtra, Mumbai imme	diately)	

33. The details will be displayed based on the combination selected.

34. Click on the link 'Classified Abstract – Receipt' to view the details.



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- 35. Select the Month and Major Head and click on 'Get Classified Abstract'

36. The details will be displayed based on the combination selected.

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OBS Details (Missing Vouchers)	View / Edit DDO & CO Details
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**37.** Click on the link 'Classified Abstract – Payment' to view the details.

38. Select the Month and Major Head and click on 'Get Classified Abstract'

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- 40. Click on the link 'Consolidated Abstract Receipt' to view the details





41. Select the Month and Major Head and click on 'Get Consolidated Abstract'

42. The details will be displayed based on the combination selected

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GRANT NO P V S DSCRPTN NP C MH	MNH	SBH	SB	CRC CODE		DTH	MAINOFFICE	PAO	NAGPUR	PROGRESSIVE
0000 X N 00	101	001	00550012			01	7,74,108	c	7,59,173	15,33,281
?		SBH	Police supplied to other Governme	ents		02	o	C	25,396	25,396
		TOTAL					7,74,108	C	7,84,569	15,58,677
		006	00550066			00	63,55,458	C	69,538	64,24,996
	h	SBH TOTAL	Contribution towards Rly Police				63,55,458	C	69,538	64,24,996
		007	00550075			00	2,41,053	C	10,520	2,51,573
		SBH TOTAL	Recoveries from Other Governme	nts			2,41,053	C	10,520	2,51,573
	1	MNH					73,70,619	C	8,64,627	82,35,246
	102	002	00550021			00	29,56,783	C	13,84,958	43,41,741
	'n	SBH TOTAL	Police supplied to other parties				29,56,783	C	13,84,958	43,41,741
	1	MNH					29,56,783	c	13,84,958	43,41,741
	103	008	00550084			00	1,98,70,107	0	13,57,662	2,12,27,769
	1	SBH TOTAL	Miscellaneous				1,98,70,107	C	13,57,662	2,12,27,769
		009	00550093			00	4,49,480	0	0	4,49,480
		SBH TOTAL	Fees from Other State Candidates	at Police Training School			4,49,480	C	0	4,49,480
		010	00550101			00	94,326	C	4,19,896	5,14,222
		SBH TOTAL	Receipts under Public Conveyance	Act			94,326	C	4,19,896	5,14,222
0		011	00550119			00	1,69,608	c	2,504	1,72,11
		SBH TOTAL	Recoveries on account of Messes	and Canteens			1,69,608	C	2,504	1,72,112
<b>Fe</b>		012	00550128			00	7,06,442	C	6,67,921	13,74,363
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43. Click on the link 'Consolidated Abstract - Payment' to view the details

44. Select the Month and Major Head and click on 'Get Consolidated Abstract'

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GRANT NO P V DSCRPTN NP C N	S MNI MH	SBH		CRC CODE		DTH	MAINOFFICE	PAO	NAGPUR	PROGRESSIVE
B01 N V 0	00 001	001	20550014			01	49,06,514	0	34,49,258	83,55,772
Police Administration		SBH TOTA	Inspectorate Of Police				49,06,514	0	34,49,258	83,55,772
		MNH					49,06,514	0	34,49,258	83,55,772
	003	002	20550023			01	2,12,30,867	0	2,06,85,447	4,19,16,314
		SBH TOTA	Police Training Schools				2,12,30,867	0	2,06,85,447	4,19,16,314
		MNH	1				2,12,30,867	0	2,06,85,447	4,19,16,314
	101	005	20550052			01	95,45,767	0	90,19,043	1,85,64,810
		SBH	Anti-Corruption Bureau			05	0	0	3,000	3,000
		TOTA	4			06	o	0	4,921	4,921
						11	Q	0	18,717	18,717
						13	0	0	11,820	11,820
							95,45,767	0	90,57,501	1,86,03,268
		043	20550435			01	3,68,01,493	0	1,35,95,712	5,03,97,205
		SBH TOTA	untelligence Department L				3,68,01,493	0	1,35,95,712	5,03,97,205
		057	20550571			01	18,02,660	0	23,05,159	41,07,819
		SBH TOTA	AntiTerrorist Squad L				18,02,660	0	23,05,159	41,07,819
		MNH					4,81,49,920	0	2,49,58,372	7,31,08,292
	105	006	20550061			01	2,41,01,250	0	87,71,368	3,28,72,618
9		SBH TOTA	Border Security Force				2,41,01,250	0	87,71,368	3,28,72,618
		MNH					2,41,01,250	0	87,71,368	3,28,72,618
<b>1</b>	105	016	20550168			01	1,97,89,21,029	0	1,44,58,71,981	3,42,47,93,010
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45. The details will be displayed based on the combination selected

46. To view or edit the details of DDO / CO click on the link 'View/Edit DDO & CO Details'



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