

कार्यालय प्रधान महालेखाकार
(लेखा व हकदार) हरियाणा,
लेखा भवन, प्लॉट नं 4 व 5 सेक्टर 33-बी,
चण्डीगढ़-160020



dedicated to Truth in Public Interest

OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (A&F)
ELARB'AUA, TEKTA BHAVAN
PLOT NO. 4 C 5, SECTOR 33 B
4WIGARH-160020

OFFICE ORDER

In order to ensure the timely preparation of the Monthly Civil Account, maintain accuracy in the accounts relating to Public Works Divisions, ensure timely completion of reconciliation of Receipts and Expenditure of Works Accounts and address other related accounting matters, the Competent Authority has directed that the following instructions be issued to all DA Cadre personnel for strict compliance with immediate effect: -

1. Reconciliation of CSV file with Monthly Accounts Forms.

It has been observed that in respect of several Divisions, the data shown in the CSV files does not match with data reflected in the physical Monthly Account, whereas there should be no differences between the two. Such discrepancies indicate that the accounts are not being properly checked by the concerned DA Cadre personnel before submission to this office.

Accordingly, all DA Cadre personnel shall ensure that the data relating to the six-tier classification of Expenditure/Receipts, Grant Code and amount as reflected in the CSV file invariably matches with the corresponding entries in Form PWA-41, Form PWA-42 and other relevant Forms forming part of the Monthly Account, which shall be thoroughly checked before forwarding to this office.

2. Timely Submission of Reconciliation Statement in prescribed Proforma.

The Reconciliation Statement of Receipts and Expenditure of Works Accounts shall be prepared and submitted in the prescribed proforma enclosed as Annexure-I in Xlsx (Microsoft Excel). The Reconciliation Statement shall invariably reach this office by the 10th day of the following month to which the accounts relate. The adherence to the prescribed timeline must be ensured.

3. Submission of copy of Objection Book/office Note.

A copy of the Objection Book/office Note maintained by the concerned DA cadre personnel, containing the objections raised during the scrutiny of Work Accounts bills, shall invariably be submitted along with the Monthly Account relating to vouchers for that month only.

4. Submission of details of bills not routed through DA Cadre Personnel:-

It has been observed that several DA Cadre personnel are recording remarks, in Form PWA-42 of Monthly Account, the details of bills which have not been routed through them by the Divisional Officer. This practice is not in order. Henceforth, the concerned DA Cadre personnel shall submit the details of all such bills separately in the prescribed proforma enclosed as Annexure-II, along with the Monthly Account

5. Submission of Good Work report.

All DA Cadre personnel shall prepare and submit a *half yearly work* report(not more than 2 pages), highlighting significant achievements and progress made in respect of the following items of work:-

- Clearance of balances under the heads 8658-107-CSSA, 8782-102-93-PW EPS and 8782-102-95-RIT.
- Clearance of minus balances under the head 8443-108-PW Deposit.
- Correction of misclassifications under the head 8782-102-95-RIT.
- Timely submission of Monthly Accounts.
- Any other significant work/achievement accomplished while discharging their duties in the Divisions.

The said report shall be submitted twice a year, i.e., in the month of March and September.

All DA Cadre personnel are, hereby, directed to ensure strict compliance with the above instructions. Any non-performance with these directions shall be viewed seriously and may attract appropriate disciplinary action.

These information may strictly be send on email id (wc1aao.har.ae@cag.gov.in and wc2aao.har.ae@cag.gov.in). No other email Id shall be entertained in this regard.

This issues with the approval of the Competent Authority.

Encl- Annexure- I & I

Talwar
Sr. Accounts Officer

WC-1/office order/26-27/ 79-82

Dated-07-08-2026

Copy forwarded to following for information and necessary action.

- 1.The Secretary to Pr. AG
2. The Private Secretary to Dy. AG
- 3.All the Sr. DAO/DAO-/DAO-2/DA's *office of The XET, PHED, PWD (B&R) & Irrigation Division*
- 4.The Asst. Accounts Officer WC-2 Section (Local)

E-mail:- asacharvana@cag.gov.in

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