



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



No. TMC/3-3/VERFN/2017-18/1055

Date: 26/02/2018

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 **December, 2017**.

Sir,

In inviting a reference to the subject cited above, I am to requested 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 **06/03/2018 to 31/03/2018** to carry out the verification and reconciliation of their departmental Receipt & Expenditure figures, upto the quarter ending **December, 2017** 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, 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. **They may also kindly be advised that no request for extension of reconciliation date beyond 31/03/2018 will be entertained..**

Yours faithfully,

- Enclosed:** 1. Calendar of Reconciliation Programme.
 2. Format for Reconciliation

Sd/-
 Deputy Accountant General
 (A/Cs, VLC & GE)

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 Sr. A O i/c C A 1,2 & 3 (Local).
- 7 Sr. A O i/c CA 4, 5, & 6 (local).
- 8 Sr. AO CA 7 & 8 (local)
9. All the A.A.O.'s of CA 1 to CA 8, WM 1 to WM 3, Pension A/C Cell, Loan 2 and FC & Book Section. They are requested to provide sitting arrangements 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. Controlling sections are also requested to submit report of reconciliation of second quarter immediately.
- 10.The Senior Accounts Officer, ITS-1 Section (Local). He is requested to make necessary arrangement to send SMS to all the CCO/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.
- 11.All CO/CCOs.
- 12.To the Director, Information & Public Relations Department, Last Gate, Dispur, Guwahati-781006. He is requested to publish the same in the front page of vernacular dailies.
- 13.The Hindi Officer for translation into Hindi for circulation.

(K.C.Nag)
Senior Accounts Officer

**CALENDAR OF PROGRAMME
FOR VERIFICATION & RECONCILIATION OF ACCOUNTS
FOR THE QUARTER ENDED **DECEMBER, 2017**
(**ON ANY WORKING DAYS FROM 06/03/2018 TO 31/03/2018**)**

S N	Name of Chief Controlling Officer	Major Head of Account
1	Pr. Secy, Legislative Assembly Secretariat Deptt.	0059, 0070, 0058, 0059, 2011, 2058, 2059
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
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
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
21	Secy., Public Works Deptt.	0059, 1054, 2059, 3054, 4059, 4216, 4552, 5054
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

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
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
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

- N.B. –** (i) All the CCO's/ CO's may be requested to reconcile Major Head wise departmental Revenue Receipts and expenditure up to **December, 2017** besides reconciliation of OB Suspense figure.
- (ii) No Request for reconciliation **after 31/03/2018** would be entertained.
- (iii) Reconciliation of Grants, Loans, share of Taxes involving Major Heads to be done in Book Section.

(K.C.Nag)
Senior Accounts Officer

