

**MOST URGENT**

**No.F. 9(3)-SE/Budget/17  
Government of Tripura  
Directorate of Secondary Education  
(Budget Section)**

**Dated, Agartala, the 10 / 05 / 2019.**

To

1. The District Education Officer/Dy. Director of Education, West / Sepahijala / Khowai / Dhalai / Unakoti / North / Gomati & South.
2. The DDO, Estt. (Headquarter), Directorate of Secondary Education.
3. The B.O. Grant-in-Aid Section under Secondary Education Department.

**Subject:-** Information regarding Reconciliation of both Receipts and Payments of the Secondary Education for the year 2018-19 ( made upto to March (P) 2019).


Sir,

In reference to the subject cited above, I am directed to request you to submit the detail report as per Proforma-I, II & III appended herewith by 24<sup>th</sup> May, 2019 for onward submission to Finance Department for preparation of full Reconciliation of both Receipts and Payments of the year 2018-19.

This is for favour of kind information and necessary action from your end.

This may be treated as **Most urgent.**

**Encl:- as stated**

  
Branch Officer  
Budget Section,  
Directorate of Secondary Education,  
Tripura.

Copy to :-

1. The B.O. I.T. Section with a request to up load the same in the departmental website.



DDO

NO.F.27(3)-FIN(B)/2014/  
GOVERNMENT OF TRIPURA  
FINANCE DEPARTMENT  
(BUDGET BRANCH)

MOST IMMEDIATE

9753-853.

Dated, Agartala, the 6<sup>th</sup> May, 2019.

MEMORANDUM

Subject:-Information regarding Reconciliation of both Receipts and Payments of the Government of Tripura for the year, 2018-19 (made upto March (P) 2019).

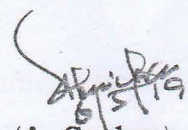
It has been requested by the Accountant General (A&E), Office of the Accountant General (A&E), Tripura, Agartala vide his letter D.O.No.VLC/Reconciliation/2018-19/2272 dated 02-05-2019 (copy enclosed) that reconciliation of both receipts and payments of the Government of Tripura for the year, 2018-19 will be held in the AG Office during the period from **27-05-2019 to 21-06-2019**. It is also stated that after closing of the exercise of reconciliation on **21<sup>st</sup> June, 2019**.

All the Controlling Officers/Heads of Departments are here by requested to depute representatives positively by **27<sup>th</sup> May, 2019** to the AG Office along with all relevant figures and information sought as per enclosed proforma at the time of reconmciliation of receipts and payments by the CCOs/COs/DDOs with A.G's office records for the purpose stated above.

All Heads of Departments are requested to give **Top Most Priority** to this issue.

An early action in this regard is solicited.

Encl: As stated.

  
(A. Sarkar)

Joint Secretary to the  
Government of Tripura

To  
The Addl. Chief Secretary/ Principal Secretary/Secretary/Secretary in-  
Charge/Special Secretary to the Government of Tripura

\_\_\_\_\_ Department.

All Heads of Departments.

Copy to: -

1. The Accountant General (A&E), Office of the Accountant General (A&E), Tripura, Agartala, for kind information.
2. The Deputy Accountant General (A&E), Office of the Accountant General (A&E), Tripura, Agartala, for kind information.

Planning/Board Secy  
10/5/19

**PROFORMA-I**

DDO-wise details of Savings Bank Accounts/CD Accounts as on 31 March 2019  
(having balance of ₹ 50 lakh and above)

(₹ in lakh)

DDO Code	Name of the DDO	Bank Account Number	Name of the Bank	Cash Balance as on 31 March 2019 as per Bank Statement/Pass Book

**PROFORMA-II**

DDO-wise list of pending DCC bills

(₹ in lakh)

Financial Year	DDO code	Head of Account	Bill No. & date	TV No. & date	Amount

**PROFORMA-III**

DDO-wise list of outstanding Utilization Certificates (UCs)

(₹ in lakh)

Financial Year	DDO code	Head of Account	Sanction No. & date	Bill No. & date	Vrs No. & date	Amount



Pravindra Yadav, IA & AS  
Accountant General (A&E)

DO No.: VLC/Reconciliation/2018-19/2272  
Dated: 02-05-2019

2 MAY 2019

Dear

Shri Kumar,

You are aware that, closing of Annual Accounts of the Government of Tripura, 2018-19 is a time bound program, March (Preliminary) 2019 accounts would be ready in my office by 10 May 2019. To ensure that the accounts of the Government of Tripura present a true and fair view, **reconciliation of both Receipts and Payments** of the Government of Tripura for the year 2018-19 (made upto March (P) 2019) with the Controlling Officers/Head of Offices has been **scheduled from 27-05-2019 to 21-06-2019**. Kindly instruct all the Controlling Officers/Heads of Departments to depute their representatives for reconciliation of departmental figures with the booked figures of this office.

From previous years' experience I would like to inform you that my office faced problems while performing reconciliation of Works related expenditure of PWD and Forest Departments. The figures shown by the CCOs of the concerned departments did not match with the Treasury figure. Final reconciliation with these departments was done by taking Treasury figures. The concerned CCOs/COs may be instructed to reconcile departmental figures with treasury figures before attending reconciliation with my office.

Moreover, I request you to direct CCOs/COs/DDOs of all departments to provide the following information as per **enclosed proforma** to my office at the time of reconciliation of receipts and payments by the CCOs/COs with my office records:

- i) Details of Savings Bank Account/CD Accounts of DDOs having balance of ₹ 50.00 lakh and above as on 31 March 2019 alongwith copies of Bank Pass Book.
- (ii) DDO-wise & year-wise list of pending DCC bills upto 31 March 2019.
- (iii) DDO-wise & year-wise outstanding Utilisation Certificates (UCs) in regard to conditional grants upto 31 March 2019.

Ph. Book up  
S. D. M. O. S.  
27/5/19

In the event that departmental representatives do not turn up for reconciliation during the period from 27-05-2019 to 21-06-2019 or no reply is received on the discrepant figures (if any), it would be assumed that the figure booked by this office is accepted by the department concerned. The Finance Accounts and Appropriation Accounts of the Government of Tripura for the year 2018-19 will be finalized accordingly.

Warm regards

Yours sincerely,



Shri Manoj Kumar, IAS  
Principal Secretary to the Government of Tripura,  
Finance Department,  
Agartala, Tripura.

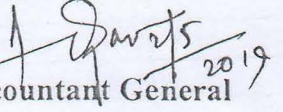
Memo No.: VLC/Reconciliation/2018-19/2273

Dated 02-05-2019

Copy for information and necessary action to:-

2 MAY 2019

Shri Akinchan Sarkar,  
Joint Secretary,  
Finance Department,  
Govt. of Tripura, Agartala

  
Dy. Accountant General