

IMPORTANT CIRCULAR

TTB/Speed Post

No. A/IV/215/Vol-XXXV

Office of the CDA, Udayan Vihar,
Narangi, Guwahati- 781171.

Dated: 09/04/2014.

To,

Subject: - Submission of material for the compilation of **Union Government Finance Accounts** for the year 2013-14 - Statements No. 5 & 13.

Reference: -HQrs. Office letter No. A/III/12273/Accounts/2013-14 dated 03/04/2014. (Important Circular No. 104)

-----X-----

Annual Review of Balances along with statements No. 5 & 13 (duly consolidated) are required to be furnished to HQrs office after the close of March Supplementary correction every year. As such, the Annual Review of Balance along with statements No. 5 & 13 for the financial year 2013-14 duly tallied with compilation/actual balances should be submitted by each compiling section of MO/Sub-offices well in time so as to reach this office latest by 13/05/2014. While preparing the reports, instructions issued by this office from time to time regarding accounting procedure and financial management may please be adhered to.

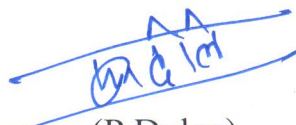
HQrs office vide his letter No. A/III/12273/Accounts/2013-14 dated 03/04/2014 has also desired that as per direction of CGA, if there are any debit balances under any head against which there should normally be credit balances or vice versa, the reasons for the adverse balances should be fully explained stating inter-alia action taken to liquidate the same. It is also stated that there should normally be no minus transactions excepting suspense heads during the year. It is also stated that “**Action Taken Note**” duly signed by officer-in-charge explaining therein the reasons of adverse balances and remedial measures taken and also action taken for liquidation of outstanding balances under suspense heads, is to be forwarded along with the accounts.

The Officer-in-charge may ensure timely submission of AROB along with statements No. 5 & 13 duly reconciled with Sectional Compilations. **Failure in compliance of the above instruction will be viewed seriously.**

GO (A/Cs) has seen.

Please acknowledge receipt.

Encl: 25(Twenty five Sheets)


(P.Doley)

Accounts Officer (A/Cs)

