

Speed post/ URGENT

कार्यालय रक्षा लेख नियंत्रक गुवाहाटी ,  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
"उदयान विहार", नारंगी-गुवाहाटी ,781171  
"UDAYAN VIHAR", NARANGI, GUWAHATI - 781 171



संख्या/No.: E/III/Misc/Corr/Vol-X

दिनांक/Date: 04.02.2021

To,

AO GE

(As per list)

Sub.: Reconciliation of security deposits.

It has been observed by the HQrs. Office during inspection of this office in the year 2019 that Rs. 10.01 Crores are lying under the Code Head 017/02, which is required to be reconciled with Security Deposit Register.

In terms of Para 528 of OM Part II, All security deposits on receipt will be recorded in the security deposit register which will be maintained in two parts, one (I.A.F.A.-525) for security deposits tendered in cash, and the other (I.A.F.A.-285) for all other security deposits. In the case of M.E.S Security Deposits, annual statements showing the balances outstanding on 31st March will be prepared by the AOs/AOs GE concerned and submitted to the Accounts Section of the Controller's Office for incorporation in the Review of Balances.

Further, in terms of Rule 218 (i) of FR Pt-I Vol. I "at the close of each financial year all cash security deposits remaining unclaimed for the three years, exclusive of the year of deposit, will be transferred to the credit of Government by the audit officer, who will inform the officer concerned in order that he may make the necessary entries in his security register".

It is therefore, the competent authority has directed the undersigned to convey that necessary action as per the laid down guidelines as mentioned above may please be initiated immediately at your end and necessary report in this regard must be submitted to this office by the 28<sup>th</sup> February, 2021 for the year 2016-17 & 2017-18.

CDA has seen

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Accounts Officer (E)

Copy to,



IT & SW(Local) : For uploading over official website.

Accounts Officer(E)