



प्रधान महालेखाकर (लेखा एवं हकदारी) का कार्यालय, ओडिशा, पुरी शाखा पुरी
**OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (A&E), ODISHA,
PURI BRANCH, PURI.**

No.VLC-I-AA-480

Dated:-24.02.2015

To

All Executive Engineer/All F.A. & C.A.Os

Sub: Submission of March (P) and Supplementary Accounts, 2015.

Sir,

I am to state that, the last date of receipt of March (P), 2015 and Supplementary Accounts has been fixed by this office as 15.04.2015 and 20.05.2015 respectively. While rendering March (P), 2015 Accounts, it may be noted that this office is constrained to close the accounts at a date prescribed by C & A.G. of India. Hence the March (P), 2015 accounts received after due date i.e. 15.04.2015 will not be included in Preliminary accounts.

Further, while submitting March (P), 2015 accounts, it may be ensured that adequate and suitable action has been taken to clear the outstanding suspense and deposit balances and all schedules in respect of all suspense and deposit heads of account i.e. M.W.A, MPSSA, CSSA, Deposit etc. are attached with the accounts. Even if there is no transaction during the month, a schedule containing the opening and closing balances should be furnished. D.A./DAOs will be held personally responsible for not submitting the schedules. In this connection, this office letter on clearance of balances under different suspense and deposit heads of account may please be referred to. Further, it may be noted that the cash balance of the P.W. Division/F.A.& C.A.Os should be 'NIL' at the end of 31st March, 2015.

As you know, after closing of the financial year, adjustment required to be made through T.E. book and consolidated into one special monthly account, viz. Supplementary accounts and the same is to be submitted to this office on or before 20th May, 2015.

While carrying out the adjustments, effort should be made to adjust all the outstanding advice memos issued by this office.

It may be ensured that the adjustments on account of proportionate charges if any, is adjusted in the March (P) Accounts of 2014-2015.

The advance sanctioned from Odisha Contingency Fund either during 2014-2015 or in the previous years should be cleared subject to the provisions made in this regard in the Annual and supplementary Budget Estimates of 2014-2015 before the submission of March, 2015(S) Accounts. It may be ensured by the Divisional Officer that no amount is remaining un-recouped to Odisha Contingency Fund and that all recoupment are linked with the month of expenditure. Necessary details in this regard i.e sanction order No and date of Finances Deptt./Admn. Deptt. Etc. with full classification (i.e Demand No./Major/Sub-Major/Minor/Sub-Head/Detail Head/Object Head, whether the expenditure related to No-plan/State Plan/Central Plan/CSP) may be furnished in the Supplementary Accounts . The responsibility for failure to recoup the advance from the Odisha Contingency Fund shall be on the officer rendering the accounts. The amount accounted for under final heads of accounts should as usual be supported by a detailed classified abstract showing Major/Sub-Major/Minor/Sub-Head and detail head against each.

It may please be ensured that all adjustments pertaining to your division are carried out in one supplementary account since under no circumstances any subsequent supplementary accounts will be entertained. In this connection D.O. letter No. 17804 dt. 28.04.89 of the Commissioner-cum-Secretary to Govt. of Odisha, Finance Deptt., Bhubaneswar may please be referred to.

T.Es will be allowed only in case of genuine misclassification and adjustments. The Divisional Officer will have to provide all necessary information in support of the T.E. failing which the T.E will not be allowed and the account will be corrected accordingly.

It may please be noted that the last date for submission of supplementary accounts is 20.05.2015 and no proposal for adjustment received after that date will be entertained.

In case of "NIL " supplementary accounts, a report to that effect should also be furnished on or before the above date.

Yours faithfully,

Sd/-

SR. ACCOUNTS OFFICER