

**Government of West Bengal
Finance Department
Audit Branch**

No. 1227(75)-F

Kolkata, the 13th February, 2008.

From: Smt. B. Bandopadhyaya,
Joint Secretary to the Govt. of West Bengal

To: _____
Additional Chief Secretary
Principal Secretary / Secretary

Subject: Timely reconciliation of departmental accounts for receipts and payments with those booked by the office of the Accountant General (A & E), West Bengal..

Sir,

I am directed to forward herewith a copy of the D.O. letter bearing No A.M. -1/3-5/07-08/455 (A) dated 04-12-2007 on the above subject addressed to the Special Secretary, Finance (Audit) Department from Shri D.K. Gazmer, Dy Accountant General (A/cs & V.L.C) together with a statement showing the position of reconciliation of accounts by the controlling officers under your Department as at the end of 30-09-07 (closed upto 06/07).

I am further directed to request you to kindly issue firm instruction to all the controlling officers under your Department to complete reconciliation of their departmental accounts for receipts & payments as at the end of 31-12-2007 overtaking the arrear work of reconciliation with the accounts maintained in the office of the Accountant General (A&E), West Bengal immediately.

Yours faithfully,

B. Bandyopadhyay

Joint Secretary to the
Government of West Bengal
Finance Department