

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 20522 /F.,
FIN-BUD2-VR-0002-2023

Date: 21-07-2023

From

**Vishal K. Dev, IAS
Principal Secretary to Government**

To

**Additional Chief Secretaries/
Principal Secretaries/
Commissioner-cum-Secretaries/
Secretaries/ Special Secretaries to Government
All Heads of Departments.**

Sub: Verification and Reconciliation of Departmental receipt and expenditure figures for 2023-24 with those of Accountant General (A & E), Odisha.

Madam/Sir,

I am to say that, monthly verification and reconciliation of Departmental figures with Principal Accountant General (A&E) relating to receipt and expenditure, in the Consolidated Fund of the State Government is necessary to monitor the trend of receipt as well as expenditure. Regular verification and reconciliation help in proper classification of receipt and expenditure. The detailed guidelines for reconciliation of expenditure and receipt are at **Annexure-A** for guidance of authorities responsible for reconciliation.

2. The Office of the Principal Accountant General (A&E), Odisha vide their Letter No. VLC (B&R) Recon/2023-24/91 dated 22.06.2023 has fixed the 20th of the second month, following that to which the accounts relate, as deadline for the monthly verification/ reconciliation of expenditure during the year 2023-24 to ensure quality of accounts each month and avoid year end corrections. Accordingly, the following timelines need to be adhered to for the monthly verification/ reconciliation of expenditure figures:

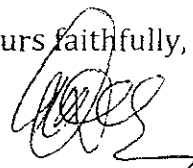
Month of Account	Uploading of Data in IFMS	Cut-off date for receipt of alteration proposal/ acceptance letter
April, 2023	31.05.2023	20.06.2023
May, 2023	30.06.2023	20.07.2023
June, 2023	31.07.2023	20.08.2023

Month of Account	Uploading of Data in IFMS	Cut-off date for receipt of alteration proposal/ acceptance letter
July, 2023	31.08.2023	20.09.2023
August, 2023	30.09.2023	20.10.2023
September, 2023	31.10.2023	20.11.2023
October, 2023	30.11.2023	20.12.2023
November, 2023	31.12.2023	20.01.2024
December, 2023	31.01.2024	20.02.2024
January, 2024	29.02.2024	20.03.2024
February, 2024	31.03.2024	20.04.2024
March (P), 2024	30.04.2024	20.05.2024

3. It has been stated that reconciliation of receipt and expenditure figures beyond the above time schedule shall not be entertained and the figures booked by the Principal Accountant General's Office will be treated as final and will be reflected in the Finance and Appropriation Accounts for the year 2023-24.

I would, therefore, request you to issue necessary instructions to the Controlling Officers for causing online reconciliation of departmental expenditure figures and also carry out verification of departmental receipts within the prescribed time frame.

Yours faithfully,




Principal Secretary to Government

Memo No. 20523 /F

Dt. 21-07-2023

Copy along-with enclosures forwarded to the Registrar General, Odisha High Court, Cuttack/ Special Secretary, Odisha Public Service Commission, Cuttack/ Secretary, Odisha State Election Commission, Bhubaneswar./ Secretary, Staff Selection Commission, Odisha, Bhubaneswar/ Registrar, Odisha Administrative Tribunal, Bhubaneswar/ Secretary, Human Rights Commission, Bhubaneswar/ Secretary, Odisha Electricity Regulatory Commission, Bhubaneswar/ Resident Commissioner, Odisha, New Delhi for favour of information and necessary action.

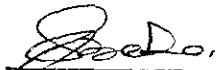

21.07.2023

Under Secretary to Government

Dt. 21-07-2023

Memo No. 20524 /F

Copy along with enclosures forwarded to Director of Treasuries & Inspection, Odisha, Bhubaneswar and all Treasury Officers/ Sub-Treasury Officers for information and necessary action.



21.07.2023

Under Secretary to Government

Dt. 21-07-2023

Memo No. 20525 /F

Copy along with enclosures to all Controlling Officers for information and necessary action.



21.07.2023

Under Secretary to Government

Dt. 21-07-2023

Memo No. 20526 /F

Copy along with enclosures forwarded to Principal Accountant General (A&E)/ Accountant General (G&SSA and E&RSA), Odisha for information.



21.07.2023

Under Secretary to Government

Dt. 21-07-2023

Memo No. 20527 /F

Copy along with enclosures forwarded to FAs/ AFAs of all Departments for information. They should ensure timely reconciliation/verification of departmental receipt and expenditure towards with those of Accountant General (A&E), Odisha as per the schedule, under intimation to Finance Department.



21.07.2023

Under Secretary to Government

Dt. 21-07-2023

Memo No. 20528 /F

Copy along with enclosures forwarded to Portal-in-Charge, FID/all Officers/ Sections of Finance Department for information and necessary action. The Portal-in-Charge, FID is requested to upload the circular in the FD website <https://finance.odisha.gov.in/>.


21.07.2023

Under Secretary to Government

Annexure-A

Guidelines for Verification and Reconciliation of Departmental receipt and expenditure figures for 2023-24 with those of Accountant General (A & E), Odisha

1. The expenditure incurred under a particular scheme is required to be reconciled/verified with the Principal Accountant General (A&E), Odisha for issue of Audit Certificate by the Accountant General (Audit), Odisha. Without such Audit Certificate, Government of India and External Funding Agencies will not allow reimbursement of expenditure. It is, therefore, necessary that Controlling Officers/Heads of the Departments should reconcile the accounts with Accountant General (A&E), Odisha on monthly basis as per schedule.
2. **The Controlling Officers are required to reconcile their receipts and expenditure with that of the Principal Accountant General (A&E), Odisha as per Rule-25 and Rule-319 (vi) of O.G.F.R. Volume-I.** The online reconciliation facility has been made available in the Treasury Portal. In this facility, the expenditure and receipt data compiled in the VLC system of Principal Accountant General (A&E), Odisha is being uploaded into the Treasury Portal through the Principal Accountant General (A&E), Odisha interface in the IFMS. The data pertaining to expenditure and receipts generated from the VLC system is becoming the basis of reconciliation of accounts between the Controlling Officer & Principal Accountant General (A&E), Odisha. **However, it will take some time for the receipt reconciliation module to be fully functional. Till such time, the receipt reconciliation can be carried out through communication of suggestion for change or correction to the O/o Principal Accountant General (A&E), Odisha manually. A copy of the said communication may also be sent to e-mail- rambalaks.odi.ae@cag.gov.in to avoid delay in transit.**
3. **The Controlling Officers' reconciliation functionality in the Treasury Portal is carried out in two separate stages.** *At the first instance, this functionality provides facility for correction of accounts between the Drawing & Disbursing Officer and the Treasury/Sub-Treasuries before the submission of monthly accounts to Principal Accountant General (A&E), Odisha. In the second stage, the receipt and expenditure reports compiled by the Principal Accountant General (A&E), Odisha are made available to the Controlling Officers in the Treasury Portal.*
4. The DDO-wise break up of expenditure/receipt details in the Treasuries are provided to each Controlling Officers against the respective Chart of Accounts both in the consolidated manner and also in details, challan/voucher-wise for identification and settlement of the discrepant items of receipts and expenditures.
5. Further, the Treasury/Sub-Treasury Officers are required to ensure that the DDOs under their jurisdiction should verify and submit the proposal for correction of accounts, if any, in the online reconciliation module prior to finalization of Treasury accounts. For the purpose of the accounting classification of all vouchers passed for payment at the Treasury level will be made available to the DDO in the online reconciliation functionality. If there is any misclassification in booking of the receipt/expenditure at the Treasury level or otherwise, the DDO shall send a proposal for correction of accounts to the Treasury Officer/Sub-Treasury Officer before closure of monthly accounts, i.e. before 3rd day of the subsequent month. The proposal received from the DDO will be examined by the Treasury and necessary correction may be made

in the accounts. The effective use of this functionality will substantially reduce the possibility of mis-classification at the level of Accountant General (A&E), Odisha as they are importing data from IFMS and the burden of monthly accounting reconciliation for the Controlling Officers. The COs may impress upon DDOs under their control to ensure that the head classification booked by the treasuries are correct.

6. After submission of Treasury accounts, the proposal for correction has to be submitted by the DDO to their respective Treasuries who shall forward it to the Principal Accountant General (A&E), Odisha for acceptance. On receipt of approval from the Principal Accountant General (A&E), Odisha, Treasury Accounts will be revised by the Treasury Officer. Treasury will not accept any proposal of DDO relating to budgeted heads after submission of accounts to AG.

Secondly, if any correction of account is made through the process of reconciliation between the Controlling Officer and the Principal Accountant General (A&E), Odisha, the same will also be reflected in the Treasury Accounts and shall be communicated to the DDO. The DDO/Controlling Officer shall verify the same from the reports available and update their records accordingly.

7. The Controlling Officers are required to cause verification of the month-wise payment & receipt details in the Controlling Officers reconciliation functionality of Treasury Portal and indicate the discrepant items and suggests corrections/ transfer entry online to the Principal Accountant General (A&E), Odisha, for their acceptance of the accounts as compiled in the VLC system. In case of any discrepancy, the Controlling Officers are required to mention the details and suggest the appropriate Chart of Account in which the expenditure/receipt should be booked. In case where the Controlling Officer has no knowledge as to where the receipt or expenditure would be booked, it should mark the reported figure as not related to them and may also record his/her specific observation, in the remark field.

8. On receipt of the online request from the Controlling Officer, the Principal Accountant General (A&E), Odisha shall examine each such suggestion for rectification/transfer entry and carry out the adjustment on the basis of vouchers /challan and also the data available at their end. If the suggestion is accepted, then the Principal Accountant General (A&E), Odisha will instruct the Treasuries to rectify the accounts wherever required within a defined time frame which is to be given effect to through the Treasury Portal. On acceptance of the request of the Controlling Officer by the Principal Accountant General (A&E), Odisha, the Treasury accounts should be revised in the Treasury Portal. The Treasury Officers are required to submit revised account as per the prescribed procedure. The Principal Accountant General (A&E), Odisha will download the revised electronic accounts into the VLC after submission of system generated revised Treasury Accounts by the Treasury Officer.

9. Where the Principal Accountant General (A&E), Odisha does not agree to the suggestion of the Controlling Officer the request may be rejected with reasons or suggestion. The Controlling Officer in such a case can either accept the suggestion of Principal Accountant General (A&E), Odisha leading to confirmation of provisional account or may send back to Principal Accountant General (A&E), Odisha with a request to reconsider its decision. It may also suggest a fresh Chart of Account along with the request for reconsideration. Subsequently, the Principal Accountant General (A&E), Odisha will indicate the appropriate head of account for classifying the receipt and expenditure and intimate the Controlling Officers in writing the reasons for non-acceptance.

10. The reconciliation can be taken up by the officials of the Controlling Officers by using their own User ID & Password subsequently for the remaining part of the financial year as per the programme schedule. **In case of failure on the part of the officials of the Controlling Officer to reconcile the expenditure in time, a system generated mail will be provided to the Administrative Department, Finance Department & Principal Accountant General (A&E), Odisha.**

11. The reconciliation of the receipt can be made by the Controlling Officer after downloading the report on receipts from the Treasury portal. The suggestion for correction can be made manually in the usual process till the software development in respect of such reconciliation is complete. The time schedule prescribed for reconciliation of expenditure is also to be followed in case of receipts.
