

**Tripura Tribal Areas Autonomous District Council  
Office of the Chief Executive Officer  
Khumulwng/West Tripura**

F.2 (72) ADC/Audit Cell/Formation of PAC 20-21 /2019-20 / 8325-29 Dated : 02/11/2020

**Memorandum**

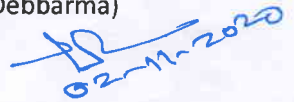
It is for general information of all the DDO(S) of TTAADC, that they might furnish additional annexures along with their annual Receipt Payment account containing Bank Reconciliation Statement and Asset Created by the Branch during the Accounting period, in prescribed formats sent by the C & AG. A set of formats sent by PAG/Tripura is enclosed herewith.

All DDO(S) of TTAADC and Head of offices are hereby directed to furnish required information on Asset created and BRS in the prescribed formats sent herewith along with their Annual Accounts Statement (Receipt-Payment) whenever submitted on completion of financial year. This should be followed strictly.

Encl : Formats as stated

To  
The .....  
.....  
For information and compliance

(U.R Debbarma)

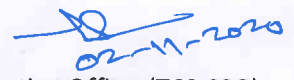
  
02-11-2020

Dy.Chief Executive Officer(TCS-SSG)  
Khumulwng /West Tripura

Copy to :

- 1) P.S to the Administrator – For kind information of the Administrator
- 2) P.S to the C.E.O - For kind information of the CEO
- 3) E.O(Fin)/Administration – For information please

(U.R Debbarma)

  
02-11-2020

Dy.Chief Executive Officer(TCS-SSG)  
Khumulwng/West Tripura

## Annexure-I

Bank Reconciliation Statement of \_\_\_\_\_ as on 31 March \_\_\_\_\_

Closing balance as per Cash Book	X
<b><u>A. Add</u></b> i. Cheques/MT/ Intt. Directly credited into Bank but not taken into Cash Book. ii. Cheques issued but not yet encashed in Bank. iii. Cheque drawn but actually not delivered to the parties. iv. Cheque issued but dishonoured. v. Bank interest not credited into cash book	Y
<b><u>B. Deduct</u></b> i. Details of Cheques etc. received and entered into Cash Book but not actually deposited into the Bank. ii. Cheque received from parties and deposited into bank but dishonoured. iii. Bank charges deducted from bank balance but not taken into Cash Book	Z
Net Balance as per Cash Book (A)	$(X + Y - Z)$
Closing Balance as per Bank statement	B
<b>Difference (A - B)</b>	
<b>Details of difference</b>	

## Annexure-II

A. Register of Immovable Property of \_\_\_\_\_ for the year \_\_\_\_\_

(a) Roads

Sl. No.	Name of Road/ Location	From Village/ Point	To Village/ Point	Total Length in KM	Average width (feet/m)	Date of construction	Date of repairs	Total cost (in Rupees)	Average cost of construction per KM	Remarks
1	2	3	4	5	6	7	8	9	10	11

(b) Land

Sl. No.	Date of transfer/ purchase or acquisition	From whom transferred/ purchased/ acquired	Purpose	Reference to agreement, award etc.	Area of land in acres	Survey No. etc. with boundaries	Assessment/ Valuation	Whether boundaries sketch of the land is available
1	2	3	4	5	6	7	8	9

Contd.....

Building, if acquired with the land		Utilisation of the land/ building	Amount paid (in Rupees)	No. date and voucher remarks
Brief details of structure	Plinth Area			
10		11	12	13

(c) Others

Sl. No.	Date of acquisition, purchase, construction or received or transfer	No. and date of orders under which the property was acquired, purchased, constructed/ transferred	Description of Assets	Purpose for which acquired	Valuation at the beginning of the year	Revaluation if any, the date and actual amount of revaluation (as per Rules)	Depreciation/ Appreciation as per rules
1	2	3	4	5	6	7	8

Contd.....

Valuation of at the end of the year	If disposed date of disposal	Reasons for disposal with authority	Amount realised on disposal (in Rupees)	Initials of competent authority	Remarks
9	10	11	12	13	14

for the year \_\_\_\_\_

B. Register of Movable Property of \_\_\_\_\_

Sl. No.	Date of acquisition, purchase, construction or received or transfer	No. and date of orders under which the property was acquired, purchased, constructed/ transferred	Description and situation of property	Whether the property is used for any purposes	Valuation at the beginning of the year	Revaluation if any, the date and actual amount of revaluation (as per Rules)	Depreciation as per rules
	2	3	4	5	6	7	8
1							

Contd.....

Valuation of at the end of the year	Whether disposed	Reasons /authority for disposal	Amount realised on disposal	Initials of competent authority	Remarks
9	10	11	12	13	14