

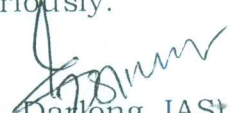
URGENT

TRIPURA TRIBAL AREAS AUTONOMOUS DISTRICT COUNCIL
OFFICE OF THE CHIEF EXECUTIVE OFFICER
KHUMULWNG : WEST TRIPURA

No.F.3(168)/ADC/FIN/Cash analysis/2015-16/ ⁵⁰²⁸⁸⁻³⁷² Dated December 29th, 2017.

ORDER

It has been observed that many DDOs are not writing their Cash Book daily and close cash book account every day which is required as per Accounts Code. So all DDOs of TTAADC are hereby directed to ensure writing of their cash book are written daily and accounts are closed every day. Further, they are also requested to prepare Cash Analysis report as on the last working of the month and also to make reconciliation with Bank and submit the same to the Executive Officer(Finance), TTAADC, Khumulwng latest by 7th every month without fail. Violation, if any noticed, would be viewed seriously.


(Shri N. Darlong, IAS)
Chief Executive Officer,
TTAADC : Khumulwng

To
All Concerned

Copy to:

1. The Addl. Chief Executive Officer, TTAADC, Khumulwng for information.
2. The Deputy Chief Executive Officer, TTAADC, Khumulwng for information.
3. The Executive Officer(Fin), TTAADC, Khumulwng for information. He is requested to compile the cash analysis report of DDOs and to put up to the undersigned on the next working day.


(Shri N. Darlong, IAS)
Chief Executive Officer,
TTAADC : Khumulwng