

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

No. F. 3(168)/ADC/Fin/CA(June-20)/ 2020-21/ 2180-200

Dated, 11/08/2020

MEMORANDUM

It is observed that most of the DDOs of TTAADC, specially DDOs of field offices, are not submitting Cash Analysis Report and Bank Reconciliation Statement to the Executive Officer (Finance), TTAADC within specified date. Now, as decided by the authority, it is reiterated that the Cash Analysis Report and Bank Reconciliation Statement shall be prepared as per Formats provided from this end which was communicated vide Memo No.F. 3(168)/ADC/Fin/Cash Analysis/Vol-II/ 2017-18/ 146-75 dated, 17-04-2018 and same should be submitted to the Executive Officer (Fin), TTAADC, Khumulwng in every month positively.

The same may be sent to the Email of the EO (Finance) or OSD (Finance), TTAADC as mentioned below:-

EO(Finance), TTAADC :- eofinttaadc@gmail.com
OSD(Finance), TTAADC :- osdfinancettaadc@gmail.com

If any DDO fails to send the same as stated above, the concerned DDO & his Cashier shall not draw their salary until submission of the same. If any DDO & his Cashier draws their salary without submission of the Cash Analysis Report and Bank Reconciliation Statement, they shall be liable to disciplinary action.

This is for information to all DDOS of TTAADC & their Cashiers and compliance accordingly.

11-08-2020
(Mr. U.R. Debbarma, TCS-SSG)
Dy. Chief Executive Officer
TTAADC, Khumulwng

Copy to:-

1. The Chief Engineer, PWD, TTAADC for kind information and doing the needful for informing all DDOs under the control of CE, PWD.
2. The Executive Officer (Fin), TTAADC for information and doing the needful.
3. All Principal Officer (.....), TTAADC for information and **doing the needful for informing all DDOs under the control of concerned PO.**
4. The Zonal Development Officer (West/South/North/Dhalai/Khowai) for information and compliance.
5. The Officer-In-Charge, IT Cell, TTAADC, for displaying in website of TTAADC and sending to the e-mail of the all DDOs.

Copy also forwarded to:-

1. The PS to the Chief Executive Officer, TTAADC for kind information of the CEO.

11-08-2020
Dy. Chief Executive Officer
TTAADC, Khumulwng