

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

F.2 (151) ADC/Audit Cell/Annual Accounts /2020-21 / 7063-94

Dated : 26-04-2021

MEMORANDUM

Subject : - Submission of Annual Receipt & Expenditure statement for the year 2020-21.

Since the fiscal year 2020-21 has already been over on 31-03-2021 and the Audit cell has to prepare the Annual Accounts of the TTAADC as a whole for the said year, for submission to AG Tripura by the end of May 2021' as a statutory obligation provided under the TTAADC Fund Rule -2005 ;

DDO'S are therefore, requested to ensure submission of Annual Receipt -Expenditure statement of their establishment for the said year, along with Bank Reconciliation statement (Annexure -I) & Statement of Immovable property (Annexure -II) for the said year, at the earliest, latest by 10-05-2021 for compilation and enabling its submission to AG Tripura within the time frame provided under the Rule ibid. **This may be treated as most URGENT.**

TO All ZDO'S/EO/EE/IS/Supdt of Agri/Supdt. of Horti
PO'S/Deputy PO'S/Secretary District council/
CDPO/DFO/ARDD/Village committee

For information and compliance.

Enclose : Annexure I & II - as stated

Yours Faithfully,


22-04-21

U.R. Debbarma (TCS-SSG)
Deputy Chief Executive officer
TTAADC/Khumulwng

Annexure-I

Bank Reconciliation Statement of _____ as on 31 March _____

Closing balance as per Cash Book	X
A. Add 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. Deduct 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
Difference (A - B)	
Details of difference	

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

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

(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 and location of	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