

NO.F.10(04)-FIN(G)/2015  
GOVERNMENT OF TRIPURA  
FINANCE DEPARTMENT

Dated, Agartala the 15<sup>th</sup> June, 2015.


MEMORANDUM

The undersigned is directed to inform that it has been reported that large amounts of unutilized cash is lying with a number of DDOs of different Departments for long periods. Retention of such huge cash without utilizing the same for the purpose it is meant is not at all desirable and permitted under existing financial provisions. So, the State Government in Finance Department has taken a considered decision to assess such unutilized cash lying with every DDO of different Departments. It is also felt necessary to monitor such cash balance of DDOs in a regular manner so that the amount lying in cash can either be spent immediately or the same may be deposited in the State Government exchequer under appropriate Head of Account as may be informed by the Finance Department after examining such cash balances of DDOs on monthly basis.

2. For the purpose of close monitoring of unutilized cash balances of all DDOs of the State Government, a format has been devised and enclosed with this memorandum with a direction to send analysis of such cash balance as on 01-06-2015 to the Finance Department in the same format invariably by 30-06-2015 through concerned Head of Department who in turn will compile the same and submit a consolidated report to the Finance Department.

3. The undersigned is directed to request all the Controlling Officers i.e. the Secretary-in-Charge of all Departments, DGP and PCCF to arrange sending of copies of cash analysis of respective DDOs under their control on monthly basis to the Finance Department in a regular manner and give necessary instruction to the concerned Head of Department and DDOs in this regard. The analysis may be prepared in prescribed format enclosed herewith and sent in both hard copy and soft copy (in excel format) by all DDOs and sent to respective Head of Department. All the compiled reports Head of Department along with cash analysis of DDOs in excel format have to be uploaded to the [tripura.finance@gmail.com](mailto:tripura.finance@gmail.com) besides sending hard copies to the Finance Department.

Encl: As stated.

  
(A. Roy) 15.6.2015  
Addl. Secretary to the  
Government of Tripura

To  
All Secretary-in-charge of all Department/ DGP/ PCCF.

Copy to:

1. All Heads of Department.
2. All DDOs to all Departments under the State Government.

Copy also forwarded to:

The P.S. to the Chief Secretary for kind information of the Chief Secretary.



## SYNOPSIS

- 1 Cash lying in hand.
  - (a) Single Lock
  - (b) Double Lock
- 2 Amount lying in PL Account (if any)
- 3 Amount lying in Bank: SB Account/ CD Account
  - (a) SB Account
  - (b) CD Account [Bank-wise details of Cash lying in every Bank Branch (Account No. wise)]
- 4 Add Cheque/ Draft deposited but not yet credited by Bank
- 5 Less Cheque issued but not yet presented for payment or not yet paid.
- 6 Bank Balance as per Cash Book (3+4-5)
- 7 **Total Cash balance of a particular DDO (1 + 2 + 6).**
- 8 Whether amount mentioned the cash analysis has been reconciled with Bank Statement alongwith Account No. of the DDO in concerned Bank.
- 9 Number of Bank Accounts maintained and declaration thereof alongwith number and account.  
(If more than one account is maintained by DDO, the same should be declared.)
- 10 If more than 1(one) Cash Book exist (which normally do not exists) the details should be indicated but only one Cash analysis has to be prepared by every DDO assuming there is only one cash book for entire cash handed by him.

**Signature of the DDO**