

Government of India
Ministry of Finance
O/o the Controller General of Accounts
Finance Accounts Section
4th Floor, Lok Nayak Bhawan, Khan Market
NEW DELHI

Dated : 10.07.2014

Office Memorandum

Suspense heads are operated in Government Accounts to reflect transactions of receipts and payments which cannot be booked to a final head of account due to lack of information as to their nature or for other reasons and in some cases, the booking under suspense heads is done intermediately. If these amounts remain un-cleared, the balance under the suspense heads would go on accumulating and would not reflect Government's receipts and expenditure accurately. As per Civil Accounts Manual, amount booked under suspense heads during the year should be cleared by the end of the financial year. To facilitate the process of reconciliation and write-off (where required) for suspense balances lying under various heads, a committee has been constituted with the directions of Controller General of Accounts. The composition of committee is as under-

- (i) Sh. Sanjeev Srivastav, Chief Controller of Accounts, Department of Supply (Chairman)
- (ii) Sh. Manoj Sethi, Controller of Accounts, M/o Finance (Member)
- (iii) Ms. Deepika Jain, Controller of Accounts, M/o Science & Technology (Member)
- (iv) Sh. Alok Kumar Verma, Dy. Controller General of Accounts(Accounts) (Member)
- (v) Sh. Binod Kumar Aggarwal, Controller of Accounts, M/o Shipping (Member Secretary)

The mandate of the committee would be:

- (a) Rationalizing the reporting of Suspense Balances.
- (b) Review of pre-1976 & other old balances due for waiver by Office of the Controller General of Accounts & Ministry of Finance.
- (c) Review of Balances of State Accountant General's
- (d) Formulating guidelines bases on relevant rules in a monograph as a reference.

CGA has directed that the committee has to submit the report to Controller General of Accounts by 17th August, 2014.



(Alok Kumar Verma)
Dy. Controller General of Accounts

- 1. Sh. Sanjeev Srivastav, Chief Controller of Accounts, Department of Supply.
- 2. Sh. Manoj Sethi, Controller of Accounts, Ministry of Finance.
- 3. Ms. Deepika Jain, Controller of Accounts, Ministry of Science & Technology.
- 4. Sh. Binod Kumar Aggarwal, Controller of Accounts, Ministry of Shipping.
- 5. PS to Controller General of Accounts.
- 6. PS to Addl. Controller General of Accounts(AN).
- 7. PA to Jt. Controller General of Accounts(TCAK)
- ✓ 8. Sr.AO(ITD) for uploading on Website.