



By E-Mail/ Speed Post

Govt of India,
Ministry of Finance
O/o Pr. Chief Controller of Accounts
Central Board of Indirect Taxes and Customs
(Coordination, Expenditure Section)
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F.No.Pr.CCA/Coord.Expdr/Misc. Clarification/2022-23 /85

Dated: 25.06.2022
07

C I R C U L A R

SUB: Actions Points for Meeting of PAO of North Zone held on 03.06.2022-reg.

Sir/Madam

Please find enclosed herewith Annexure-"A" received from Bank Reconciliation Section of this office on the subject cited above.

All Zonal Heads of CBIC and PAOs of CBIC are requested to take necessary action accordingly.

Encl:- As above

Yours Faithfully,

(Madhu Rawat)
Sr. Accounts Officer

To,

1. All Zonal Heads of CBIC
2. All PAO of CBIC
3. Sr. AO(Admn), CBIC

Copy to:

1. Sr. PS to Pr. CCA, CBIC
2. PS to CCA, CBIC
3. PA to DCA(HQ)
- ✓ 4. Sr. AO IT Cell: It is requested to upload on ARPIT portal.

GSTIF-154
25.07.2022

Actions points need to be followed by PAOs:-

1. In case of old cases of failed transactions, PAOs may take up matter with concerned CDDOs/NCDDOs (as case may be) to permanently cancel the transactions or reprocess it after necessary corrections. If they not able to cancel the same due to technical issue, matter may be taken up with the ITD team o/o CGA.
2. It is advised that if put- through statements from the RBI have not been incorporated or receipt scroll have not been properly booked, the PAO must take necessary action to resolve it on priority basis.
3. After closing of the month, Pay and Account office receives four copies of "Date-wise Monthly Statement (DMS)" based on the verified daily Main Scrolls by the 3rd of the following month by Focal Point Branch. This statement is to be checked by PAO with reference to the gross receipts/payments worked out in CAM 17 with reference to daily Main Scrolls. (Ref to Suspense Manual para no- 3.8.1)
4. The Pay and Accounts Office also receives Monthly computerized (Put-through) Statement from SBI GAD or link cell of the other Public Sector Banks at Nagpur showing the amounts of receipts/payments settled with RBI, CAS, Nagpur. The Pay and Accounts Office must checks the entries therein with reference to the figures in the DMS. (Ref to Suspense Manual para no- 3.8.2)
5. After verifying the figures of computerized statement of credit/debit settled with the RBI, CAS, Nagpur by the SBI GAD or link cell of other Public Sector Banks with the Date-wise Monthly Statement received earlier from the Focal Point Bank, the Pay and Accounts Office has to reconcile the figures as in its books with the figures appearing in the put-through statement. (Ref to Suspense Manual para no- 3.9.1)
6. 'Monthly Reconciliation Analysis' has to be prepared in the form as per 'Annexure I'. The Pay and Accounts Office is responsible for any difference appearing in Part 'A' of the Analysis, any such differences noticed should be intimated to Pr.AO as well as bank immediately. (Ref to Suspense Manual para no- 3.9.1)
7. In case of Pvt. Sector Banks authorised for handing government transactions as agency bank, PAO should ensure the booking under 8658-00-138 Pvt. Sector Bank Suspense.

Ad
AOC(BR)

Ad
22/7/22
AAD(B/R)