

**OFFICE MEMORANDUM**

It has been brought to notice of the undersigned that some of the DDO's do not write the Cash Book (s) regularly and reconcile the balance with the bank periodically. Non updating of the Cash Book(s) and failure to reconcile the balance may lead to various complications including fraudulent drawal.

To avoid all such possibilities and to comply with the various provisions laid down in Assam Financial Rules, it is impressed upon all the DDOs under Assam Agril. University to update the Cashbook(s) maintained by them, reconcile the balance with the Bank Statement/Passbook within 31<sup>st</sup> December, 2021.

A scanned copy of the last page of the Cashbook(s) and Bank Statement should be submitted to the O/o the undersigned in the official mail address noted below for transactions upto 30.11.2021 followed by 10<sup>th</sup> of the following month for the transaction from Dec, 2021 onwards on regular basis.

This may please be treated as top most priority.

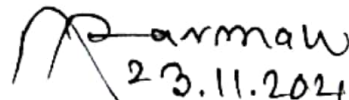
**Email ID of Comptroller Office, Assam Agril. University, Jorhat-13.**

- **comptroller@aau.ac.in**

Sd/-  
Comptroller  
Assam Agril. University  
Jorhat-13.

No.AAU/Bt-2/CP-29/2012-13/CM 4525 - 97 Dated 23<sup>rd</sup> November, 2021  
Copy to :-

1. The Secy. to The Hon'ble Vice-Chancellor, Assam Agril. University, Jorhat-13.
2. The Registrar, Assam Agril. University, Jorhat-13.
3. All Controlling Officer/ D.D.O's, AAU, Jorhat/Khanapara/Outstations.
4. Office Copy.

  
23.11.2021  
Comptroller  
Assam Agril. University  
Jorhat-13.