

No. 190012(11)/I/2023-code-CGA/cno 12842/611-637  
Ministry of Finance  
Department of Expenditure  
Office of the Controller General of Accounts  
Mahalekha Niyantak Bhawan  
E- Block, GPO Complex, INA  
New Delhi-110023

Dated: 09 January 2025

**Office Memorandum**

**Subject: Actions Taken after Meetings conducted by Task force for Review and Clearance of Suspense Balances**

Reference is invited to the meetings held by the Task force for Review and clearance of Suspense Balances in the Office of the Controller General of Accounts (CGA). The purpose of these meetings was to review the status of outstanding suspense balances and to outline the necessary steps to clear them effectively. In this regard, it is hereby requested to all the concerned Ministries/Departments to provide a detailed reply regarding the actions taken following the discussions held with the Task Force for clearance of Suspense Balances.

**2. Action Required**

All the concerned Ministries/Departments are requested to provide a comprehensive response to the following: *(at financeaccounts-cga@gov.in)*

- **Summary of Actions Taken:** Please detail the steps that have been taken since the meeting to clear the suspense balances as on date, including any reconciliations, adjustments.
- **Progress Update:** Provide an update on the status of each category of suspense balances (e.g., identified errors, pending transactions, adjustments, etc.). Indicate the amount cleared and the balances still remaining.
- **Outstanding Issues:** If there are any unresolved issues or obstacles hindering the clearance of suspense balances, kindly specify the nature of these issues and the expected timeline for their resolution.
- **Internal Controls:** Indicate the measures being implemented to prevent the accumulation of suspense balances in the future, including any system improvements, procedural changes, or additional oversight.

**3. Submission of Report**

The Ministry/Department is requested to submit a detailed report on the actions taken in clearing of outstanding/adverse balances under various suspense heads, along with supporting documents, to the Office of the Controller General of Accounts at the earliest. This will enable us to assess the progress made and provide necessary assistance where required.

The clearance of suspense balances is a critical component of sound financial management and accountability. Your prompt response and cooperation in this matter will be highly appreciated.

  
(Narender Singh)

Deputy Controller General of Accounts (A&FR)  
Chairman, Task Force for review and  
clearance of Suspense Balances

To

1. CAs/Dy CAs of all the following Ministries

- 1.Ministry of Food Processing
- 2.Ministry of Doner
- 3.Ministry of Science and Technology
- 4.Ministry of Skill Development
- 5.Ministry of External Affairs
- 6.Ministry of Finance
- 7.Ministry of RTH
- 8.Department of Supply, Ministry of Commerce & Industry
9. Ministry of Law & Justice and SCI
- 10.Ministry of Environment, Forest & Climate Change
11. Ministry of Power
- 12.Ministry of Mines
- 13.Ministry of I&B
- 14.Ministry of Health
- 15.Ministry of Agriculture & Farmers welfare, Ministry of Fisheries, Animal Husbandry & Dairying
- 16.Ministry of Steel
17. Housing & Urban Affairs
18. Ministry of Rural Development & Department of Panchayati Raj
19. Ministry of Home

2. Sr.AO's (Principal Accounts Office) of above Ministries

Copy for information to :

1. PS to Addl CGA (A&FR)
2. PS to Jt.CGA (A&FR)
3. Sr.AO, Finance Accounts, O/o CGA
4. Sh. B. S.Chaudhary, Retired ACA, Consultant, M/o Industry
5. Sh.Vijay Kumar, Sr.AO, Code Section, O/o CGA
6. Sh. Mukesh Kumar Gupta, Sr AO, M/o Home Affairs, New Delhi
7. Sr.AO (ITD), O/o CGA to upload the same on the website of CGA
8. Smt Taranjeet Kaur, AAO, GBA Section, O/o CGA