

**RAJYA SABHA SECRETARIAT**  
**ESTT. (A/Cs) & BUDGET SECTION**

No.RS13/1/18/Estt. (A/Cs) & Budget

Dated the 11<sup>th</sup> June, 2018

**CIRCULAR No.-5**

**Sub: Statement of Losses and Irrecoverable dues write-off and  
ex-gratia payments made during Financial Year 2017-18  
- regarding.**

A statement relating to cases of minor losses, write-off, ex-gratia payments etc. involving more than Rs. 10,000/- each is required to be included in the Report of the Comptroller and Auditor General of India for the year ended March, 2018 Union Government (Accounts of Union Government).

2. All the concerned Sections/Branches are, accordingly requested to furnish the requisite information (in the enclosed proforma alongwith the sanction orders, if any) relating to cases of minor losses, write-off, ex-gratia payments etc. involving more than Rs. 10,000/- each that had taken place during the Financial Year 2017-2018.

3. The said information may be furnished to this Section latest by **2<sup>nd</sup> July 2018** so that the same may be compiled and submitted to the Pay and Accounts Office for onward transmission to the Office of the DGACR well in time.

3. The Sections/Branches with no such cases of minor losses, write-off, ex-gratia payments etc during the year 2017-18, may send a 'Nil' report to the undersigned.

**(ASHWANI KUMAR)**  
**DEPUTY SECRETARY**  
**Tel.23034532 (O)**

To,

All the Sections.

