

THROUGH MAIL

No./IF&CC/2026/ 14096

From

Additional Chief Secretary to Govt. Haryana,
Finance Department (IFCC)
Haryana Civil Secretariat,
Chandigarh.

To

All Managing Director / Chief Administrator / Chief Executive Officer of State
Govt. Corporations / Companies /Boards / Cooperative Institution / Autonomous
Bodies in Haryana.

Dated Chandigarh, the 13th August 2026

**Subject:- Regarding Quarterly Certification and reconciliation of funds deposited with
Banks as recommended by the worthy Chief secretary, Haryana.**

Kindly find enclosed herewith the Proforma for Quarterly Certification and
reconciliation of funds deposited with Banks.

2 The enclosed Proforma is to be duly filled in and signed by the Managing
Director / Chief Administrator / Chief Executive Officer concerned, certifying the verification
and reconciliation of funds deposited with Banks. The duly completed Proforma must be
submitted quarterly to the Director of your entity nominated by the Finance Department.

3 You are requested to ensure its timely and regular submission.


Research Officer, IF&CC
for Additional Chief Secretary to Govt. Haryana
Finance Department

✓CC: In-charge Computer Cell for uploading on Finance Department's Website

Quarterly Certification of Fund Reconciliation

(To be submitted on Quarterly Basis)

1. Name of the Organization: _____
2. Name of the MD/CEO: _____
3. Quarter Ending: _____

Certification

I, _____ (Name), MD/CEO/ of _____
(Name of Organization), hereby certify that:

- i. The funds of the organization deposited in various bank accounts have been duly verified and reconciled with the books of accounts for the quarter ending _____.
- ii. All bank accounts operated by the organization, including Savings/Current/Term Deposit/Flexi Accounts, have been reviewed and reconciled. There are no discrepancies as on the date of certification.
- iii. The organization confirms that accounts are being opened maintained and operated in accordance with the instructions/guidelines issued by the Finance Department from time to time.
- iv. It is certified that the interest offered by the banks at the time of investment in the account/FDR has been credited correctly in the account and the same has been duly verified.
- v. It is certified that the Bank Reconciliation Statement (BRS) has been prepared and the balances appearing in the accounts tally with the books of accounts/Balance Sheet of the organization as well as with the balances reflected by the concerned banks.
- vi. It is certified that the last audit conducted by the Statutory Audit on _____, by AG Audit on _____, and by Internal Audit on _____ was found satisfactory and no discrepancy/irregularity was pointed out therein.

Declaration

I affirm that the information furnished above is true and correct to the best of my knowledge and belief.

Signature: _____

Name: _____

Designation (MD/CEO): _____

Date: _____

Official Seal: _____

To be submitted to:

Nominee, Finance Department