



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 (INDIA)

No. 280 /RO

Dated: 08-07-2020

Notice

Subject: Guidelines for maintaining Cash Book & implementation of proper Accounting System.

This is to notify to all concerned that in order to implement the proper working of accounting system in Hostels/different Offices of the Institute, all concerned are advised to follow guidelines for the same as under:


1. A simple cash book in prescribed format should be maintained in every Hostel for recording all moneys received in the official capacity and its subsequent remittance to the bank as well as moneys withdrawn from bank either by bills or by cheques.
2. A receipt book should be maintained by the concerned Officer In-charge. Duplicates of used receipt book should be kept under lock and key in the personal custody of the Warden In-charge of the Hostel. Entries should not be recorded unless the same have been examined by them to ensure that all items for which receipts were issued were duly brought to the account.
3. The Officer In-charge should satisfy himself / herself at the time of signing receipts that the amount has been entered in the Cash Book.
4. The Cash Book should be bound in convenient volumes and their pages should be machine numbered.
5. Before bringing a Cash Book into use, the Warden In-charge of the Hostel or responsible Officer should count the number of pages and record a certificate of count on the flyleaf of Cash Book.
6. Except otherwise provided in the rules, when no transaction takes place, the Cash Book should be closed and balance of each day initialled by the Warden In-charge of the Hostel.
7. The balance of Cash Book at the end of the month should be verified by the balance of the respective Bank Account. If there is some difference in balances, the difference should be justified with a bank reconciliation statement.
8. Interest earned on amount deposited in the bank should be shown in Cash Book on the receipt side. Similarly any fees charged by bank should be shown on payment side in the Cash Book.
9. For payment by cheque the Disbursing Officer authorized to draw cheques, should obtain not more than one Cheque Book on single requisition. The Cheque Books, on receipt, be carefully examined to see that the number of forms contained in each book is intact.

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10. According to Financial Rules, a Government Servant authorized to draw money by means of cheques, shall give due notice to the bank about the cheque books brought into use by him before issuing a cheque from that book.
11. Each Cheque Book must be kept under lock and key in the personal custody of the Drawing Officer. The loss of cheque book or blank cheque forms should be notified promptly to the Bank.
12. All corrections and alternations in cheques issued on the Banks should be attested by the Drawing Officers by their full signatures.
13. All cheques drawn in favour of any payee in settlement of dues shall always be crossed "A/c payee only".
14. When a Government servant who is authorized to draw or countersign cheques payable at the bank, takeover the charge from one office to another, he/she shall send a specimen of the relieving Government servant's signature to the Bank.
15. The cheques marked as payable on or after a specified date should not be charged to the accounts until the date on which they become payable.
16. Every Government servant should exercise the same vigilance in respect of expenditure incurred in connection with transactions of Government business as a person of ordinary prudence would exercise in spending his own money.
17. The date and name of payee should be mentioned on the cheque properly. The blank cheque never should be pre-signed. The cheque issuing authority should issue the cheque only and only if the funds are available.
18. If a Disbursing Officer informs that a cheque drawn by him has been lost, he may intimate the same to concerned Bank immediately.
19. After confirmation, if duplicate cheque is issued, the remark, "fresh cheque issued in lieu of lost cheque No.....dated.....", should be entered in the Cash Book.
20. The loss of cheque book or blank cheque form should be notified promptly to the bank.
21. According to General Financial Rule 2017, the Cash Book maintained by Drawing and Disbursing officer shall be preserved for not less than ten years.
22. The counterfoils of paid cheques should be preserved upto five years.
23. Pay Bill register will be preserved upto 35 years and Service Book of the officials entitled to retirement will be preserved upto three years after issue of final pension/gratuity payment order.
24. If the loss has occurred through fraud, every endeavour should be made to recover the whole amount lost from the guilty persons and if laxity of supervision has facilitated the fraud, the Supervising Officer at fault action may be taken as per rule.



25. Cheques issued by D.D.O. are required to be entered in a "Register of cheques issued".
26. Cheques drawn by the Drawing Officer which are encashable in his capacity as Disbursing Officer for arranging payments in cash, need be entered in the Cash Book.
27. The Cash Book should be closed regularly and checked completely. The Warden In-charge of the Hostel should verify the total of the Cash Book.
28. An erasure or over writing of an entry once made in the Cash Book is strictly prohibited. If a mistake is discovered, it should be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines.
29. All monetary transactions should be entered in the cash book as soon as they occur. It should be attested by head of the Office/Hostel as a token of check.
30. All cheques should be written and signed in indelible ink only.
31. A cheque remaining unpaid for any cause, six months after the month of its issue and not surrendered for renewal should be cancelled. Its amount should also be written back in the accounts.
32. Cash Book reconciliation must be mandatory on regular basis.
33. Cash/account statements should be sent only to official emails of Warden concerned.
34. Progressive total shall be mentioned on each voucher.
35. Regular rotation of manpower within Hostels, such rotation shall also be made w.r.t. work division in a hostel itself.
36. Dealing in cash should be done only in cases of emergency & purchasing by approved modes.
37. Expenditure register as per Form GFR 9 & on third day of each month, a copy of entries made shall be sent to Head of the Department.
38. Form GFR-12 shall be prepared for consolidated expenditure position each month.
39. Cash Book / Imprest Account should be closed & mentioned in Handing/Taking over charge certificate in case of transfer of the Offices.
40. No cash transactions should be preferred.
41. All cheques amounting more than Rs.25000/- only should be processed by double signatories preferably by the Warden and Chief Warden.
42. Such type of accounting / cash handling / cheque preparation and relevant entries should be handled by permanent staff only and if not possible, by the known persons appointed for the purpose having adequate knowledge of government procedure for such work.
43. Audit of accounts of each hostel should be done on yearly basis.
44. Wardens should be careful and vigilant by monitoring of payments and ensure that payments are made to persons entitled to receive them.



45. Surprise check of records should also be considered on monthly basis and should be recorded.
46. The Warden should verify the entries from time to time and mention with his initial on the Cash Book that it is correct.
47. Monthly closing/reconciliation of figures should be made mandatorily.
48. Every person who is authorized to sign or countersign the vouchers, their specimen signature should be kept in records with Chief Warden Office.
49. No advance payments should be made in any circumstances to any firm.
50. All the claims should be passed by maintaining proper entries at each stage as per standard accounting procedure.
51. Time to time training / short session may be convened to know how the status of work and to sort out the difficulties if any faced by them.

This issued with the approval of the competent authority.



07/07/2020

(Sarvesh K. Tiwari)

Registrar

Copy to:

1. Director.
2. All Heads/All Deans/P.T.P./Registrar.
3. Chief Warden (Boys)/Chief Warden (Girls).
4. President, Students Activities Centre/Chief Proctor/ Wardens of all Hostels.
5. Coordinators/Prof. in charges: All Central Facilities: Computer Centre/Workshop/ Library/Gymkhana/Centre for Interdisciplinary Research.
6. Dy. Registrar [Academic]/Dy. Registrar [Accounts]/Librarian/Medical Officer/Executive Engineer [Civil]/Executive Engineer [Electrical].
7. Faculty in-charge, Computer Centre/Associate Faculty in-charge, Computer Centre to publish the same on the Institute website.
8. All Assistant Registrars.
9. Guard File.



07/07/2020

(Sarvesh K. Tiwari)

Registrar