

**Government of Jammu and Kashmir
Finance Department, Civil Secretariat
Jammu/Srinagar**

Notification

Jammu, 17th February, 2021

S.O. 53 :- In exercise of the powers conferred under section 67, 68 and 69 of the Jammu and Kashmir Reorganisation Act, 2019, the Government of Union Territory of Jammu and Kashmir hereby notifies the "Jammu & Kashmir Treasury Code" as annexed, to this notification.

By Order of the Lieutenant Governor.

Sd/-

**(Dr. Arun Kumar Mehta), IAS
Financial Commissioner,
Finance Department.**

No. A/PS/DC/UT/2019-211

Dated: 17.02.2021

Copy to the:-

1. Ld. Advocate General, J&K High Court Jammu/Srinagar.
2. All Financial Commissioners.
3. Principal Accountant General J&K Jammu/Srinagar
4. All Principal Secretaries to Government.
5. Principal Secretary to the Hon'ble Lieutenant Governor.
6. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
7. Joint Secretary (J&K) Ministry of Home Affairs, Government of India.
8. All Commissioners/Secretaries to Government.
9. Chief Electoral Officer, J&K.
10. Divisional Commissioner Jammu/Kashmir.
11. Chairperson J&K Special Tribunal.
12. Registrar General, J&K High Court Jammu/Srinagar.
13. Director Anti Corruption Bureau, J&K.
14. Director General, Audit and Inspections
15. Director General, Budget Division J&K.
16. Director General Accounts and Treasuries, J&K.

17. Director General, J&K Funds Organization.
18. Director General Local Fund Audit & Pensions, J&K.
19. Director Information, J&K.
20. All Head of Departments/ Managing Directors/ Chief Executives of State PSU's/ Autonomous Bodies/ Societies.
21. Secretary, J&K Public Service Commission.
22. All District Development Commissioners.
23. Secretary, J&K Legislative Assembly.
24. Director/Principal Northern Zonal Accountancy Training Institute Jammu.
25. Principal Accountancy Training Institute, Srinagar.
26. Director, Accounts and Treasuries Jammu/Kashmir.
27. All Directors of Finance/Financial Advisors & CAOs
28. Joint Director, Funds Organization Jammu/Srinagar.
29. General Manager, Govt. Press Jammu/Srinagar for publication in Government Gazette.
30. Private Secretary to Hon'ble Advisor (F/B/BK) to the Lieutenant Governor.
31. Private Secretary to Chief Secretary.
32. Private Secretary to Financial Commissioner, Finance Department.
33. All Treasury Officers.
34. I/C website, Finance Department (www.jakfinance.nic.in).
35. I/C website, GAD (www.jkgad.nic.in).
36. Government Order File (W2scs).



(S.L.Pandita)

Director General (Codes),

Finance Department.



सत्यमेव जयते

**Government
of
Jammu & Kashmir
“Treasury Code”
Finance
Department
Codes Division
(2021)**

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Section I — Short title and commencement

1. This Code may be called the " Jammu and Kashmir Treasury Code" .
2. It shall come into effect at once.

Section II—Definitions

1.1 In this Code, unless the context otherwise requires:-

1.2 "Accountant General" means the head of an office of Accounts and Audit or of accounts, who maintains the accounts of the Union Territory of Jammu and Kashmir and, when used in relation to a treasury, the head of an office of accounts to whom the accounts of the treasury are rendered.

1.3 "Account Compiling Officer" means the officer who compiles the accounts of a treasury for rendering to the Accountant General periodically.

1.4 "Administrative Officer" means an officer who has the administrative control of a treasury and shall include Director General Accounts & Treasuries, J&K.

1.5 "Bank" means the Reserve Bank of India or any office or agency of the Reserve Bank of India including any branch of the State Bank of India acting as the agent of the Reserve Bank of India in accordance with the provisions of the Reserve Bank of India Act, 1934.

Note 1.—Until agreement with the Reserve Bank of India is concluded for the establishment of Government chests the term as used in the rules refers to banks functioning in the Union Territory entrusted with treasury business.

Note 2.— The term "Bank" when used in relation to the rules in this Code will mean the Jammu and Kashmir Bank Ltd., to which the cash business of various treasuries in the Union Territory has been entrusted (See Appendix I).

1.6 "Banking Treasury" means a treasury the cash business of which is conducted by the Bank.

1.7.Deleted

Government securities, deposit receipt of banks, debentures and bonds accepted as security deposit are not treated as cash.

1.8 "Consolidated Fund" means the fund as defined in the section 67 of the Jammu and Kashmir Re-organization Act 2019 into which all revenue received by the Government of the Union Territory, loans raised by the Government by the issue of Treasury bills, loans or ways and means advances and moneys received by that Government in repayment of loans are credited, and from which the expenditure of that Union Territory when authorized by the appropriate Legislature is met.

Note 1.— All other public moneys received by or on behalf of the Government of Jammu and Kashmir shall be credited to the 'Public Account of the Union Territory of Jammu and Kashmir'.

Note 2.— All moneys received by or deposited with any officer employed in connection with the affairs of the Union Territory in his capacity as such, other than revenues or public moneys raised or received by the Government of the Union Territory shall also be paid into the 'Public Account of the Union Territory'.

1.9 "Contingency Fund of the Union Territory " means the fund as defined in the section 69 of the Jammu and Kashmir re-organization Act 2019 into which, shall be paid from time to time, such sums as may be determined by law and placed at the disposal of the Lieutenant Governor to enable advances to be made out of such fund for the purposes of meeting unforeseen expenditure pending authorization of such expenditure by the Legislature of the Union Territory.

1.10 "Constitution" means the Constitution of India.

1.11 "Deputy Commissioner" means the head of a district and includes any other officer for the time being authorised to discharge the duties of the Dy. Commissioner for purposes of this code.

1.12 "Disbursing Officer" means a Government servant who draws moneys from the Treasury on bills but excludes a Government servant who is not the Head of an Office and draws only his own pay and allowances from the Treasury.

1.13 "Finance Department" means the Finance Department of the Government of Jammu and Kashmir.

1.14 "Financial year" means the year beginning on the 1st of April and ending on the 31st March following.

1.15 "Government" means the Government of Union Territory of Jammu and Kashmir.

1.16 Deleted

1.17 "Revenue of Union Territory /Receipts of Government " means and includes all moneys received by a Government servant on behalf of the Government not only the proceeds of taxation and the yield of ordinary revenue but also capital receipt, such as, the proceeds of sales of land, the proceeds of borrowing operations, unfunded debt, and such receipts of a banking or deposit nature as by virtue of any statutory provision or of any general or special executive order of the Government have to be held in the custody of the Government.

1.18 " Union Territory " means the Union Territory of Jammu and Kashmir.

1.19 "Treasury" means any treasury of Union Territory within or outside the Union Territory and Muffasil treasuries, Tehsil or Sub Treasury.

1.20 "Treasury Officer" means an officer in immediate executive charge of a treasury.

Chapter II

Functions of a Treasury and its control

Section I — General Functions of a Treasury

2.1. A Treasury is mainly charged with the functions of receiving moneys standing in the Consolidated Fund, the Contingency Fund and the Public Account of the Union Territory and making payments there from, and maintenance of initial accounts of all such receipts and payments.

Exception.(1) — Deleted

In these cases, the initial accounts of the transactions relating to receipts and payments are maintained by the departmental officers themselves and by the Treasury.

Exception. — (2) The cash business of banking treasuries is conducted by the Bank.

Section II — General System of Control over Treasuries

(i) General

2.2. Treasuries in the Union Territory shall comprise of: -

- (i) Saddar Treasuries,
- (ii) District Treasuries, and
- (iii) Muffasil (Tehsil/Sub-treasuries)

(ii) Saddar treasuries

2.3. The treasuries at Srinagar and Jammu except Addl. Treasury at New plot, Gandhi Nagar, Talab Tillo at Jammu and Treasury at Tankipora, Lalmandi & Khanyar at Srinagar are called Saddar Treasuries, and are under the administrative control of the Finance Department.

(iii) District treasuries

2.4. Treasuries working at the headquarters of districts other than Srinagar and Jammu are known as 'District Treasuries'. A district treasury remains under the general charge of Director General Accounts & Treasuries, J&K/Director Accounts & Treasuries of respective Division, who is responsible for the proper observance of the procedure prescribed by or under these rules and for the punctual submission of all returns required from the Treasury by the Union Territory and the Accountant General. Administrative and Financial Control other than that relating to accounting and treasury business of these treasuries vests in the Finance Department.

(iv) Tehsil/Niabat treasuries

2.5. A Treasury at the headquarters of a Tehsil/Niabat is called as the Tehsil/Niabat Treasury as the case may be, and is under the administrative control of the Director General Accounts & Treasuries, J&K/Director Accounts & Treasuries of respective Division/District Treasury Officer concerned in whose district a Treasury is situated. In these rules these treasuries are also referred to as Muffasil treasuries.

(v) Administration of treasuries

2.6. The immediate executive charge of a treasury rests with the Treasury Officer and its administrative control with the concerned administrative officer.

(vi) Divisions of a treasury

2.7. Each Treasury except where the cash business is transacted by the Bank has two departments (i) Accounts and (ii) Stamps. The Accounts Department is under the charge of an Accountant and that of stamp under the charge of a Treasurer.

(vii) Working hours of a Treasury

2.8. Deleted

2.9. To meet the Military/Postal requirements in the event of an emergency, or for transferring charge of a treasury an administrative officer may keep a treasury, (and in the case of a banking treasury ask the manager of the Bank to keep the Cash Department of the Bank) open for cash business beyond the normal hours of working or on a holiday/holidays. Where the nature of emergency is such that seeking of the Administrative Officers permission is likely to involve any delay, the Treasury Officer may dispense with the prior approval of the Administrative Officer, and inform him of the action taken explaining the reasons therefore.

Section III—Responsibility for the proper management of Treasuries/Saddar treasuries

(i) Management

2.10 The responsibility for the proper management and working of a Saddar Treasury rests entirely with the Treasury Officer, acting under the orders of the Administrative Officer.

Note. — During the short absence of the Treasury Officer on casual leave or on duty and also of the Assistant Treasury Officer not being available for the same reason the charge of the treasury may be held by the Superintendent of the Treasury as a temporary measure, but that will in no way relieve the Treasury Officer/Assistant Treasury Officer from his responsibility. The Treasury Superintendent shall sign the bills and documents for Treasury Officer/Assistant Treasury Officer and shall record his designation below his signature. The Treasury Officer/Assistant Treasury Officer on return shall invariably countersign all such bills and documents after due scrutiny of cash books, and other subsidiary registers.

2.11. The Treasury Officer is personally responsible to Government for the due accounting of all moneys received and disbursed and for the safe custody of cash, notes, stamps, securities and other Government property entrusted to him.

(ii) Responsibility of the Administrative Officer

2.12. The Administrative Officer (Director General Accounts & Treasuries, J&K/Director Accounts & Treasuries Jammu /Kashmir) is responsible for the overall supervision of the treasuries and is bound to satisfy himself by periodical examination about the matters relating to the accounting and administrative functioning of the treasuries as listed in Rule 2.22 of this Code.

He should remember that when an irregularity of any kind is brought to his notice by the Accountant General nothing but a report on his own knowledge, after personal investigation, can be considered satisfactory. It is not enough for him to pass on the explanation of a subordinate in as much as reports prepared in this manner have very often, by lulling suspicion led to greater irregularity afterwards.

(iii) Appointment of Saddar treasury officer

2.13. *Appointments to the post of a Saddar Treasury Officer shall usually be made from the Members of the Jammu & Kashmir Accounts (Gazetted) Service.*

(iv) Responsibility of Saddar Treasury Officer

2.14. Detailed rules regulating the duties and responsibilities of a Treasury Officer, are

contained in Appendix II. Some of the important duties are described in the following rules.

2.15 The Treasury Officer is responsible for observance of all prescribed treasury rules relating to receipt, custody and payment of moneys and preparation and punctual submission of accounts. He is also responsible to the Administrative Officer for the conduct of subordinate treasury officials and he must have prepared carefully rules for guidance in every branch of his duties. The Administrative Officer expects from him a thorough observance of all prescribed treasury rules and strict attention to all the details of the daily routine of treasury work. The Treasury Officer is required to satisfy himself of the accuracy of every claim before authorizing payment, and must, follow strictly the rules prescribed for his guidance as he will be held personally responsible for all erroneous or irregular payments. He is jointly responsible with the treasurer for the safe custody stamps and other Union Territory property: but in the event of any loss or embezzlement, he may not be held responsible if he can show that he has strictly observed the rules prescribed for his guidance in each branch of his duties, and that he has enforced their observance on his subordinates. The Treasury Officer shall attend to all objections and orders communicated to him by the Accountant General or Director General, Audit and Inspection Organization of Finance Department} by letter, audit memoranda or periodical objection Union Territory mints, and return the objection Union Territory mints or audit memoranda within a fortnight or send letters explaining the cause of delay. He is also required to see that implicit obedience is given to the instructions issued from the Finance Department and the Accountant General or Director General, Audit and Inspection Organization of Finance Department. He shall send immediate notice, followed by detailed report of any embezzlement or loss in the Treasury to the Finance Department and to the Accountant General or Director, Audit and Inspection Organization of Finance Department.

It shall also be the responsibility of a Saddar Treasury Officer to inspect periodically the Muffasil treasuries of which he is the Account Compiling Officer. The points to which he shall pay special attention during such inspection are given in Appendix IV.

(v) Verification of cash balance

2.16. The Administrative Officer of the Saddar Treasuries must verify their stamp balances on monthly basis, in person or have these verified by some senior Gazetted subordinate of his, not being officer in charge of the Treasury or an assistant working there. But the Administrative Officer should, however, himself perform the duty in person at least once in every six months. On verifying the Stamp balance, the Verifying Officer shall check/sign the cash book/Stamps registers, and also the treasury balance sheet and the certificate thereof.

If neither the Administrative Officer nor any Gazetted subordinate of his, is present at Treasury headquarters on 1st of the month the Stamp balance may be verified by the Treasury Officer himself and also the absence of all other officers certified therein. When, however, it is not possible to verify the entire stocks of stamps every month, the administrative officer or his

gazetted subordinate may conduct whole verification, but not in parts of one or more varieties of which the stock is composed so that at least two complete rounds of stamps in the single and double locks and all stamps in the reserve stock are made annually.

Note. — At treasuries where cash business is conducted by the Bank, there is no treasury cash balance and the certificate in this case should be modified accordingly.

2.17. Deleted.

(vi) Transfer Of Charge

2.18. When a Saddar Treasury Officer is transferred the relieving officer should actually count the stamps at the treasury and see that they tally with the book balance in the books of the Accountant and the Treasurer. A charge report in form T. C. I. signed by the relieving and the relieved officer should be made out and forwarded to the Accountant General on the same day through the Administrative Department. The transfer of charge and verification of balances should also be noted in the cash book of the Accountant under the signatures of both the officers.

The relieving officer should also see that the locks of which he takes charge, are the same as supplied by the Finance Department and that the duplicate keys are with that Department.

Note. — In the case of temporary transfer of charge between the Treasury Officer and his superintendent caused by absence on casual leave, the formal report mentioned above need not be sent to the Accountant General but the fact of transfer for whatever period must be noted in the Accountants cash book.

(vii) Treasury inspection

A—By the Administrative Officer

2.19. The Administrative Officer (Director General Accounts & Treasuries, J&K/Director Accounts Treasuries of respective Divisions) of Saddar Treasuries shall inspect these at least once a year. The fact of inspection and the observations on every matter connected with the treasury will be communicated to the Accountant General together with any order which at the time of inspection the inspecting officer may give to the officer-in-charge of the Treasuries. The general results of the inspections and final orders passed thereon will be summarized by the Accountant General and included in his annual review on the working of treasuries which will be communicated with their remarks to the Finance Department annually for necessary action by the Government.

B—By the Accountant General.

2.20. The Accountant General will also arrange inspection of the treasuries by a Gazetted Subordinate of his establishment. Ordinarily such inspection shall be annual or as directed by the Accountant General /Finance Department. The primary object of the inspection of treasuries by the officers of the Audit Department is to assist the Treasury Officers and not to relieve them of their responsibilities in the matter of frequent check and supervision. The inspection by the Accountant General of India is not a local audit of treasury accounts and will not, therefore,

extend to the detailed examination of each and every item of receipt and disbursement. All that is intended is to check generally that the rules prescribed by the competent authority in the matter of financial transactions are duly observed, that the procedure observed at treasuries meets all the requirements of audit, that the accounts are properly maintained and that the orders in force regarding the custody and handling of treasure etc. are observed. The inspecting officer from the Audit Department will not be required to verify by actual count the balance of stamps etc., which duty devolves upon the Administrative Officer.

2.21. Inspection of a Treasury whether by the Administrative Officer or by the Audit Officer shall not as far as possible be made during the first and the last three days of a month in order to enable it to compile the accounts for the month.

2.22. An Administrative Officer during his inspection of a Treasury besides verifying the bulk of stamp balance at the treasury and seeing that it tallies with the Stamp book balance and treasury balance sheet should see :-

- (a) That the Treasury building with its doors and windows is safe has sufficient accommodation and is furnished with a safety certificate of the Executive Engineer of the District and that it is duly revised every 01 years.
- (b) That the boxes and locks are in good order and the door of the strong room and the boxes and Almirahs inside have all two locks each.
- (c) That the weights and scales are in order.
- (d) That the guard is properly posted.
- (e) The procedure of working, as regards receipt of money, payment of money and closing for the day as required by this Code is properly understood and correctly observed in practice.
- (f) That Stamps put in or taken out of the double lock is invariably recorded in the Treasury balance sheet by the Treasury Officer in his own hand.
- (g) That the circulars and standing orders of the Finance Department and the Accountant General are understood observed and properly filed.
- (h) That the detailed orders of competent authorities, issued since the last inspection relating to such matters as the issue of coins and notes, remittances, custody of padlocks and keys, stamps and maintenance of accounts, are readily available for reference and have properly been maintained.
- (i) That the Treasury Officer exercises a proper and adequate check over the working of the treasury.
- (j) That the treasurer have given adequate security and that the former has in addition furnished a security bond in the proper form and does not hold a sum larger than is necessary for the convenient transaction of the Government business, and that this sums together with the value of stamps in his custody is not larger than the security given by him.
- (k) That cash, draft forms and cheque books are handled in accordance with the rules.
- (l) That arrangements for the examination of moneys received and of claims to be paid are satisfactory.
- (m) That the deposit registers are kept according to prescribed rules, and that all necessary entries are made and initiated without fail at the time of transactions

As the inspection must be made as systematically and thoroughly as possible, it is open to the inspecting officer to extend his personal scrutiny to points not mentioned in this rule, which, in his opinion, require such scrutiny.

2.23. A table of treasury inspection questions is given in Appendix IV.

Section IV—District treasuries

Responsibilities of the District Treasury Officer

2.24. The District Treasury officer is in general charge of the treasury and is personally responsible to the Government for the due accounting of all moneys received into and paid out of the Government account. The appointment of a subordinate to the immediate charge of a treasury shall in no way relieve the District Treasury Officer from his responsibility. This responsibility extends not only to the scrutiny of, stamps, irregular practice on the part of the subordinates, but also to the correctness, of the prescribed accounts and returns and the punctuality of their submission, and to the implicit obedience of the Treasury Officer to the instructions issued by the Accountant General, or any other competent authority.

2.25. The District Treasury officer shall send immediate preliminary report to the Accountant General and the Government of any defalcation or loss of public money, stamps and other property discovered in the district Treasury or any Sub-treasury even when such loss has been made good by the person responsible for it. Such preliminary report shall be supplemented as soon as possible afterwards by a detailed report after personal investigation into the case. In dealing with cases of defalcations or losses as aforesaid and in reporting such cases to the Accountant General and other authorities, the District Treasury Officer shall be guided by such General orders or instructions as may be issued in this behalf by the Government . Petty cases, that is, cases involving losses, not exceeding Rs. 200 each need not be reported to the Accountant General unless there are in any case important features which merit detailed investigation and consideration.

2.26. The District Treasury officer shall satisfy himself by periodical examination at least once in every six months for cash (notes and coins), stamps, and other valuable articles and at least once in a year for Hundi, cheque, bill and similar other forms which are intended for use in monetary transactions and for the securities lodged in the treasury for safe custody:

- (i) that the actual stock of stamps and securities is kept under joint lock and key of Treasury Officer and tehvildar and corresponds with the book balance, the duplicate key of strong room rests with administrative officer(Director Accounts & Treasuries);
- (ii) that the Treasurer does not hold a sum of stamps for the convenient transaction of Government business and other valuable articles held under the orders of the Government in his sole custody, is not larger than the limits prescribed, and
- (iii) That the stock of Hundi, cheque, bill and similar forms are carefully kept under lock and key by the Treasury Officer and periodically tallied with the balance of such forms on the stock books.

Note. — (1) The result of periodical verification of stock of stamps by the District

Treasury officer should be reported to the Dy. Commissioner of Stamps.

Note.—(2) Officers inspecting stamps, etc., should record certificates of verification in their own hand.

2.27. The deposit registers should be examined once a quarter to ensure that they are kept in accordance with the rules prescribed for the purpose.

Note.—Appendix IV contains the detailed rules prescribed by the Government for the inspection of district treasuries. The District Treasury officer should see during his inspection of the treasury that the stock of stamps, especially those of denominations for which there is no demand or only occasional demand, is not excessive. He should pass orders at the time of inspection regarding the disposal of any surplus stock of stamps.

2.28. When a treasury irregularity is brought to the notice of the District Treasury officer by the Accountant General, the District Treasury officer shall make a personal investigation and his report shall be based on his own knowledge and the results of the investigation.

2.29. The District Treasury officer shall be careful, especially when assuming or making over charge, to see that the cash balance and stock of stamps, are thoroughly verified and that a certificate of taking over charge in which the State of cash, stamps, balances is to be shown invariably dispatched to the Accountant General with a certificate in Form T.C. I on the same day that the transfer of charge takes place.

Note.—The new District Treasury officer shall obtain from the outgoing District Treasury officer a note prepared by the latter indicating his general impressions on the working of the district treasury with special reference to any important items of work to be attended to immediately as it comes to his knowledge.

2.30. The District Treasury officer when at headquarters must always verify the district treasury balance in person on the first of each month and sign the account to be rendered to the Accountant General. When, however he is absent on tour on the first of the month or when he is unable to perform the duties from physical inability, the cash balance may be verified and the accounts signed by the Treasury Officer; but the absence of the District Treasury officer must be certified on the face of the Accounts; and the cash balance shall be verified by him and reported to the Accountant General as soon as the District Treasury officer returns to Headquarters.

Responsibilities of the Treasury Officer

2.31. As the Finance Department's delegate and representative, the Treasury Officer is responsible to the Government primarily for the proper discharge of his duties, for thorough observance of all rules prescribed for his guidance in every branch of his duties and for strict attention to all details of the daily routine of the treasury work. He is responsible to the Finance Department for the working of the treasury and the conduct of the subordinate treasury official; and, for the custody of cash balance and stamps, he is jointly responsible with the treasurer. He must have carefully prepared instructions for the guidance of every branch of

his office.

2.32. The Treasury Officer is responsible to the Finance Department for keeping the accounts of the treasury strictly in accordance with the directions contained in these rules, for the accuracy of all initial records and vouchers and for regularity of all transactions taking place at the treasury.

2.33. The special precautions to be observed by the Treasury Officer in matter relating to receipt, custody and payment of Government money are specified in other relevant parts of these rules. The District Treasury Officer should examine them himself at least once in each financial year, and he may entrust the examination in each of the other three quarters of the year to a Gazetted assistant other than the treasury officer.

- (a) The Director General Accounts & Treasuries J&K /Director Accounts & Treasuries Jammu/Kashmir shall inspect his treasury once a year and submit a report to the Finance Department as to whether the rules relating to the custody of treasurer are closely followed, whether the registers are in good order and kept up to date and generally as to the working of the treasury.
- (b) (1) Each district treasury will be inspected periodically by an officer of the Indian Audit Department / Director General Audit & Inspections.
 - (2) A brief report of each inspection will be drawn up and sent to the Director General/ Director Accounts & Treasuries Jammu/Kashmir. The report will be in two parts, the first part dealing with the observance of the rules regarding the custody of treasury, coinage, remittance and public debt work and the second part dealing with other points.
 - (3) The District Treasury officer should pass such orders as he considers necessary on each part of the report and send a copy of orders to the Accountant General, who will finally dispose of the report.
 - (4) The Accountant General will include a summary of the general results of the inspections in his annual review of the working of treasuries submitted to the Government.

2.34. Deleted

Responsibilities of the Treasurer

2.35. The Treasurer is responsible for the handling of the stamps at the treasury. The Assistant Treasurers working in the treasury are responsible for the handling of the stamps entrusted to them by the Treasurer.

Verification/Transfer of treasury balance when there is a change of treasury officer or Treasurer

2.36. (a) Whenever the Treasury Officer hands over charge otherwise than temporarily, the relieving Government servant shall before taking charge, verify the cash balance in the district treasury in the manner prescribed in these rules and report the result of his verification to the Accountant General. He shall also obtain from the outgoing Treasury Officer a note prepared by him regarding the state of affairs in the district treasury. Whenever the Treasurer hands over charge, otherwise than temporarily, the cash balance shall be similarly verified and the result of the verification reported to the District Treasury Officer.

(b) A Government servant who holds charge of a district treasury during a short temporary absence of the Treasury Officer, e.g. on casual leave, shall be held responsible for the correctness of the balances in any double lock receptacle which is opened whilst he is in charge, until it is duly verified and taken over by the permanent Treasury Officer. He should, therefore, verify the contents of any double lock receptacle which is opened whilst he is in charge. The permanent Treasury Officer should verify on his return, the contents of all double lock receptacles which have been opened during his absence.

(c) If, on any occasion, the Treasury Officer or the Treasurer is so ill that he is unable to go in person to the treasury to hand over charge of the treasury keys to the Government servant duly authorized to take charge of the duties of his post from him, the relieving Government servant shall go to the Government servant who is to be relieved and take over the keys in person. The relieving Government servant shall then verify the balance under double locks in the presence of the other double lock officer and record a certificate of verification and the fact of the illness of the relieved Government servant in the registers concerned.

Responsibilities of the Accountant

2.37. The Accountant is responsible under the order of the Treasury Officer for keeping complete records of transactions in the relevant Account book, Cash book and, transactions of district and subordinate treasuries and for the compilation of the prescribed accounts and returns strictly in accordance with the directions and orders in force. He is also required to see that the rules and orders in force are observed in respect of all transactions of the treasury and to bring all cases of irregularity to the notice of the Treasury Officer.

2.38. The Accountant may be required to inspect under the orders of the Treasury Officer, the account records of Muffasil treasuries and to check a percentage of the initial accounts.

2.39. The Accountant's Department and the Treasurer's Department should be in different rooms, if possible. No person unconnected with the treasury should be allowed admission on any pretence into either the Accountant's room or the Treasurer's room beyond the bar or counter.

Section V—Muffasil and Sub Treasuries

A—General

2.40. The rules given in section II and III of this chapter regarding the division of treasuries into two departments, the executive charge the responsibility of the Treasury Officer, inspection of treasuries, verification of cash balances, etc. apply mutatis mutandis to Muffasil (Tehsil and Niabat) treasuries as well. The following are further instructions relating to arrangements made at Muffasil (Tehsil/Niabat) treasuries.

B — Management

2.41. In a Tehsil/Niabat, the officer incharge of the treasury shall be a Treasury Officer/Assistant Treasury Officer as the case may be. Whenever a Treasury Officer/Assistant Treasury Officer is away whether on tour, casual leave or otherwise, the nearest Treasury Officer/Assistant Treasury Officer may be put in-charge of a Tehsil or Niabat Treasury, temporarily till the return of the Treasury Officer from tour or leave, on emergent occasions, which should be few and of the minimum duration on each occasion the charge may be given with the approval of the Administrative Officer to the junior official e.g. Treasury Superintendent or Accountant but in no case to the Siah Nawis or the Treasurer. The circumstances and the consequential arrangements should be reported immediately to the Accountant General. The Treasury Officer should on return invariably countersign after adequate scrutiny all the paid bills, daily entries in the cash book, subsidiary registers and other documents in the same way as if he held the charge of the treasury all along. But in no case should this prevent the Accountant/Superintendent to dispatch an advance copy of the daily Siah over his signatures to the Account Compiling Officer without supporting vouchers and documents punctually every evening. The vouchers and documents shall be dispatched after the treasury officer returns from leave or duty.

C—Appointment of Tehsil/Sub-Treasury Officer & Staff

2.42. The Appointment of Tehsil/Sub-Treasury Officer i.e Accounts Officer/Assistant Accounts Officer shall be made by the Finance Department. The Siah Nawis/Accounts Assistant (Auditor) entrusted with treasury work should also be conversant with treasury accounting and have fair knowledge of Rules. Appointments to such posts shall be made of the persons who may have passed the treasury clerk course examination of the Jammu & Kashmir Subordinate Accounts Course.

D—Administrative Officer and his functions

2.43. Director General Accounts & Treasuries J&K./Director Accounts & Treasuries of respective Divisions shall be the Administrative Officer of all District Treasuries, and Director Accounts & Treasuries of respective Divisions/District Treasury Officer of respective District shall be the Administrative Officer of Tehsil and Sub- treasuries in his Divisions/District, and besides the duties of an administrative officer as are listed in Rule 2.12 of this chapter he shall be

responsible for compiling of all accounts of the Tehsil and Sub-Treasuries, from the periodical returns furnished to him by the concerned Treasury Officers. He shall be primarily responsible to the Government for the due accounting of all the moneys received and disbursed and for the safe custody of cash, notes, stamps securities and other Government property in the treasuries under his control, and for immediate detection of any irregular practice on the part of the subordinates. He cannot divest himself of the administrative responsibility by reason of the appointment of a subordinate to the immediate charge of the treasury. In addition to his duty of seeing that the Code, and the instructions issued from the Finance Department and Accounts Office are understood and promptly attended to, he is especially responsible to see that the returns to the Accounts Office are correct and punctual. The detailed instructions regarding the responsibilities of the Account Compiling Officers and Treasury Officers are contained in Appendix IV.

E — Inspection of Tehsil and Sub- treasuries

2.44. No Tehsil or Sub- Treasury should be left without detailed inspection for a longer period than 6 months. The Director Accounts & Treasuries of respective Divisions /District Treasury Officer should himself inspect each such Treasury completely at least once a year, and if he is unable to make the second inspection himself, he should direct some other Accounts Officer not below the rank of an Additional/Assistant Treasury Officer, who may be available to inspect it for him. When the District Treasury Officer inspects a Tehsil/Sub-Treasury he should send a copy of his inspection note to the Director General Accounts & Treasuries Finance Department J&K/Director Accounts & Treasuries Jammu/ Kashmir.

The Director General Accounts & Treasuries Finance Department J&K/ Director Accounts & Treasuries Jammu/Kashmir must inspect a treasury within his jurisdiction at least once a year when he inspects a Tehsil/Sub-Treasury he should invariably record the results of his inspection, and forward a copy thereof to the Finance Department and the Accountant General/ Director General Accounts & Treasuries J&K. The points required to be checked in particular are contained in Appendix IV. The Director Accounts & Treasuries Jammu/Kashmir should before inspection ascertain from the Accountant General whether there are any special matters which are required to be investigated on spot.

2.45. The Director Accounts & Treasuries Jammu/Kashmir /District Treasury Officer shall also pay surprise visits to every Tehsil/Sub-Treasury within the district, once a year or as more frequently as may be required by the Finance Department. The inspection staff and other officers of the Accounts & Treasuries Department/Finance Department incharge of Treasury and Accounts Branch, also undertake inspection of Saddar, Tehsil and Sub-Treasury

2.46. The following procedure shall generally be observed by the inspecting officers during their inspection in addition to any other points which the inspecting officer deems necessary:-

Treasurer's department

(i) *Stamps.* — Surprise check of single lock balances and physical verification of two items of each category of stamps in double lock should be carried out.

(ii) *Double lock and Single lock Registers.* — Plus and minus memoranda of stamps showing the figures of monthly receipt as per indents/invoices, etc. and their sale for the entire half year to be brought from Saddar Treasuries should be checked with these registers.

(iii) Entries of issued stamps from double lock to the single lock registers should be compared for one month.

(iv) Other points, e.g., glaring defects in strong room building, etc. should be seen in general and brought out in the inspection note.

Accountants department

(v) Entries of payments shown in P.P.O's should be verified for one month from Pension Payment Registers.

(vi) Cash Book should be tallied with subsidiary registers for one week.

(vii) Repayments of Revenue Deposits for one month should be verified with reference to original deposits appearing in the Receipt register.

(viii) Issue of cheques in cases when letters of credit have been prescribed should be verified with reference to the entries of letters of credit in the relevant registers, for one month.

(ix) Other records and registers such as registers of interest on Government securities, post office payments, personal ledger Accounts etc. should be reviewed generally.

F—Transfer of charge of Tehsil or Sub-Treasury

2.47. When the Treasury Officer leaves his headquarters for a longer period than one day, the Stamps should be formally inspected and the key consigned to one of the officials indicated in Rule 2-21 of this chapter, and, after comparison, both officials will sign the day book, the Stamp book and the daily balance sheet. The same formality should take place on the Treasury Officer's return. Where a Treasury Officer is in charge of a treasury he shall continue to be as little absent from headquarters as possible and only at times when business is slack.

2.48. Whenever the charge of a Tehsil/Sub-Treasury is transferred, the balance of money, stamps etc. should be formally made over by the relieved officer to the relieving officer and a certificate in Form T.C. I submitted to the the Director Accounts & Treasuries Jammu/Kashmir District Treasury Officer for information, who will forward it to the Finance Department and an intimation to this effect should also be given to the Accountant General.

Note.— This rule does not apply to cases referred to in rule 2.27 as in those cases the Tehsil Treasury Officer or the Assistant Treasury officer remains responsible for his charge during his absence from headquarters.

CHAPTER III

Payment of revenues or public moneys raised or received by the Government into the Consolidated Fund and other public moneys into the public account.

Section-I Payment of revenues or public moneys raised or received by the Government into the Consolidated Fund.

Procedure At Treasuries In Receiving Money And Granting Receipts.

A — General

3.1. Any person paying money into the Treasury on Government account shall present with it a memorandum or a Challan/Arzirsal/. The challan shall contain full information as to :-

- (i) Name of the person tendering the money,
- (ii) On whose behalf the money is tendered,
- (iii) The nature of remittance,
- (iv) Amount to be paid in words and figures,
- (v) The head of account to which the amount should be classified,
- (vi) Signature and designation of the remitter.

This Form will not, however, apply to the receipts of "Land Revenue", for which see separate instructions contained in Rule 3.11, or to other departments where a different form may have been prescribed under any departmental regulations

B — Tendering of money into a Banking Saddar/District/Tehsil/Sub- Treasury

3.2. (i) In Cash.—Anyone who has money to pay on account of Government will tender the amount at the Treasury Office accompanied by a challan or memorandum of particulars in duplicate. The Officer entrusted with the duty of examining the challans will after examination enter the challan in the register of challans issued, Form T.C. 2 and will write on both the original and duplicate the words "Entered correct", he will then affix his initials to the challan with the date, specify the head of account and return the original and the duplicate to the payer who will proceed with them to the Bank. There the money will be received and credited to the proper head of account and an acknowledgement granted to the payer on the original challan, the duplicate being retained by the Bank and forwarded to the Treasury Officer with the daily account. Challans are valid only for such time, not exceeding ten days, as may be fixed by the Treasury Officer. If they are presented after the allotted time, the money will not be received by the Bank until they are revalidated by the Treasury Officer.

Government Instruction : Notwithstanding anything contained in Rule 3.2, any one who has money to pay on account of *Government* shall tender the amount at the Treasury Office, accompanied by a Challan (or a Memorandum of particulars) in duplicate. The Challan/Memorandum of particulars shall be received in the first instance by the Auditor in the Treasury nominated by the Treasury Officer for the said purpose. The Auditor shall check all the particulars recorded in the Challan and make necessary entries in a separate register. The serial number of this register shall then be entered in both the copies of Challans by the Auditor before transmitting the same to the concerned Auditor Incharge of a particular Department in the Treasury. The concerned Department Auditor after checking the classification and other particulars recorded in the Challan shall affix the Treasury seal on the Challan requesting the Manager, Jammu and Kashmir Bank to receive the amount entered in the Challan. Both the copies of the Challan shall be handed over to the concerned remitter who shall present the same before the Cashier of the Bank. The cashier of the Bank, after receiving the amount entered in a particular challan shall pass on the same to the authorized officer of the Bank who shall sign the same in token of having received the amount by the Bank after satisfying himself that the entry has been made in the Bank Scroll. One copy of the Challan shall then be returned by the Bank to the Treasury Officer. The Bank shall take care not to return the Challan through the remitter but only through the concerned employee of the Bank. On receipt of the copy of the Challan from the Bank, the remittance voucher shall be entered by the concerned Auditor in the particular Madhwar of the Treasury, Treasury Receipt No. and date shall be recorded on the voucher and the same shall then be handed over to the concerned remitter after getting it signed by the Treasury Officer/Additional Treasury Officer. The following seal shall be used by the Treasury:

"Received the amount and accounted for in Madhwar vide Treasury Receipt No. dated

Signature of Auditor

Signature of Treasury
Officer/Additional Treasury
Officer.

All seals presently in use for the purpose in the Treasury shall be collected by the Treasury Officer and kept in his safe custody.

The rest of the procedure as already laid down in the relevant rules in this behalf will remain unaltered.

(ii) *By Cheques.*—*Cheques* on the local banks will be accepted in accordance with the rules. The preliminary acknowledgement for the receipt of the cheques will be in the form below:-

"Received Cheque No.....for RsBank on

account of

drawn on

There will be a daily clearance of private cheques accepted and the transactions will be included in the daily account submitted to the Treasury. If a cheque is dishonored by the bank concerned on presentation, the fact will be reported at once to the payer with a demand for payment in cash.

Note. — In a Banking Tehsil/Sub-Treasury, challans accompanying the receipts shall be in Duplicate. Original copy to be given by the Bank to tenderer of money, and other copy retained by bank is to be forwarded to the Treasury Officer with daily account. The Treasury Officer after compilation of Account shall forward the copy of challan with the Monthly Account to the Accountant General.

(iii) _When a payment into treasury is made partly in cash and partly by cheque the amounts paid in cash and by cheque respectively shall not be included in the same challan.

The advices of receipts which according to any rule have to be sent to Departmental Officers or departments and consolidated receipts or certificates of receipts required by any rule to be given to any departmental officer or department should be prepared in the treasury, and not in the bank, as the point to be advised or certified is not that the money has been received at the bank, but that the receipt has entered the treasury accounts.

Note:- 1. In the Jammu and Srinagar Saddar Treasuries the receipts up to Rs. 200 except receipts for cash and cheques paid for service stamps (which should always be signed by the Treasury Officer/Assistant Treasury Officer) will not require the signature of the Treasury Officer/Assistant Treasury Officer and may be signed by the Office Superintendent.

2. No Government officer may issue duplicates of copies of receipts granted for money received on the allegation that the originals have been lost. If any necessity arises for such a document, a certificate may be given that on a specified day a certain sum on a certain account, was received from a certain person. This prohibition extends only to the issue of duplicates on the allegation that the originals have been lost and does not apply to cases in which, by existing rules, duplicates have to be prepared and tendered with originals.

3. Treasury Officers shall not entertain/receive money presented to them for credit to Government. If the classification is not shown/recorded correctly to avoid booking of such amounts by the Accountant General under the suspense Head.

4. Before a challan is returned to the presenter duly acknowledged either by the Treasury Superintendent/Officer, it should be properly stamped.

5. Deleted

6. Save where any other arrangement has been authorized by the Government for supply of challan forms printed loose forms of challans will be supplied by the Treasury Officer free of charge.

7. This rule also applies to receipts in respect of local funds and deposits.

C—special instructions for particular department or particular classes of receipt.

*E—**3.3 With Notes 1-6 stands Deleted.*

*F—**I 3.4 with note 1-5 stands Deleted due to implementation of Civil Accounting System in public Works department & Forest Department.*

3.5 If a Public Works Office/Forest officer sends a bank cheque as a remittance to the treasury, the cheque shall be drawn in his own favour and endorsed by himself with the words "Received payment by transfer credit to respective Receipt-Head".

3.6. ** deleted.

2. *Fees for water rates/Abiyana Charges*

3.7. In their arzisals, Lambardars show the gross amounts due to Union Territory , but they present at the treasury only the net amount together with a receipt for the fees claimable. The

Treasury Officer shall give a receipt in full for the gross amount which will be credited to the Public Works Department (Irrigation Branch) and charge the amount of the fees, as paid to that Department supporting the entry in the daily Siah by the Lambardari receipt.

The Lambardari receipt shall be passed on by the Treasury Officers to the Executive Engineer concerned who shall check them to see that the amounts paid to the 'Lambardars are not in excess of these due to them and also detail them in the register maintained for the purpose. At the close of the month a consolidated receipt shall be prepared by the Executive Engineer and forwarded to the Deputy Commissioner concerned. The Deputy Commissioner shall transmit those consolidated receipts to the Accountant General in support of the debit in the treasury account.

All the receipts on account of water charges received by the Various divisions shall be remitted to the Government Treasuries on the same day or in the morning in the next day.

Note: Since the cheque system in the Public works and Forest Department has been abolished as such there is no need of any special treatment in respect of revenue receipts to the divisional officers

3. Forest department

3.8 ** Deleted.

3.9 & 10 ** Deleted.

4. Revenue department

3.11 In the case of the receipts of the Revenue Department the demand and collection of which are watched by the Tehsil Wasilbaqinawis (Revenue Accountant) the following special procedure will be observed

- (a) An Arzirsal/ challan will be prepared in the prescribed form by Patwaries, Lambardars, or other persons. but in no case by Revenue Clerks or by the Treasury Staff.
- (b) It will be taken first to the Tehsil Wasilbaqinawis who will check it with his village Revenue Demand Register, classify the revenue and cesses on the Arzirsal/ /challan stating amount for each separately, if not already done, and then enter it in his Arzirsal/ /challan Register. The Arzirsal/ /challan will then be given to the revenue payer for presentation with the money in the treasury.
- (c) After the money has been paid into the treasury, the Wasilbaqinawis should, at the close of each day's business, check the Arzirsal/ challan s received in the treasury and the counterfoils of treasury receipts issued with his Arzirsal/ challan Register to satisfy himself of payment of the amount into the treasury without which, he cannot give credit to the payer against the demand in his Khatoni Dehwar Register. For sums found not to have been paid into the treasury, he will take necessary action. But in Jammu where triplicate forms of Arzirsal/ challan s have been introduced comparison will be made by the

Tehsil on receipt of the third copy of the Arzirsal/ challan from treasury.

G—Sums tendered for purchase of stamps

3.12 For sums tendered for purchase of stamps, vide note below (except for service stamps purchased by non-State Officials) no Treasury receipt need be issued. In the Tehsil Treasuries the same person being Treasurer and StampTehvildar/AssistantTehvildar will issue the stamps required at the time he receives the money and send on the Arzirsal/ challan after noting the fact of issue on it to the Treasury Accountant for incorporation of the net amount in his cash book and file. In the Saddar Treasuries of Jammu and Srinagar, where there are separate stamps Tehvildar/AssistantTehvildar, the Arzirsal/ challan s for stamp purchases after being receipted by the Treasurer and noted by the Accountant will be taken to the Stamp Tehvildar/AssistantTehvildar, who will issue the stamps and keep the document for delivery to the Accountant in the evening at the time of comparison of, and signature of accounts.

*Note 1. — **Deleted.*

2. In the case of issue of Judicial and non-Judicial stamps to Stamp Vendors, the Treasury Accountant/Tehvildar, on presentation of the Arzirsal/ challan will check the stamp sale register and the Plus and Minus Memo kept by the vendor and get them signed by the Treasury Officer in token of verification in accordance with the rules for sale of stamps before the money is accepted for issue of stamps.

H—Sums received by transfer (adjustment)

3.13 For sums not received in cash but by transfer debit on a voucher, no Arzirsal/ challan is necessary and no treasury receipt will be issued. But if the payer for any good reason wishes an equivalent of a receipt, the Treasury Officer may give his certificate that a particular sum was received by short payment on a specified voucher.

Chapter –iv

Custody of Government Money in Government offices and at the treasuries.

Section I — Cash in Departmental Chests

A—General

4.1. Government money in the custody of a department or office (other than a treasury) should, as a rule, be kept in strong treasure chests, and secured by two locks of different patterns. In the absence of any precise orders from Government, the head of the office, in charge of the chest, shall make such arrangements for the custody of the key and the proper disbursement of all moneys as he considers requisite. All the keys of the same lock must, except where the procedure presented in the note to this paragraph is adopted be kept in the same person's custody, and as a general rule, the keys of the one lock should be kept apart from the keys of the other lock, and in a different person's custody when practicable. The chest shall never be opened unless both the Custodians of the keys are present. When there is a police guard, the officer-in-charge of such guard shall hold the custody of one set of keys and he must always be present when the chest is opened and until it is again locked; whenever a cashier is attached to an office, the keys of one of the locks of the treasure chest shall necessarily remain in his possession.

4.2 Where a Government servant receives from non-Government sources sums of money for disbursement, as for example, amounts representing awards from a Relief Fund etc., though the money is not subject to the ordinary rules governing the custody etc., of Union territory funds such Government servant is personally responsible for its custody and disbursement, and he must not entrust the work of disbursement entirely to a subordinate member of his office staff

B- Security deposit

4.3 For furnishing security by the Government servant who are entrusted with the receipt and custody of cash or stores refer to GFR 2017.

Section II — Cash Balance in Treasuries of Union Territory of Jammu and Kashmir.

A—Treasury balance

4.4. The money held in a treasury consists of Treasury balance which forms part of the consolidated fund, the contingency fund and the Public Account of the Union Territory.

B — Treasurer

4.5. The Treasurer is responsible for the handling of stamps at a treasury. He is a nominee of the General Treasurer who by his security bond is responsible to make good any deficiency in cash, stamps or other valuables in the charge of the treasurer.

4.6. The General Treasurer for the Union Territory is by his security bond, responsible to appoint his own men as treasurers in each treasury on the sanctioned pay of the appointment. The General Treasurer is primarily responsible to make good any deficiency in cash or stamps or other valuables. Consequently the appointment, leave and dismissal of Treasurers, Stamp Tehvildar/AssistantTehvildar, Shroffs and Potdars in all Union Territory Treasuries rests with the General Treasurer (Treasury Officer). He must, however, nominate competent men only and if any of his nominees is declared incompetent by the Administrative Officer (Director Accounts & Treasuries) incharge of the treasury he must replace him by a competent man. The General Treasurer and his agent and nominees are prohibited from charging for themselves or receiving at any time from any person any fee, commission or remuneration whatever (except the stipulated salary assigned for their office) for receiving, or exchanging coin, Currency Notes or other property or for Hundies between treasuries

4.7. (a) It is the duty of the Administrative Department (Director Accounts & Treasuries) incharge of the treasuries to see that the General Treasurer furnishes sufficient security to protect Government against loss due to negligence or fraud on his or his nominees part viz. Treasurers/Cashiers.

(b) The General Treasurers' security bond shall be drawn in Form T. C. 4.

4.8. To guard against the risk of stamps/confiscated items etc being received/deposited in a treasury Strong Room. Shroffs and Potdars or other officials who handle cash in treasuries should on arrival for the day's work give up to the Treasurer or a responsible subordinate to whom the treasury may delegate the duty, all cash carried with them at the time. This cash should be restored when the men leave office at the close of the day's work.

C—Treasury strong room

4.9. (a) Without the special permission of Government no place shall be used as strong room unless it is first certified to be secure and fit for use as such by an officer of the Public Works Department not below the rank of an Executive Engineer. The inspecting officer in certifying the suitability of the room may prescribe any necessary conditions as to the manner of storing the coins stamps, as, e.g. "that it must not be piled on trestles, but must be kept in boxes; that no bags or boxes be placed within a prescribed distance of the wall or in any part of the

room". The inspecting officer must specifically examine the conditions of any of the enclosing walls which are so situated that they are not, on the outside, under observation of the guard.

(b) Existing strong room will be inspected annually by the Executive Engineer, or by an experienced Assistant Engineer, or an upper subordinate holding sub-divisional charge, deputed by the Executive Engineer for the purpose.

The inspecting officer will grant a certificate of safety and it is the duty of the Treasury Officer to obtain such a certificate annually.

(c) The Superintendent of Police, or the Commanding Officer of the guard, if a military one, shall record an order prescribing the position of the sentries and may also require any additional precautions to be taken in the strengthening of fastenings, burning of lights, etc., but the responsibility for the security of the building, and its fixtures shall remain with the Executive Engineer, and that for the security of the chests and other treasury furniture not being part of the building or fixtures shall remain with the officer incharge of the treasury.

(d) A copy of the inspecting officer's certificate and of the Superintendent's (or Commanding Officer's) order shall be hung in a conspicuous place within the strong room. It is the duty of the Officer Incharge of the treasury to see that any conditions as to the manner of storage stated in these documents are complied with.

(e) The doors and windows of the strong room shall remain permanently closed and locked, except during the time necessary for moving coin or other valuable into or out of it. The officer incharge must be personally present during the whole time between the opening and shutting of the strong room.

As an exception, the opening of shutters may be permitted during office hours, in an aperture which is otherwise barred, if it is necessary for the admission of light or air to any other part of the building provided that coin or valuables remain securely packed under lock and key.

D — Storing of treasure

4.10 As an alternative arrangement a separate register in Form T.C. 8 may be maintained, for recording in detail the transactions in connection with the issues from and deposit into double locks, where this is desired by the officer incharge of any individual treasury, and he is satisfied that such transactions are numerous and that a separate record is convenient desirable. Each transaction in this register shall be initialled at the time by the Treasury Officer and the Treasurer, but the corresponding entries in the Treasurer's Daily Balance Sheet may be made by the Treasurer. The Treasury Officer's Register shall be kept in the strong room and at the end of each day the Treasury Officer shall carefully check (and attest by his dated initials) the double lock entries in the Treasurer's Daily Balance Sheet by comparison with those in his own book.

4.11 Deleted.

E—Treasury padlocks and custody of duplicate keys

4.12(a) All padlocks used in the Government Treasuries for custody of treasure, are supplied by the Finance Department and all have duplicate keys. Requisition should therefore be sent to them.

(b) The following rules are prescribed for the custody of duplicate keys of treasury strong rooms and chests:-

- (1) A register of all padlocks belonging to a treasury shall be maintained in the treasury in the following form and kept in the strong room of the treasury.

Date of receipts.	No. borne by padlock and keys	No. of duplicates received	Date of removal of padlocks key or keys or both
1	2	3	4

No. and date of the order sanctioning the removal	Initial of Treasury Officer removing the key	Initials of Treasury Officer who receives the keys
5	6	7

- (2) Every padlock shall have a number impressed upon it or attached to it by a metal or other label, and the same number shall be impressed on or attached to each key belonging to it. No two padlocks shall bear the same number.

The duplicate keys of the treasuries in a district will be deposited with the Deputy Commissioner/Director Accounts & Treasuries Jammu & Kashmir. concerned who will keep them in the iron safes in his personal custody. The duplicate keys of the strong rooms of the Jammu and Srinagar Saddar Treasuries will be enclosed in a cloth lined cover sealed by both Treasury Officer and Treasurer and deposited with the Finance Department who will similarly keep them in an iron safe in the personal custody of the Director Accounts & Treasuries.

- (3) If a padlock becomes unserviceable or ceases to be required, or if any one of the keys belonging to it is lost. the circumstances shall be reported to the Finance Department who shall pass orders regarding the disposal of the padlock and keys and enforce the recovery of the cost of padlocks from the defaulter. No padlock of which the duplicate key has been lost, shall continue

to be used. No spare padlocks should be kept at a Tehsil/Sub Treasury, or except with the permission of the Finance Department at a district/headquarters treasury and duplicate keys should not be kept at Tehsil/Sub Treasuries.

- (4) No local mechanic shall ever be allowed to repair a treasury padlock or to make a new key for one.
- (5) All spare padlocks with their keys which are held in the Saddar Treasury with the approval of the Finance Department and all duplicate keys except those belonging to the locks of the headquarters strong room door, shall be kept in the headquarter strong room under double locks, the key of one being in the hands of the Treasury Officer and of the other in the hands of the Treasurer. The duplicate keys of the strong room shall be secured under the seal of the Treasury Officer and Treasurer and deposited with the Finance Department in the case of Saddar Treasuries and Deputy Commissioner concerned in the case of the Tehsil/Sub-Treasury or in such other place as the Government shall direct. Once a year in the month of April, they shall be sent for, examined and returned to the appointed place under fresh seals of the Treasury Officer and Treasurer, a note being made in the duplicate key register that they have been examined and found correct.

If one of the keys of the strong room door of the Saddar Treasuries (Jammu and Srinagar) is lost, the duplicate key should be obtained on a requisition signed by the Treasury Officer and Treasurer. In case of similar necessity in a Treasury other than the Saddar Treasury, the duplicate key should be similarly requisitioned. In case the duplicate key cannot arrive within a reasonable time and it is absolutely necessary to open the padlock of which the key is lost, it may be forced open in the presence of the Treasurer and the Treasury Officer the contents verified and the result reported to Deputy Commissioner or Finance Department as the case may be. Otherwise on receipt of the duplicate key the lock should be opened, contents verified and report made to the Deputy Commissioner and the Finance Department, the lock and key being immediately returned to the Finance Department and a requisition made for a new lock with duplicate keys.

(6) Whenever the charge of a treasury is transferred or a Treasurer is changed, all padlocks and duplicate keys belonging to the treasury shall be examined and compared with the register that they have examined and found correct. At every inspection of a treasury the inspecting officer shall report whether he has found the padlocks and all keys (except duplicate keys of the strong room locks deposited elsewhere) correct and deposited in accordance with these rules.

(c) there is no objection to the above rules being modified in particular points to suit local convenience under special orders of the Finance Department. The essential points which should be borne in mind in sanctioning any modification of the rules prescribed, are:-

- (1) that some person or persons shall be definitely responsible for the custody of duplicate keys.
- (2) that the whereabouts of the keys shall be enquired into periodically and also whenever charge is transferred;
- (3) that when the loss of a key is discovered, the loss shall be at once reported to the Finance Department by whom such orders shall be issued as will prevent the risk of access to the lock by anyone into whose hands the lost key may have fallen; and
- (4) that an unnecessary number of duplicate or spare locks and keys shall not be supplied in the first instance, or retained when they have ceased to be required.

4.13. Notwithstanding the provisions contained in rule 4.12 the duplicate keys of the padlocks in respect of Muffasil treasuries will remain with the District Treasury Officer of the district in which the Muffasil treasury is situated. The District Treasury Officer, will conduct annually the verification of the keys as required under rules. In respect of District treasury the duplicate keys of padlocks will remain with the Saddar Treasury Officer Srinagar/Jammu as the case may be. The verification of the duplicate keys of the District Treasury will be made by Saddar Treasury Officer periodically.

CHAPTER V

Withdrawal of money from the consolidated

fund, contingency fund and public account

Procedure for drawing money from the treasuries

A—General instructions

(i) *Introductory*

5.1. Money may be drawn from treasuries by bills only

Explanation.—A bill is a statement of claims against the Government containing specification of the nature and amount of the claim either in gross or by items, and includes such a statement presented in the form of a simple receipt.

A bill becomes a voucher when it is only receipted and stamped "paid".

(ii) *Procedure at Treasuries in paying out Money*

5.2. (1) The bill or other voucher presented as a claim for money will be received through **JKPAYSYS**. and examined under the supervision of the Accountant by affixing his dated initials on all such documents in token of check and if it is deficient in any of the following respects it should not be cashed but should be returned to the drawing officer for completion. Failure to do this is noted as an irregularity of the treasury for inclusion in the periodical review on the working of treasuries.

(a) Prescribed Form (b) signatures, countersignatures and transliteration of vernacular signature (c) quotation of sanction or authority, where necessary; (d) affixing of receipt stamps where necessary (e) arithmetical correctness of totals and calculations of broken periods, (f) attestation of alterations; (g) last pay certificates and absentee statements for all officials on leave or deputation attached; (h) printed instruction on reverse of travelling allowance bill form strictly complied with, (i) accounts classification complete. It should then be laid before the Treasury Officer who if the claim be admissible the authority good, the signature true and in order, and the receipt a legal acquittance will sign the order for payment at foot of the voucher taking care to adopt the precautions pre- scribed elsewhere in these rule. Care should be taken that all bills and vouchers passed for payment are paid as and when authorization made by the Finance Department

(2) (i) The Treasury Officer is also required to examine the accuracy of arithmetical computations in the bill.

(ii) A list of the objections, which are ordinarily taken in auditing the payments made at treasuries is printed in Form T.C. 9 and should be referred to when making payments when any

of the objections are applicable the bill or other document should be returned to the claimant with a copy of this form for removal of the objection.

(iii) When a bill is presented for payment by a person who is not the actual payee, or is not known to be the employee or agent of the payee, he should be required to produce letter authorizing him to take payment (ENDORSEMENT LETTER FROM DDO).

Note. — When any bill presented at a treasury cannot be paid on the date of presentation, a memorandum to that effect should be issued to the person presenting the bill. This memorandum should not, however, be issued for pay bills which are required to be presented before the last working day of a month, unless the payment on any such bill cannot be made on the first working day of the following month.

This procedure is intended to guard against misappropriation by person or messengers presenting the bills for encashment.

(iii) *Token system*

5.3. Deleted**.

5.4. Deleted**.

(iv) *Attaching to bills slips in Form T.C. 12*

5.5. Every drawing officer should attach to each bill or voucher presented at the Treasury for encashment a slip in Form T.C. 12 wherein the particulars of the Major Head, Minor Head, Sub-Head of appropriation, previous expenditure, amount of the bill, and expenditure up to date, should be noted. The Treasury Officer shall return the slip to the drawing officer concerned after noting the voucher number and date of the bill to enable the Accountant General to correspond if necessary with the departmental officers without the intervention of the Treasury Officer in the matter of reconciliation of departmental figures of expenditure with those booked in the office of the Accountant general

(v) *Government servant authorized to draw money by bill*

5.6. As provided in this rule, only such Government servant to whom drawing and disbursing powers have been delegated by the Finance Department in pursuance of note 1 below Rule 2.9 of the Kashmir Budget Manual, may draw money by bills on account of charges falling under the minor heads subheads etc., indicated in the Government order delegating such powers.

5.7. Deleted.

5.8. Deleted

(vi) *Payment to persons not in Government service*

5.9. When a person not in the Government service claims payment for work done, service rendered, or articles supplied, the treasury officer should require: —

- (a) the submission of the claim by the Head of the Department, or other responsible Government servant under whose immediate order the service was done, or the equivalent was given for which payment is demanded;
- (b) failing the above, in cases when it may be necessary to pay the amount of bill drawn by a person not in the Government service and also when the authority of the head of the department or responsible officer is insufficient, an order from the Accountant General should be sought by furnishing that officer with any necessary particulars for obtaining the sanction of Government, should such be needed;
- (c) and in any event if a bill be drawn by a person not in the Government service, the treasury officer should use special precautions for satisfying himself on the identity of the applicant for payment;
- (d) in all doubtful cases, the Treasury Officer should take the orders of the Administrative Officer of respective Department, who is expected to assume the responsibility of his position; and he would doubtless be supported by Government if he can show that he has exercised a proper amount of care and discretion in the matter when the necessity occurs, however, he should immediately report the fact to the Accountant General

Note 1.—The Treasury Officer should, at the time of making the payment to non-officials either on behalf of Government or any local authority on account of fees, commission, bonus, remuneration or reward of any kind, communicate the fact with the addresses of the payees to the Income-tax Officer concerned, if the amount of payment is not less than Rs. 250.

Note 2.—Payments due to contractors may be made/credited to their individual Banks accounts instead of direct to contractors; provided that the Department concerned obtains (1) an authorisation from the contractor in the form of legally valid document like the power-of-attorney or transfer deed conferring authority on the Bank to receive payment, and (2) the contractor's own acceptance of the correctness of the account made out as being due to him by Government or his Signature on the bill or other claim referred, against the Government before settlement of the account or claim by payment to the said Bank, While the receipt given by a Bank will constitute a full and sufficient discharge for the payment contractors should, wherever possible, be induced to present their bills duly receipted and discharged through their bankers (Para 65 of the J & K P. W. Accounts Code also refers). Nothing herein contained should operate to create in favour of the Bank any right or equities vis-a-vis the Government.

Note 3.—The identification by the Treasurers should not be accepted in any case.

5.10 Grants-in-aid and scholarships may be drawn on bills by the persons, not being Government servant who have been designated by name or office in the order sanctioning the

grant. Education Scholarships, grants-in-aid to local bodies, religious, charitable or educational institutions, etc., contributions to public exhibitions and fairs, and compensation to Government servant for accidental losses, etc., sanctioned by Government or when such expenditure is sanctioned by subordinate authorities under the powers delegated to them, the Treasury Officer may make disbursements on the authority of such sanctions. This rule also applies to scholarships sanctioned by Social Welfare Department etc, and authorities subordinate to them.

Note 1.—Bills for grants-in-aid, contributions, etc., shall be presented in Form F.C. 40 unless some other alternative form is authorised by Departmental regulations. The orders sanctioning the payment must be quoted in each case. Unless in any case the sanctioning authority directs otherwise, the bill shall be prepared and vouched for by the grantee, and no such bill shall be paid by the treasury officer unless it bears the signature or countersignature of a sanctioning authority or such other Government official as may be nominated by it in this behalf; provided that when the sanction of the Government communicated in the form of an express order to the Accountant General to make the payment the Accountant General may authorize the payment of the bill without requiring the signature or countersignature of a Government official.

Note 2.— Bills for educational scholarships, stipends, etc. shall be presented in Form F.C. 41 or in such other form as may be prescribed by Government after consultation with the Accountant General In the case of payment to institutions under private management such bills shall be prepared and vouched for by the authorities of the institutions concerned countersigned by such Government official as may be nominated in this behalf by the Government. The orders sanctioning the payment must be quoted in each case.

If any conditions are attached to the payment of scholarships or stipends, the bill must bear a certificate of the Countersigning Officer that he is satisfied that the prescribed conditions have been fulfilled.

(vii) Presentation of bills at treasury

5.11 Bills presented in the prescribed forms or in the Departmental Manual or Code concerned shall alone be accepted at a treasury. When printed forms are not available Photostat forms, or typed forms may be used but the use of the latter should be avoided as far as possible. Every bill or other voucher presented for payment shall be filled in and signed in ink. Bills signed in Reynold pencil (ball point pens) or other ink pencils cannot be deemed to have been written in ink. No bill or other voucher containing any erasure shall be accepted at a treasury unless the same is attested. Salary bills at Government headquarters may be presented at a treasury duly signed 6 days before the last working day of the month to which they relate, and at a district head-quarter 3 days before the last working day of the month to which they related bills presented for payment contain obvious arithmetical mistakes or trifling mistakes which can easily be corrected, a Treasury Officer should not return such bills but should correct them and pay the corrected amount of the bill.

5.12 When bills presented for payment contain obvious arithmetical mistakes or trifling mistakes which can easily be corrected, a Treasury Officer should not return such bills but should correct them and pay the corrected amount of the bill.

5.13 Similarly where bills contain doubtful items which can easily be eliminated the treasury officer should disallow the doubtful items and pay the remainder of the bill.

5.14 In all cases the corrections made and the reasons therefore should be intimated to the presenter of the bill and if necessary, to the Accountant general

(viii) Presentation of bills and vouchers

5.15 The general instructions regarding preparation and form of bills and vouchers are reproduced in Annexure A to this Chapter

(1) Stamping of bills or vouchers

5.16 Receipts for all sums exceeding Rs.20/ must be stamped unless they are exempt from stamp duty in accordance with the provisions of Stamp Act as applicable to Union Territory of Jammu and Kashmir in Annexure B.

5.17 The Treasury Officer should take special care to see that receipt stamps are so defaced that they cannot be used again, and offer no temptation to the abstraction of vouchers for the sake of the stamps upon them. Several cases of the loss of vouchers have occurred owing to the neglect of this precaution.

(2) Calculation of transaction to the nearest paisa of multiples of 5 paisa in bills

5.18 (a) The pension fixed in rupees shall be calculated to the nearest multiple of 5 paisa.

(b) The following transactions should, however, be taken to the nearest paisa, half or less being ignored:-

(1) All payments to or recoveries from Government servants.

(2) Accounts rendered by one Government or Department to another.

(3) Amounts converted into Indian Currency from sterling and other currencies.

(4) All payments on account of grants-in-aid and scholarships.

(5) Payment of contingent and other charges when claimants have no objection.

(6) Receipts on account of Reserve Bank Government drafts, deposits and all receipts, other than receipts of revenue, which are fixed by or under any law.

Note.— In the case of Life Insurance Premia under the State Insurance Scheme, deductions are made to the nearest multiple of 5 paisa the necessary adjustments being made in the last month of the year.

(3) Erasures

5.19 Erasures and overwritings in any bill or voucher, are absolutely forbidden, if any correction be necessary the incorrect entry should be cancelled neatly in red ink and the correct entry inserted. Each such correction or any interpolation deemed necessary

should be authenticated by the Head of the Office setting his full signatures with date against each. Special care should be taken by the Treasury Officer as regards all vouchers and accounts showing signs of alteration; and if such documents be frequently received from any officer the attention of the Head of the Office should be formally drawn to the irregularity.

(ix) 5.20 to 5.22 deleted.

(x) Letters of credit and orders from payment

5.23 (1) Where under the provisions of these rules or under any special order of the Government letter of credit or assignment is issued in favour of a drawing officer, such letter of credit in Form T.C. 13 shall specify the maximum amount up to which the officer credited shall have authority to draw on the particular treasury on which the letter of credit has been issued.

(2) A drawing officer in whose favour a letter of credit has been issued is not permitted to draw the whole amount and place it in a separate drawing account at the treasury or a bank, or in a private account.

Note: — Form T.C. 13 prescribed for letters of credit is a general form which may be modified by the authority authorized to issue letter of credit where necessary to meet the special requirement of any particular drawing officer.

(3) Letters of credit issued in favour of Post Offices shall lapse at the close of the month for which they are issued. In all other cases, a letter of credit shall lapse at the close of the financial year in which it is issued and a cheque drawn before, but paid after the end of the year shall be taken against the letter of credit of the year in which it was drawn. If this causes overdrawal of the credit the excess shall be treated as an overdrawal and the attention of the authorities concerned shall be drawn to the irregularity.

Note:—An order or authority issued by the Accountant General, whether in the form of letter, enfacement on bill or otherwise for payments to be made at a place outside the limits of his own jurisdiction may not be communicated to the treasury officer or the disbursing officer concerned except through the Accountant General within whose jurisdiction the treasury or the disbursing officer is situated.

(XI) Endorsement on bills etc.

5.24 (1) All bills etc., preferable at a treasury for payment being non-negotiable instruments can be endorsed only once in favour of the specific party to whom the money is to be paid:

Provided that:-

- (1) when the endorsement is made on a bill in favour of a banker, a second endorsement can be made by the banker in favour of a messenger or an agent for collection only.
- (2) In the case of a contingent bill which has been endorsed in favour of a firm of suppliers, the firm can re-endorse to its banker or to a messenger for collection only, and the banker can in turn endorse it to a messenger or an agent for collection only. Thus in all, three endorsements are permissible in such cases, provided that all the three-one is to the payee's banker and one is to a messenger or an agent for collection only; and
- (3) an agent may notwithstanding anything contained in clauses (1) and (2) for the purpose of collecting or bill endorse it in favour of his messenger.

Explanation:—Banker includes Post Office Saving Bank and an agent means any bank including Post Office Saving Bank.]

(XII) Specimen signature and other safeguards

5.25 Every Government Officer who is authorised to draw or sign or countersign bills payable at a Treasury shall send a specimen of his signature to the Treasury Officer through some superior or other officer whose specimen signature is already with the Treasury. When such an officer makes over charge of his office to another, he shall likewise send a specimen of signature of the relieving officer to the Treasury Officer concerned.

Specimen signature when forwarded on a sheet of paper other than the forwarding letter itself must be duly attested by the Officer signing the forwarding letter.

5.26 As indicated in Rule 5.8 of this chapter the Accountant General will supply all Treasury Officer and other Disbursing Officer within his audit circle as also other Accountant General to whom he may issue authority for payment direct with an attested copy of the specimen signature of all gazetted officers serving under him who are authorized to draw bills sign payments orders on bills or to issue letters of authority for payment to be made by such Treasury Officers, Disbursing Officers and the Accountant General. When any change of office occurs among the Gazetted Officers aforesaid, the fact will be intimated and attested copies of the specimen signature of the Relieving Officer supplied to the Treasury Officers, Disbursing Officers and the Accountant General concerned.

5.26-A. It is wrong in principle on the part of Drawing Officers or their messengers to put pressure for immediate payment of a claim presented by them at a treasury. In order to enable the Treasury Staff to apply requisite checks on claims preferred for payment at a Treasury the Drawing Officer should present the bills etc., sufficient

time before the payment is required. With this end in view the following time schedule is prescribed for receiving the claims at a treasury from the Drawing Officers and disbursement thereof.

	Nature of claim	Minimum time for presentation of bills/cheques at a treasury Pay and Accounts Officers.	Dates on which the bills/Cheques will be payable at the treasury.
	1	2	3
(i)	Pay bills	3 days earlier to the date of payment	Last or penultimate working day of the month as the case may be to which the claim pertains. Such bills presented at the treasury on the scheduled date but not paid on the last or penultimate day of the month shall be payable between 1 st to 10 th / 14 th of the next month./
(ii)	Arrears pay bills.	2 days earlier to the date of payment.	11 th /1 st to 14 th /20 th of the month.
(iii)	T. A. bill	do.	5 th /1 st to 24 th /end of Month of the month.
(iv)	Local Fund/deposits bills	2 days earlier to the date of payment.	5 th /1 st to 24 th /end of Month of the month..
(v)	Contingent bills.	do.	do.
(vi)	Scholarship bills		
(vii)	Loan bills		
(viii)	G. P. Fund and other advance bills of Government servant and other bills if any.	Same day.	All working days.
(ix)	Cheques	Same day.	All working days. Payments of contractors cheques shall not be made on the last three working days of the month.
(x)	Bank collection	Same day	All working days.
(xi)	Hundies	Same day	All working days.
(xii)	Contra-credit bills	Same day	All working days except last three working days of the month.

(xiii)	Pension	Same day	All working days except the first and the last three working days of the month.
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Note 1: After introducing the cash management system the Treasury Officers have to release the payments under the object heads for which he is authorized from the Finance Department/Director General Accounts & Treasuries as per the resource position of the Government.

Note 2—The restriction of non-payment of various claims during the last week of the month will not apply to the month of March.

2. The Treasury Officers may make payments in relaxation of above schedule in exceptional cases with the approval of the Finance Department.

(XIII) Disbursement of claim and record of payment

5.27 After bill has been completely entered in the accounts and the order to pay signed by the Treasury Officer it shall be passed on together with the payee through **TREASURYNET** application to the concerned DDO/Claimant, when the Treasury shall make the payment and enter it in Madhwar/Cash book. The Treasury shall punch the stamp, stamp the document "PAID" and retain it for delivery to the Accountant General when the books are compiled.

Note 1:—Any deductions made by the Treasury Officer reducing the net amount claimed on a bill should be explained in a memorandum signed by the Treasury Officer to be given to the presenter.

Note 2:—When a payment is made by transfer, that is, by entry of the amount in the accounts as received under some head of receipt no payment of cash takes place and the item should not find a place in the Treasurer's cash book nor should be the voucher be stamped "PAID" by him. When the entries in the accounts are complete such a voucher should be stamped by the Accountant "Paid by transfer".

5.28 to 5.31 deleted.

5.32 (1) Hundies may be obtained at par by Drawing Officers in part payment of bills made payable at treasuries of other districts within the Union Territory.

(2) deleted.

5.33 In case of transfer the pay due in respect of the old post, which has not been drawn at the time of transfer, may be drawn at the new headquarters or at the place in which the pay in respect of the new post is drawn.

5.34 to 5.36 deleted.

XVII—Place for payment of pensions

5.37 The Accountant General may, on application and on sufficient cause being shown, permit transfer of payment of pension from any treasury in the Union Territory to another inside or outside it.

- (a) A Treasury Officer may transfer pension on sufficient cause being shown from one treasury to another within the Union Territory subject to the following conditions:-
- (i) If at the time of transfer the pension payment order is renewed on account of the original having been lost, the fact of its having been renewed and the circumstances leading thereto shall be intimated to the Treasury Officer of the treasury to which the payment is transferred.
 - (ii) A copy of the letter effecting the transfer shall invariably be supplied to the Accountant general
 - (iii) The payment of such pensions shall be entered on a separate page of the relevant pension schedule giving the name of the treasury from which the pension has been transferred.

(XVIII) —Instructions for passing of bills at treasuries

5.38 Payment order shall always be written up in red ink legibly in figures and words.

Correction in payment order should always be avoided, if any correction or alteration becomes necessary or alteration in the payment order it shall be attested by the full signature of the Treasury Officer

5.38-A (a) As laid down in para 12.8 of the Jammu and Kashmir Budget Manual it is the duty of the Controlling Officers to distribute the grants amongst the various disbursing officers subordinate to them on receipt of the budget. The distribution of grants made by the controlling officers should be intimated to the concerned Treasury Officer, object-wise and Drawing Officer wise. On the basis of these statements the Treasury Officers will maintain a record of allotment of funds in respect of each drawing and disbursing officer, object-wise and watch the drawals with reference to the allotments. Any change in the allotment of funds during the course of a year shall be intimated by the Controlling Officer to the concerned treasury and the latter shall take a note of it and record it in the relevant register.

(b) Each claim for payment presented at the treasury will invariably be accompanied with a drawal register which will among other things record allotment of funds under each subhead. Each claim for payment will be entered in the register under its object of expenditure and the sub-head concerned. The last three columns of the drawal register shall show the Allotment of funds

progressive total of expenditure and the balance available under each subhead so that flow of expenditure against the available appropriations can conveniently be known.

(c) On the bills which are endorsed to the payees and which normally do not accompany the drawal register the particulars of Budget provision and expenditure as also the balance appropriation available as worked out in the drawal register (quoting reference to page No. and serial of the drawal register) shall be specified on the bills under the signatures of the drawing and disbursing officer.

(d) Like that of contingent/T.A. bills the pay bills will also hence forth indicate the total Budget allotment under the unit of appropriation "Salaries" and up to date expenditure and the balance available under it.

5.39 The following are the general checks which should be exercised by the Treasury on the bills presented for payment before pass order is written up:-

- (i) Whether every correction in the bill or alteration in the total of a bill has been separately attested by the full signature of the person who has signed the receipt.
- (ii) Whether the note to the effect that the amount of the bill is below a specified amount expressed in whole rupees has been recorded in the body of the bill in red ink. The amount so specified should be a sum slightly in excess of the total amount of the bill.
- (iii) When a claimant or payee is unable to sign his name and has furnished his signature in the form of a mark or thumb impression, whether the mark or thumb impression has been attested by some person known to the Treasury in token of its genuineness.
- (iv) Whether the slip in Form T. C. 12 has been attached to each bill or voucher presented at the Treasury for encashment.
- (v) Whether the bill contains adequate information as to its nature, amount claimed, period to which claim relates etc.
- (vi) Whether the rules regarding the completion of voucher and the endorsements on bills (contained in Annexure A to this Chapter) have been observed.
- (vii) Whether the bill, or other voucher bears any erasure, the Treasury shall return documents with erasure and inform the drawer to present a fresh one. If documents bearing erasure are received frequently from any office, the Treasury shall bring the fact to the notice of the head of that office.
- (viii) Before admitting a bill on the authority of an order purporting to have been issued by the Comptroller Auditor General of India, it should be seen whether

the signature on that order agrees with the specimen signature of the signing officer already furnished to the Treasury by the Accountant general.

- (ix) Whether the totals in the bills have been checked and found to be correct. The Treasury shall be responsible for seeing to the arithmetical inaccuracy or obvious mistakes in the bill presented for payment and intimate to the drawing officer any correction made.
- (x) Arrear pay shall be drawn on separate bill and not included in the monthly pay bill. When checking arrear claims, the Treasury shall pay special attention to the rule laid down by the Government as per GFR-2017.
- (xi) Whether the signature recorded on the bill agrees with the specimen signature already communicated to the Treasury.
- (xii) Whether the classification noted on the bill is in order.
- (xiii) The Treasury shall not honour a claim which it considers to be disputable. It shall require the claimant to refer it to the Accountant general.
- (xiv) Before passing a bill the Treasury should verify from the retrenchment register maintained to see whether there are any amounts ordered by the Accountant general to be recovered from any Officer and if so the amount should be recovered from the concerned bill.
- (xv) Whether the column "Received Contents" has been receipted by the Drawing Officer or the messenger as the case may be and whether the bill has been stamped as required.

5.40 The other checks to be exercised in respect of particular classes of bills are summarized below:-

(A) Pay Bills Of The Non-gazetted Establishment

(1) It should be seen:-

(i) If the establishment is temporary, whether the number and date of Government order in which the establishment was last sanctioned or continued and the period up to which sanctioned, have been noted on the bill.

- (ii) Whether in respect of deductions made in the bill, schedules in the prescribed forms duly signed by the Drawing Officer have been attached to the bills.

Note 1.— Demands (statement of rents recoverable from pay bills) for rents of buildings of the Public Works Department, recoverable from Government servant, are received from Divisional Officers/Estate Officers in triplicate towards the end of such month. Gazetted Government servant who draw their own pay bills and Heads of Offices who draw the bills of non-gazetted establishment should make the necessary deduction on account of rent from their pay or establishment bills showing full particulars of the deduction.

Note 2: — (a) The Treasury Officer concerned has no discretion in the matter of recovery. He should on no account postpone recovery of the full amount advised by the Executive Engineer/Estate Officer on the plea that application has been made of revision of rent, or on other grounds. The recoveries should without prior reference to the Government servant concerned invariably be made from the next pay or establishment bill of the Government servant concerned presented at the Treasury unless the amounts have in the meantime been paid in cash or deducted from the bill presented. If only a part of the amount due has been paid in cash or deducted from the bill presented the balance should be recovered by deduction from the bill.

(b) Thereafter one copy of the demand should be returned to the Divisional Officer/Estates Officer after noting the amounts recovered, the other copy should be attached to the bill from which the recoveries are made and the triplicate copy should be retained for record. In noting the deductions in the bills, the name of the Public Works Division/Estates Office the Major Head of Account to be credited and the name of the Canal etc., as given in the Divisional Officer's/Estates Officer's demand, should be shown.

(c) If the rent recoverable from a Government servant is limited to a certain percentage of his emoluments, the particulars of such emoluments should be noted in the statement of rent before its return to the Divisional Office/Estates Office in the column for remarks, where, after the return of the statement of rents the emoluments of a Government servant are changed retrospectively, such changes should either be shown in the next statement or intimated to the Divisional Officer/Estates Officer by a special letter.

- (iii) In the case of persons for whom pay is claimed for the first time either on account of new appointment or on transfer from other station whether a certificate regarding the receipt of the age and health certificate has been recorded on the bill or the last pay certificate as the case may be, has been attached to the bill.

(iv) In respect of arrear claims, whether the certificates (i) that the amount claimed in the bill was not drawn and paid for before and (ii) that a note of the arrear claim has been made in the office copy of the bills for the period to which the claim relates, are recorded in the body of the bill.

(v)

If any person in superior service has been absent during the month on leave (other than casual leave) or deputation or suspension, etc. whether the absentee statement in Form F.C. 20 duly signed by the Drawing Officer has been attached to the bill. If there are no absentees during the month, the Drawing Officer shall sign the second certificate printed on the establishment pay bill Forms.

(vi)

When a periodical increment is claimed on behalf of a Government servant in an establishment pay bill, whether the increment certificate in Form F.C. 21 signed by the competent authority has been attached to the bill.

(vii)

When a Drawing Officer claims leave salary based on a average pay on behalf of any Government servant whether the statement of the calculations determining the amount of leave salary claimed, duly signed by the Drawing Officer has been attached to the first bill in which the claim is made.

(B) Pay bills of Gazetted officers.

5.41 Deleted

C- T.A. Bills (Gazetted & Non-Gazetted.)

5.42 It should be seen:-

- i. whether all the particulars, viz., Headquarters, pay, month of claim, classification etc., required to be indicated in the T.A. bill have been furnished.
- ii. whether the purpose of the journey has been noted by the Drawing Officer.
- iii. whether all the prescribed certificates printed on the bill and required to be furnished under the rules have been signed by the Drawing Officer.
- iv. whether in respect of the T. A. claim of the non-gazetted establishment, the certificate "that the amount claimed in the bill was not drawn and paid before" has been recorded on the body of the bill.
- v. whether the T.A. claims have been preferred within the time limit prescribed under the rules for the particular class of bills.
- vi. whether the tour advances or transfer T.A. advance, if any, taken previously has been adjusted in the T.A. bill.
- vii. whether in respect of bills of Gazetted Officers, the T.A. bills needing countersignature under rules have been countersigned by the competent authority.
- viii. whether bills in which actual expenses are claimed have been pre-audited.
- ix. whether separate bills are prescribed for different Government servant of different grades under the travelling allowance rules, if the bills require different treatment in the Office of the Accountant general.
- x. whether the claim is supported by a copy of the sanction of the competent authority when a Government servant travels by a mode of conveyance to which he is not entitled under the rules applicable to him.
- xi. whether in the bill reasons for undertaking a circuitous route are recorded
- xii. All T.A. bills must bear a certificate of the drawing officer in the following forms:-

"Certified I have satisfied myself that the amounts included in bills drawn 1 month/2 months/3 months previous to this date, with the exception of those detailed below (of which the total amount has been refunded by the deduction from this bill), have been disbursed to the Government servant therein named and their receipts taken in acquittance roll or office copies of the travelling allowance bills".

(D) Contingent bill.

5.43 It should be seen:-

- i. whether the form of the bill is the one presented for the purpose relative to the nature of the claim.
- ii. whether bill has been drawn by the authority authorized in this regard.
- iii. whether the contingent bills which require countersignature before payment have been countersigned as such required under Rule..
- (iv) In respect of the contingent bills that do not require countersignature whether:

1. the bill has been prepared in Form F.C. 28,
 2. the full particulars of the charges in the bill have been furnished by the Drawing Officer,
 3. all the sub-vouchers for individual payments exceeding Rs. 50 have been attached,
 4. the prescribed certificate have been furnished in regard to other sub-vouchers.
- (v) Whether in respect of claims which require the sanction of higher authorities, reference to the sanction has been quoted on the bill. Any sanction order should specify the account head of expenditure.
- vi. when a contingent bill endorsed in favour of a private party is presented at the Treasury for payment, the treasury shall check the particulars of the bill with the advice received from the Drawing Officer before making the payment. If the bill is in order and is paid, the fact of payment shall be noted on the advice and also in Form T.C. 12 attached to the bill. The advice should be properly filed in the Treasuries. If the payment relates to a bill drawn by an Officer, in another district, an intimation should be sent immediately after payment to the Drawing Officer.
- vii. whether the sanctioned appropriation, the expenditure including the bill and the balance available have been noted in the space provided in the contingent bill. In cases where the expenditure exceeds the allotment for the year the drawing officer should quote reference to the order of the authority competent to authorize expenditure in excess of sanctioned allotment
- viii. an endorsement on a contingent bill shall lapse three months after the date of the endorsement or at the end of the financial year, whichever is earlier and the treasury shall not pass an endorsed contingent bill if the endorsement has lapsed An endorsement on a contingent bill by a Drawing Officer in favour of a messenger is not an endorsement for the purpose of this rule.
- ix. Whether the signature of the messenger to whom the amount of bill is to be paid, has been attested by the Drawing Officer.

E. Payment to Autonomous Bodies/Corporation.

1. The Departments incharge of Autonomous Bodies and Corporations will release funds for disbursement to them in consultation with the Budget Division of the Finance Department. The latter will on the basis of funds provided in the Budget release letters of credit on the concerned treasuries quarterly or to the extent of payment to be made on each occasion. For this purpose the concerned Controlling Officers will furnish to the Finance Department Budget Division in advance complete breakup of the sanctioned appropriation division wise or drawing

officer wise with names of treasuries so that the concerned treasuries and drawing officers are notified well in advance about such authorization.

(XIX) -Return Of Bills With Objection

5.44. The Treasury should use the book of counterfoil forms in Form T.C. 9 for communicating to Drawing Officers objections raised in the course of passing of the bills. The Drawing Officer shall furnish his explanation or reply on the third foil of the slip communicating the objections and retain the second foil in his office with a copy of reply sent to the Treasury Officer. The Treasury shall paste the slip, when received back, on the corresponding original copy in the book of objections. Such objections shall not be written as endorsements on the bill themselves or on bits of paper.

(XX) -Miscellaneous Payments

(A) General

5.45 Refunds of revenue can be drawn only on the demands and on the receipt of the person entitled to receive them after production of proper authority, on no account may they be drawn on the receipt of a departmental officer and lodged in a deposit account pending demand.

5.46 Every refund shall be noted against the original credit in the departmental accounts or other documents in which the moneys received are entered in detail, and a certificate of such a note having been made must be given in all vouchers for refunds.

5.47 Except as hereinafter provided, or unless some other form has been prescribed by departmental regulations for any particular class of refunds, bills for drawing money from the Treasury on account of refunds of revenue shall be prepared in Form F.C. 32. The Officer who received the original amount shall fill in column 1 to 5 of the form and sign the certificate at foot. while the treasury officer shall verify the credit by means of the particulars in columns 4 and 5 affix his signature in column 6 in token of his having done so.

Note:—The precautions prescribed for payments to person not in Government service (See Rule 5.7) shall be observed in this case with special care.

(B) Refund Of Examination Fee

5.48 If the amount of an examination fee, or any part of it, originally deposited in Treasury is to be refunded a certificate will be endorsed upon the original receipt by the Secretary Public Service Commission, or the appropriate authority concerned, specifying the amount to be refunded; and the amount as authorized may be paid on presentation of the original receipt endorsed as above, and recipient giving his receipt below the endorsement.

(C) *Refunds Of Revenue*

5.49 The following provisions shall apply to refunds of revenue credited (other than taxes on income), where the amount involved does not exceed Rs. 100:-

- (i) On receipt of a refund order passed by the Deputy Commissioner or other officer concerned the Treasury Officer may at his discretion issue a note (a) inviting the person to whom the refund is to be made to receive the payment at the treasury, and (b) intimating that on failure to comply with the invitation within one month (or such longer period as may appear necessary) the amount of the refund will be remitted to the payee by Postal Money Order at his expense.
- (ii) When the payee appears in person at the Treasury, the Treasury Officer should see that no avoidable delay occurs in getting the voucher for the refund signed by the payee who may then receive the payment personally or by a duly authorized agent or by money order at his own expense.
- (iii) On receipt of the money order acknowledgement duly signed by the payee, it should be attached to the refund voucher in which the full amount of the refund and the deduction made there from on account of the money order commission should be clearly shown; the voucher should then be disposed of in the usual way. The Accountant General will accept such voucher with the money order acknowledgement as a valid receipt for the full amount of the refund entered therein.

5.49A. Unless otherwise provided by any law or rule or Departmental regulation, an order for refund of revenue shall remain in force for a period of three months only from the date on which it was issued and no payment shall be made on its authority thereafter unless it is got revalidated by the sanctioning authority.

(D) *Refunds of canal revenue*

5.50. Refund of canal revenue not exceeding Rs. 10 in amount may be made by means of postal money orders and amounts too small to be remitted by money orders should lapse to Government if not claimed within reasonable time; provided that the parties entitled to the refunds have been duly informed of the amounts due to them whether above or below one rupee, and warned that if they do not claim them in person by a specified date they will be remitted by postal money order or will lapse as the case may be. Certificates should be furnished to the Accountant General in respect of such refunds to the effect that the actual payee's receipts have been received and filed in the Deputy Commissioner's Office.

Note.— Procedure to be followed in respect of refunds of other revenues as indicated in the GFRs 2017.

(XXI) Compensation for land

5.51. The procedure to be observed for the payment of compensation for land taken up for public purposes shall be regulated under relevant rules.

(XXII) -Discount on stamps

5.52. Discount upon stamps is allowed to certain classes of Vendors under fixed rules, and is given by deduction from the purchase money.

A detailed bill in Form No. F.C. 26 headed "Not payable at the Treasury" shall be prepared by the Treasury Officer every month for the amount of discount allowed, and submitted to the Controlling Authority for stamps (viz. Excise and Taxation Commissioner) duly supported by the Vendors receipts for countersignature and transmission to the Accountant general. The bill shall be duly classified, showing separately payments of discount on Judicial and Non-Judicial stamps.

The Treasury schedule detailing charges on account of sale of stamps accompanying the treasury accounts shall contain a certificate of the Treasury Officer that the "discounts have been allowed according to sanctioned rates" and also show distinctly the classification in respect of discount on Judicial and Non-Judicial stamps.

(XXIII) — Grant-in-aid contributions etc.

5.53. For disbursement of grants-in-aid contributions etc. refer to Rule 5.10 of this chapter.

(XXIV) —Rewards

5.54. Drawls from the Treasury for payment of rewards shall be made by the authorities competent to sanction such rewards under rules.

(XXIV-A) Payments of departmental chest holders.

5.54A deleted.

Note- The treasuries will on receipt of the statement of allotment of funds keep a record of the same in respect of each Drawing and Disbursing Officer and watch the drawals with reference to the BEAMS allotment. Any change in the allotment during the course of the year intimated to him by the Controlling Officer shall also be taken note of and recorded in the relevant register.

5.54AA. Heads of Departments of Engineering or Non-Engineering Departments who place orders on GEM as direct Demanding Officers, for supply of materials and/or equipments should take care that the funds for the probable cost of the materials and equipments which are to be purchased by them from GEM during the year are for purposes of communication of Budget allotments to the treasuries reduced from the amount of allotments under the related sub-heads and only the balance amount communicated to the concerned treasuries for operation by the Departmental Officers. In no case should the total expenditure exceed the allocation made on

treasuries and the estimated cost of materials received through GEM.

(XXV) —Departmental payments forest department

5.55 Deleted.

5.56. When Government servant of other Civil Departments are authorised to incur charges on account of the Forest Department they will do so as Forest Disbursers. They can, therefore, obtain funds from the Treasury for such expenditure only under the rules applicable to the Government servant of the Forest Department.

5.57. deleted

(XXVI)—.Departmental Payments—Public Works Department

5.58 to 5.64 Deleted.

(F) Lamberdari fees for collection water rates.

5.65 Before signing the payment order in the Lambardar's receipt the Treasury Officer should see that it is signed by both the Tehsildars and the actual payee, that it is duly stamped in case the amount involved exceeds Rs. 20 and that full particulars showing village, name of the Canal Division to which it appertains and the name of harvest for which the claim is made are entered therein. The Treasury Officer should further see that no cash payment is made, but that the amount is paid by deduction from the amount of the Chillan to which it relates. Fees withheld under orders of the Deputy Commissioner for subsequent payment will be an exception to this general rule.

(XXVII) —Pension payments

A — General

5.66. Payments of pensions are made only upon pension payment orders issued by the Accountant General, the Treasury Officer's halves will be pasted in serial order in separate files, one for each class of pensions, such as service, political and compensation, etc. These files must be kept in the personal custody of the Treasury Officer. In commutation cases, the Accountant General will issue the authority for payment of the commuted value of the portion of pension commuted along with a fresh pension payment order for the reduced amount of pension, to be payable with effect from the date of commutation. After the commuted money is paid both the portions of the original pension payment order together with the voucher for the commuted value must be returned to the Accountant General in a separate schedule along with first & Second list of payments.

Note (i) The term (i) "Service pension" means a pension payable to, or in respect of a

person in consideration of past employment under the State.

"Political Pension" means a pension not being a service pension granted or customarily payable to or in respect of a pension on political consideration or compassionate grounds, or in consideration of distinguished or meritorious services or of the surrender of rights or emoluments and includes assignments or compensations when payable in the form of fixed allowances or grants.

Note (ii) Corrections or alterations in non-service pensioners names as given in the pension payment orders issued by the Accountant General should not be made without the sanction of the Financial Commissioner.

Note (iii) District & Session Judge of respective district shall be competent to specially exempt a male pensioner from personal appearance at a Treasury for drawal of his pension.

(B) Register of pension payment orders

5.67. The register of pension payment orders (Form T.C. 26) which the Treasury Officer has to keep will serve as an index to the files of orders referred to in rule 5.52. After seeing that a new order is correctly entered in this register, he will put his initials in the column of "Name of Pensioner" and rule a red ink line across the page below the entry. The column of remarks will be blank as long as the order of payment is in force; but when both portions of the order are returned on account of death of pensioner, or application for transfer or otherwise which causes to strike it permanently off the list of pensioners under his payment the date and cause of return should be entered in black ink under the Treasury Officer's initials.

5.68. On the receipt of an intimation about the death of a pensioner, prompt action shall be taken to record the fact in the register and on the Treasury portion of the pension payment order.

In the case of Pensioners whose pensions are paid by Money Order, the necessary note shall be made on both portions of the Pension Payment Order.

5.69. Pensions which are not granted for life but are subject to special conditions, e.g., when they are to cease on marriage or at a given age or under other specified circumstances, shall not be entered in the same register with other pensioners, but shall be recorded in special registers to be kept for the purpose. All pension payment orders of such pensions will bear the letter "S" in addition to the number.

Additional columns shall be opened in such registers to show clearly and precisely the special limitation and conditions attached to each pension of this category.

(C) Manner of payment

5.70. On appearance of a pensioner claiming payment of pension, his personal marks

should be checked by the disbursing officer and the signature to the receipt compared with the facsimile of the signature pasted on the original payment order. If a pensioner cannot sign his name, his thumb impression on the receipt should be compared with the original impression already taken on the Treasury Officer's half of the pension payment order. Except in the case of any female pensioner who may not appear in public, the disbursing officer may make payments to pensioners who retired from Government service after the 11th December, 1962 on the strength of the resemblance between the pensioner and his Photograph pasted on the disbursing Officer's half of the pension payment order pending the final reconciliation of any question which may arise about identification marks. A pensioner drawing pension for the first time should also be required to produce the copy of the order by which the sanction to his pension was communicated to him.

Note 1.— Identification by personal marks need not be insisted upon at each payment by the Treasury Officer if he has on a previous occasion personally conducted this verification and is otherwise satisfied about the identity of the pensioner.

Note 2.—In the case of illiterate pensioners, Pardanashin-Ladies, acquittances by seal mark attested by some known and respectable person, may be accepted in lieu of thumb impression.

Note 3.—In cases where pension is drawn through authorised agents, (who have indemnified Government against over payments) personal appearance of the pensioner is not necessary even on the first occasion.

Note 4.— First payment of pension to such Pensioners as are living abroad shall be made on a certificate and attestation of the signature by the Indian High Commissioner/Ambassador in that country.

Note 5.— Cases may arise where a pensioner owing to loss of vision or development of tremor in his hands or other similar infirmities cannot properly put his signatures on his pension bill according to the specimen signatures recorded by him at the time of his retirement. In such cases the Treasury Officer after being satisfied with the identity of the pensioner shall accept his thumb and finger impressions instead of specimen signatures.

5.71. Special risk of fraud exists in the payment of pension of females who do not appear in public, special care should therefore, be taken in the identification in these cases. The descriptive rolls, when originally prepared and the periodical certificates of the continued existence of such women, should be attested by two or more persons of respectability in the town or village.

5.72. In making pension payments the Treasury Officer should also satisfy himself on the following points:-

- (a) That the number of the pension payment order and the amount of pension, as entered, in the receipt correspond with the entries on the pension payment order in the file kept

in the Treasury and that the reverse of this order shows that pension is due for the period covered by the claim.

- (b) That if the pension has lapsed the arrears are not passed for payment without further orders.
- (c) That in the case of illiterate pensioners the certificate of non-employment has been explained verbally to the pensioner each time the pension is disbursed. In this case the Treasury Officer should also satisfy himself by such enquiry as may be possible, that the pensioner has not been employed anywhere either permanently or temporarily.
- (d) That in the case of special pensions no payment is made beyond the time specified or except under the condition stated in the pension payment order.
- (e) That the pensioner's half of the pension payment order is produced invariably with the claim for payment.
- (f) That when a pension payment order is renewed in consequence of the pensioner's half having been lost, no payment is made on the half alleged to have been lost by a strict observance of Rule 5.76 infra.

5.73. In the case of women pensioners and others exempted for personal appearance the Treasury Officer may make enquiry before hand from the concerned pensioners as to whom they propose to give their receipts and the names of their nominees should be registered. If any person whose name has not been registered appears to draw pension the Treasury Officer if he has any doubt may refer to the pensioner before payment.

5.74. Claims for payment of pension shall be presented on bills in a form similar to Form T.C. 16 a copy of which will be supplied by the Disbursing Officer to each pensioner or his agent or representative. The bill must be duly receipted by the pensioner or some other person authorised to give legal acquittance on his behalf, and if the pensioner cannot sign his name, his thumb impression shall be taken on the bill.

Except in the case of a pensioner drawing pension for the first time (who shall be required to produce his personal copy of the letter of the Accountant General forwarding his pension payment order to the Treasury Officer and his signature or thumb impression on the bill compared with the specimen signature or thumb impression received with the pension payment order) all other pensioners will be required to present their portion of the pension payment order invariably with the bill.

(1) A life certificate must accompany every pension bill which is not personally presented, except in the case of pensioners not resident in India specified in Rule 5.80 (b). When payment is made on a life certificate it should be made only for months completed on or before the date of the certificate.

(2) Whenever doubts exist in regard to a life certificate submitted under Rule 5.80 (b) by

pensioner residing out of India and drawing pension in India, the Treasury Officer is justified in asking the pensioner to furnish such evidence as will satisfy him that the signature to the certificate is authentic. In such cases it would be well to ascertain, if possible why the pension is drawn in India.

(3) Where the determination of pension cannot be fixed for precise date, the pensioner's receipt must be accompanied by a certificate in Form T.C. 17.

Note.— In the case of female pensioners whose pensions are terminable on their marriage, or re-marriage the certificate in Form T.C. 17 shall not be necessary for the months of December and June, as the pension bills for these months will be supported by a declaration in Form T.C. 18.

(4) A declaration in Form T.C. 18 should be obtained half-yearly from women pensioners whose pension is terminable by their marriage, and should be attached to the bills for pension paid for December and June.

Every Pension Disbursing Officer shall each year in the months of January and July submit to the Accountant General a statement showing particulars and date of last payments of pensions in respect of the cases of failure to furnish the above declaration.

(5) A certificate of non-employment is printed in Form No. T.C. 16 should be signed by all pensioners except ex-inferior employee and ex-policemen who are in receipt of a pension of not more than rupees 25 a month. In the case of pensioners drawing his pension through his agent, the certificate modified accordingly may be signed by the Agent, provided that the pensioner shall himself furnish, once a year, a certificate covering the period for which pension has been drawn on the basis of agent's certificate.

If a pensioner who is required to sign the certificate is re-employed either permanently or temporarily in a Government establishment or in an establishment paid from a local fund during the period for which pension is claimed he should furnish the necessary particulars therein and the Treasury Officer should ascertain and report whether the rules regarding such re-employment have been duly observed.

(6) For payment of pensions due to deceased pensioners, See Art. 303, 303-A Jammu and Kashmir Civil Service Regulations.

5.75. When a pensioner is a minor, or is for any other reason incapable of managing his own affairs, and has not regularly appointed manager or guardian or when no such manager or guardian is nominated by the sanctioning authority, the District & Session Judge of respective District may on application by or on behalf of the pensioner, and subject to the such conditions as he may impose declare any suitable person to be the manager or guardian for the purpose of receiving on behalf of the pensioner, and subject to the such conditions as he may impose declare any suitable person to be the manager or guardian for the purpose of receiving on behalf of the pensioner the pension due to him, and payments of pension may be made to such manager or guardian in the same way as to the original holder, provided that sufficient proofs are forthcoming

at the time of each payment of the original holder being alive and eligible to receive the pension for the period covered by the payment. Such declaration may at any time, be revoked or altered at the discretion of the District & Session Judge of respective District

(D) Record of payment

5.76. Every payment is to be entered on the reverse of both portions of the pension payment order and attested by the signature of the Treasury Officer. Simultaneously an entry of the payment should be made in the subsidiary register of pension payment ¹[in Form T.C. 16-A] and this entry and the pay order on the Pensioner's receipt should be signed by the Treasury Officer.

(E) Payment of pensions by postal money order.

5.77(1) to 5.78-A deleted.

(F) Identification of pensioners

5.79. As a rule, a pensioner must take payment in person after identification by comparison with the pension payment order. A pensioner specially exempted from personal appearance, a female pensioner not accustomed to appear in public, or a male pensioner who is unable to appear in consequence of bodily illness or infirmity, may receive his or her pension upon the production of a life certificate signed by a responsible officer of Government or by some other well known trustworthy person.

5.80. (a) A pensioner of any description who produces a life certificate signed by some person exercising the powers of a Magistrate under the Criminal Procedure Code or by any Registrar or Sub-Registrar under the Registration Act, or by any pensioned officer who, before retirement, exercised the powers of a Magistrate or by any gazetted officer, or by Munsiff, or by a Police Officer, not below the rank of Sub-Inspector incharge of a Police Station or by a Post Master, a Departmental Sub-Postmaster, or an Inspector of Post Offices is exempted from personal appearance.

(b) When a pensioner not resident in India draws his pension through a duly authorised agent, the agent must either produce a certificate by a Magistrate, a Notary, a Banker or a Diplomatic Representative of India, on each occasion, that the pensioner was alive on the date to which his pension is claimed, or executes a bond to refund over payment and produce such a certificate as aforesaid at least once a year.

A pensioner resident in India may authorise another person in India to claim and draw the pension admissible to him by giving a legally valid power of attorney in favour of the latter. He should endorse a copy of the deed conferring the power of attorney to his disbursing officer (Treasury Officer and the Audit Officer). The person holding the power of attorney will present the claim on behalf of the pensioner and receive the payment on his (person holding the power of attorney) giving the quittance. If, however, such a person (Attorney Holder) desires to draw the

pension through an agent or a representative nominated by him he may receive payment through him but in either case of receiving payment in person or through an agent or representative he will append to the bills for pension for each month a life certificate in respect of the pensioner duly signed by any of the authorities stated in clause (a) above and also furnish certificate signed by the pensioner in accordance with the provisions of rule 5.74(5).

Where the person holding the power of attorney is an agent (including a bank) who has also executed a bond to refund over-payment, he can draw the pension for a period of not more than a year after the date of the life certificate furnished by him in respect of the pensioner and the Accountant General and the Treasury Officer should be on the watch for an authentic information of the death of any such pensioner and on receipt thereof should promptly stop further payments.

When a pensioner draws his pension through an agent (including bank) who is authorised to do so by conferring on him a power of attorney, and who has executed a bond of indemnity to refund overpayments the certificate regarding re-employment and acceptance of commercial employment can be signed by an agent and the pensioner himself should furnish once a year a certificate concerning the period for which the pension has been drawn on the basis of agent's certificate.

The pension disbursing officer will maintain a register of power of attorney in the prescribed form and all cases in which the power of attorney has been granted will be recorded thereon.]

5.81. (a) In all cases referred to in Rules 5.63 and 5.64, excepting in the case of a pensioner who draws his pension through an agent (including bank) who has executed a bond of indemnity to refund overpayments, Treasury Officer must take precautions to prevent imposition and must, at least once a year require proof independent of that furnished by the life certificate of the continued existence of the pensioner.]

(b) For this purpose he should, save, in cases of exemption from personal appearance require the personal attendance and due identification of all the male pensioners who are not incapacitated by bodily illness or infirmity from so attending and in all cases where such inability may be alleged, he should require proof thereof in addition to the proof submitted of pensioners existence.

(c) When a male pensioner is specially exempted from personal appearance, the fact should be noted on his pension payment order by, the Treasury Officer.

(d) In all cases of non-appearance of a male pensioner a note be made on pension payment order of the form in which proof was given, within each year, of the pensioner's continued existence, e.g. "Pensioner visited the "and the initials of the Treasury Officer should be put against the note.

Note 1.— The Treasury Officer is personally responsible for any payment wrongly made. In cases of doubt he should consult the Accountant General

Note 2.—A pensioner of rank may be privately identified by the Treasury Officer and

need not be required to appear at a Public Office.

Note 3.—If the Treasury Officer entertains any doubt as to the identity of a Police Pensioner, he may require the local Inspector of Police to identify him. The Inspector would then be responsible for the correct identification of the pensioner.

(XXVIII) —Periodical verification of pensioners

(A) — General rules

5.82. (1) On the first appearance of a pensioner on or after April 1st each year the Disbursing Officer shall take, before him, an impression of the thumb and all the fingers of pensioner's left hand on the pension bill. The pensioner should then be identified from the particulars given in the Disbursing Officer's half of the pension payment order. Identification should also be made by an examination of the impressions given on the bill with those pasted on the pension payment order or by reference to the pensioner's photograph where one is pasted on the Disbursing Officer's portion of the pension payment order if the pensioner cannot be identified by other means with absolute certainty.

Exception. —I. Literate pensioners, who can sign their pension bills, may be exempted from affixing their thumb impressions on their pension bills. When however, such a pensioner cannot be identified by other means with absolute certainty it would be open to the disbursing officer to take the impressions on his pension bill for examination with those pasted on the pension payment order

(2) Illiterate persons who if any exempted from personal appearance under Rules 5.79 and 5.80 must give the thumb and finger impressions on their bills in the presence of the person who grants the life certificate.

(3) On the renewal of a pension payment order, the original impression must be cut off from the old and attached to the new order.

(4) A pensioner of any description resident in India who draws his pension through a duly authorised agent (who has indemnified Government against over payments) must produce, at least once a year, a life certificate signed by any of the persons mentioned in clause (a) of Rule 5.80 but shall not be required to appear in person before the Treasury Officer for the purpose of Rule 5.81 and this rule

(B) Political pensioners

5.83. Every Treasury Officer shall maintain a register of political pensions payable by him showing for each pension separately:-

- (i) origin and nature of the pension and the ground on which it was sanctioned;
- (ii) the amount and period of payment;

- (iii) the orders of competent authority sanctioning its payment;
- (iv) the name and residence of the pensioner, with specification of shares, if any.
- (v) reference to the Register of Pension Payment Orders;
- (vi) whether tenable for life only or if it is heritable, the manner and extent to which it will descend with quotations of orders affecting it;
- (vii) any special condition attached to the grant of pension;
- (viii) any other matter worthy of note in connection with the pension.

5.84. In cases in which political pensioners are exempted from personal attendance, the disbursing officer, if he entertains any doubt which he has no convenient means of removing, shall refer the case to the Government through his immediate superior for orders, but payment of the pension may not be suspended pending the result of such reference if so ordered by the Deputy Commissioner of the area concerned.

(C) Payment of commutation money

5.85. The payment of the commuted value of a portion of a pension can be made upon the authority issued by the Accountant General only to and upon the receipt of, the person legally entitled to receive it, and not otherwise.

(D) Gratuities

5.86. (a) Gratuities will be paid by the Treasury Officer in a single sum and not by instalments on authority received from the Accountant General to whom, under Article 292-A of Jammu and Kashmir Civil Service Regulations, the sanction is communicated by the sanctioning authority. The payee must be required to produce his personal copy of the letter of the Accountant General to the Treasury Officer authorising payment of the gratuity and the Treasury Officer should record the fact of payment having been made on the copy of the order so produced.

(b) Gratuities are payable only to and upon the receipt of the persons legally entitled to receive them and not to or upon the receipt of the head of the office or department in which the gratuitant formerly served.

(E) Payment at saddar treasuries

5.87. Deleted.

(F) Undrawn pensions and arrears

5.88. A pension remaining undrawn for more than one year shall cease to be payable by the Treasury Officer. If the pensioner afterwards appears, or a claim is presented on his behalf,

the Treasury Officer may make the payment, but the arrears cannot be paid without the previous sanction of the authority which had sanctioned the pension : -

- (i) if the amount in arrears exceeds Rs. 1,000; or
 - (ii) if the pension in arrears is to be paid for the first time :
- Provided that, if in any case a pension remains undrawn for three years in the case of 'service pension or six years in the case of political pension, it cannot be paid without authority of the Accountant General

(2) A gratuity payment order shall remain in force for one year only, and no such order shall be retained in a disbursing office if payment has not been made on it within a year of its issue.

(G) Death of pensioners

5.89. Payment of arrears of pension due in respect of a deceased pensioner shall be regulated by the provisions of Article 303 and 303-A of the Jammu and Kashmir C.S.Rs reproduced below: -

- (1) On the death of a pensioner, payment of any arrears actually due may be made to his heirs up to and including the date of his death on surrender of pensioner's half of the pension payment order, provided that they apply within one year of his death. It cannot be passed thereafter without the sanction of the authority by whom the pension was sanctioned to be obtained through the Accountant General

Provided further that if the arrears do not exceed one hundred rupees and the case presents no peculiar features, the Accountant General may pass the arrears on his own authority.

- (2) Any person claiming as the heir of the deceased pensioner shall be required to produce the pensioner's half of the pay order or if no pension pay order has been issued, the copy of the order in which sanction of the pension was communicated to the pensioner or his heirs.
- (3) After payment of the arrears of pension, the pension pay order shall be returned to the Accountant General with a report of the date of the death of the pensioner.

(4) Subject to the proviso to sub-rule (1) above the arrears of pension of a deceased pensioner may be paid to the heirs of the deceased without the production of the usual legal authority to the extent of Rs. 1,000 under the orders of the Deputy Commissioner or other officers responsible for payment after such enquiry into the rights and the title of the claimant as may be deemed sufficient provided that the heirs to whom such payment is made may

be required to execute a bond with or without a surety on the sum so paid to him to indemnify any pension subsequently found entitled to that amount. Arrears exceeding Rs. 1,000 may be paid under the orders of the Government on the execution of an indemnity bond, with such sureties as it may require, if it is satisfied about the right and title of the claimant and considers that undue delay and hardship would be caused by insisting on the production of a succession certificate. Provided that in any case of a doubt, as to the legal heir of a person to receive such payment, payment may be made only on the production of a succession certificate.

(H) Reports to the Accountant General

5.90. Every pension disbursing officer shall submit to Accountant General every six months a statement of cases of failure to draw pension. The statement shall be prepared in two parts, one part showing the names of all pensioners who have not drawn their pension for six years or for three years, according as the pensions are classed as political pension or other pensions, and the other part showing the names of pensioners other than those included in the former part who have not drawn their pensions for more than one year. The reason for the non-drawal, if known, should be stated against each name.

The disburser's portion of the pension payment order of all pensioners whose names are included in Part I of the statement as also of deceased pensioners, where the arrears of pension due are not claimed within one year of the pensioner's death shall be returned to the Accountant general along with the statement. The disbursing officer shall sort out such cases by examining the files of pension payment orders every month.

5.91 deleted.

(I) Military pensions

5.92 Payment of pensions and pensionary benefits including temporary increases in pensions to retired Army personnel, if any, shall be disbursed on the authority of the Controller Defence Accounts (Pensions) Allahabad. Detailed instructions for payment of Military pensions are contained in the Hand-book (Pension Payment Instructions) compiled by Controller Defence Accounts (Pensions) Allahabad.

In each Treasury where transactions of Military pensions occur, a copy of the book corrected upto date should be maintained for necessary guidance.]

(J) Mukararies and territorial guzarish.

5.93. Mukararies and territorial Guzarish payments are fixed grants sanctioned for various reasons. Some of them are of a charitable character and others on account of some meritorious service done in the past or for some public or religious service done at present.

All Jagirs, Muafies and Mukararies, except Muafies and Mukararies granted to religious institutions or for religious purposes, have been resumed with effect from 1st Baisakh, 2005. Where an assignee, Muafidar or Mukarari-holder whose Jagir, Muafi or Mukarari, as the case may be, has been resumed has no other source of income, he may in pursuance of Order No. 6- H of 1951 dated 10-3-1951, be granted by the Government in lieu therefor a maintenance allowance, subject to the condition and limitations mentioned in the said order.

Some of the Mukararies are hereditary and perpetual grants while others are contingent on service or for some given period. Consequently great care may be taken in the payment of such grants and specially in the event of any change in the name of a grantee.

5.94. Mukararies shall be paid from the respective Treasuries on the bills signed by the Deputy Commissioner of the District concerned.

5.95. The drawing officer of these bills (D.Cs) shall be responsible to see that payments are made to real grantees and conditions of each grant have been fulfilled for the period for which a payment is made and a certificate should be given on the bill to this effect.

Note 1 Payments of Mukararies not exceeding Rs. 100 at a time to Mukararies-holder residing at places distant from treasuries may be made by money order if such a course is deemed necessary after due scrutiny by the Deputy Commissioner before signing the bills and the money order receipt attached to the voucher. The money order commission will be deducted from the amount payable.

Note 2 :- Pension payment orders will be issued in all cases of maintenance allowance sanctioned in lieu of Mukararies as have conditions attached to their grant will not be disbursed by the Treasury Officer without a certificate from the Deputy Commissioner concerned that conditions attached thereto have been fulfilled.

5.96. Payments of Mukararies of temples or other religious institutions managed by the Dharamarth Department should be made through that Department and not direct.

Note:—With a few exceptions in which payment has been sanctioned monthly or quarterly Mukararies are payable half-yearly.

5.97. Mukarari payments not claimed for one year from the date of their becoming due require pre-audit by the Accountant General, while those not claimed for 3 years require sanction of the Government in the Revenue Department. Mukararies not claimed for three years will lapse to the Government except in the case of perpetual grants, but the Government in the Revenue Department may re-sanction a Mukarari thus lapsed on sufficient cause being shown for not

claiming it. Payment of arrears of Mukararies over three years old if not claimed in time, should under no circumstances be allowed.

(K) Payment Of Guaranteed Income Under A Scheme Of State Insurance Rules

5.98. Payment of guaranteed income @ 10% of the sum assured under Scheme A of the State Insurance Rules, should be made only under the orders of the Finance Department (Life Insurance Branch) in the prescribed form. The pay order will be issued in two-halves one-half being supplied to the Treasury Officer and the other half to the claimant or the claimants as the case may be. The Treasury Officer will keep his each half in separate files in serial order noting on the file the name of deceased insurant and his Policy No. The name of the claimant having been already received on his (Treasury Officer's) half. All such pay orders shall be paid monthly for unexpired term of insurance only.

In case the claim remains undrawn for a year, the authority of payment should be returned to the Finance Department (Insurance Branch) and when the claimant appears at the Treasury to get the payment he should be directed to approach the Finance Department for reissue of the authority for payment.

(XXIX) -Loans and advances

5.99 Instructions for disbursement of various classes of loans and advances at treasuries are contained in GFR 2017.

(XXX) -Bill remittances (hundies)

5.100 The persons who can obtain Hundies from Treasuries at par or at premium and the purposes for which these can be obtained, and the rates at which these can be procured.

5.101. The following are the instructions in regard to the procedure to be observed by Treasury Officers in respect of issue and payment of Hundies.

Hundies may be issued within the Union Territory by one Treasury upon another, irrespective of any District or Provincial restrictions and the time of issuing.

(A) Forms of hundies (drafts) etc.

5.102. Forms of hundies will be supplied to Treasury Officer by the Government Press Jammu in bound books of 50 each. Indents for supplies should be made on the Press and should ordinarily be for twelve months.

Immediately on receipt of a parcel of forms of Hundies they should be carefully examined. The books will be in triplicate and will bear a consecutive printed number. The forms

should on receipt be counted and the series of numbers in each book, checked and the books themselves compared with the particulars given in the invoice. The acknowledgement should certify that the forms have been counted and found correct.

The forms of hundies and advices should be placed in store under the lock and key of the Treasury Officer who should each morning issue the book or books containing hundies forms for the day's use. He must be careful not to issue a book of a later Serial No. before an earlier and should see that the store is so arranged as to prevent mistakes. Every evening the unused forms will be returned to him and he shall see that the series is unbroken; that no form is kept back unused unless it is spoilt, that the number expended in the day agrees with the total number of hundies issued. Spoilt forms should never be destroyed; both the check margin and the form itself should be defaced under the Treasury Officer's initials and the forms retained in the Hundi Book for check by Local Audit at the time of inspection.

(B) Issue of hundies (drafts)

5.103. A person requiring a draft shall tender with the money a formal application in prescribed form, which may be obtained from the Treasury. The application form duly filled in will serve as a challan for the money tendered. The application will be retained by the Treasury Officer for transmission to the Accountant General along with the daily Schedule of Remittances drawn.

*Note:—*A person applying for a Government Hundi should certify on the application that the draft is wanted for bona fide public purpose and describe the object of the remittance. If the Treasury Officer doubts whether the object is really public he should state his doubt to the applicant or take the orders of the Administrative Officer. Questionable grants should be reported to the Administrative Officer with a view to the issue of instructions for future guidance.

5.104. Hundies shall be prepared and signed from time to time as they are applied for, immediately on the receipt of cash or its equivalent. The business of signing them must not be postponed till the close of office, and on no account may the office be closed till all Hundies applied for have been issued. Each Hundi must be signed legibly with the full signature of the Treasury Officer.

Note:— Drawing Officers who obtain on State Service Hundies for payment of contingent expenditure or part payment of any bill of any district establishment part of which is employed in the interior of the district, need not remit cash at the Treasury but should apply to the concerned Treasury Officer for issuing of the Hundies on respective Treasuries and record necessary acknowledgement on the bills as under :

Received payment in Cash

By Hundies on the following treasuries:-

Treasury for Rs

At the time of signature of a Hundi, the register Form T.A. 25 together with the application for the Hundi the advice (Rule 5.89) and the book of forms shall be laid together before the Treasury Officer. The Treasury Officer will initial each entry in the advice and the corresponding entry in the register at the same time as he signs the Hundi after he has satisfied himself that:-

- (i) the several documents agree;
- (ii) the authority for issue is sufficient;
- (iii) the date and office of issue and, the name of the payee are legibly and distinctly entered in the body of the Hundi;
- (iv) in addition to the amount being entered in figures the amount of whole rupees is entered a second time in words and fraction of a rupee in words or figures; that the words are written continuously without lifting the pen and that when the amount consists of rupees only and does not contain fractions of a rupee, the words end with the word "Only";
- (v) a sum a little in excess of that for which the draft is granted is entered in words across the draft at right angles to the type.

Note.:- Under "Thirty" rupees will mean that the Hundi is for a sum not less than Rs. 20 but less than Rs. 30 and similarly "under eight hundred rupees" will mean that it is for less than Rs. 800, but not less than Rs. 700.

(vi) The Hundi is signed in every case by the Accountant and also by the Treasurer when the Hundi is issued in exchange for cash but by the Accountant a second time instead of the treasurer when the amount has been received by transfer in account.

5.105. At the time of signature of a Hundi, the register Form T.A. 25 together with the application for the Hundi the advice (Rule 5.89) and the book of forms shall be laid together before the Treasury Officer. The Treasury Officer will initial each entry in the advice and the corresponding entry in the register at the same time as he signs the Hundi after he has satisfied himself that:

- (i) the several documents agree;
- (ii) the authority for issue is sufficient;
- (iii) the date and office of issue and, the name of the payee are legibly and distinctly entered in the body of the Hundi;

- (iv) in addition to the amount being entered in figures the amount of whole rupees is entered a second time in words and fraction of a rupee in words or figures; that the words are written continuously without lifting the pen and that when the amount consists of rupees only and does not contain fractions of a rupee, the words end with the word "Only";
- (v) a sum a little in excess of that for which the draft is granted is entered in words across the draft at right angles to the type.

Note.: Under "Thirty" rupees will mean that the Hundi is for a sum not less than Rs. 20 but less than Rs. 30 and similarly "under eight hundred rupees" will mean that it is for less than Rs. 890, but not less than Rs. 700.

- (vi) The Hundi is signed in every case by the Accountant and also by the Treasurer when the Hundi is issued in exchange for cash but by the Accountant a second time instead of the treasurer when the amount has been received by transfer in account.

(C) Advice of hundies drawn

5.106. An advice of all drawings effected on a particular Treasury on any particular date shall be sent to the Treasury drawn upon in Form T.C. 19. The advices must be completed, signed and despatched by the Treasury Officer before the Treasury closes on the day of issue.

5.107. If alterations be made in a Hundi prior to issue, the corrections shall be noted in the advice, and each alteration, both in Hundi and advice, shall be authenticated by the drawer's full signature, in order to prevent hesitation on the part of the drawee. If the drawer should enter the amount so carelessly as to enable a stranger to alter it, and fraudulently to obtain payment of a large amount, the drawer, and not drawee must bear the loss. But the Treasury Officer drawn on must remember and apply the numerous defensive checks provided for him in these rules.

(D) Account of hundies issued and encashed

5.108. The issue register will be kept in Form T.A. 25 and shall record particulars of all Hundies drawn by a treasury on other treasuries, and each drawing shall be entered therein in a consecutive series in the order of issue. This register which will be separate for each financial year, should be page numbered and the pages should be ruled and the lines numbered in the column headed "No. of item". Hundies drawn as per the register of drawings (Form T.A. 25) should be listed in a schedule to be submitted to the Accountant General with accounts.

5.109. A record of Hundies encashed should be maintained in a register in Form T.A. 26 in which the entry of Hundies cashed should be made as they are paid, the daily total being carried into the cash book. A schedule of Hundies cashed should be prepared from the register (T.A. 26) and forwarded to the Accountant General duly accompanied with receipted Hundies with the accounts.

(E) *Cross checks*

5.110. The following are the cross checks which the Treasury Officer shall each evening apply to the several documents connected with remittances drawn and encashed. The registers of remittances drawn and encashed and the connected schedules check one another directly, the total of each schedule must agree with total receipts or total payments for the day as booked under the head "Hundi Remittances" in the cash book. The total of the several advices for the day must also agree with the total of the column "amount" in the schedule of drawings and this agreement shall be at times checked by the Treasury Officer himself.

(F) *Regularity of signature*

5.111. Variation in the signature of the drawer often entails such trouble on the paying treasury, and the drawer will be held responsible for any inconvenience or delay which may be caused to individuals in consequence of change in, or illegibility of, his signature, or other serious irregularity on the face of the Hundi as the drawee would be justified in suspending payment in case of doubt arising from such causes. Accordingly an Officer-in-charge of a treasury should sign his name in English, or have it written in English characters below the vernacular signature.

5.112. When any change of Treasury Officer occurs, a specimen of the signature of the Relieving Officer should be forwarded by the out-going officer to all treasuries usually to drawn on.

The following form will be convenient:-

"The undersigned begs to notify to _____ that he has on this day been relieved

of the executive charge of the Treasury at..... by..... a specimen of whose signature is annexed.

Relieved Officer

The 19...

Relieving Officer.

Note 1:—If it should be necessary for a Treasury Officer to issue a Hundi on a treasury not usually drawn upon to which a specimen of his signature has not been sent under the provision of this rule then, at the time of issue of the Hundi, he should also forward a specimen signature under a special letter which should be posted in a separate cover and not in the cover containing the advice list.

Note 2:—In the case of an officer who signs in vernacular, his name should also be written in English characters in the notice, as well as after his signature.

Note 3 :—When an officer who was formerly in charge of a Treasury resumes charge of it after a lapse of time his signature need not again be circulated among Treasury Officers.

(G) Encashment of hundies

5.113. The advice lists received from the issuing treasuries must be opened in the presence of the treasury officer, and each dated and initialled by him after he has satisfied himself of its genuineness by examining the signature of the drawer and if necessary, the post mark. They shall then be sorted and arranged according to the treasuries from which they are received and pasted chronologically in guard files in such a way that advices received from each treasury may be kept together. These files should be kept under lock and key.

Note:— It may be as well to remind Treasury Officers of the Security (against the fraud of altering after signature the amount shown in the advice) which is afforded by comparison of the total amount reported in words in the heading with the real total of the figured amounts of the advice. Any alteration of any entry, whether of names or figures in an advice requires the drawer's initial so that it is scarcely possible that any fraud should be attempted by altering the advice before he has signed it. Since at the time of signing he would notice any uncertified correction.

5.114. The advices arranged in the manner prescribed in the preceding rule, will facilitate the examination and identification of Hundies presented for payment.

The entries made in the advice lists such as to place sufficient obstacle to the encashment

of Hundies forged or fraudulently altered; and their sequence should effectually bar the use of a second time of a district number, and suggest suspicion even the advice list where a high number follows a low one. The column for remarks provides space for necessary notes of calls for advices, of reference touching irregularities, of cancellation of issue of certificates of non-payment, or of advices of seconds or thirds, and the Treasury Officer should be careful to see that these notes are punctually made.

(G-1) Examination Of Hundies Presented

5.115. On presentation of a Hundi for payment, the Treasury Officer must compare it with the advice, and should satisfy himself carefully that it is in order, and that it is receipted on the back by a person able to give a legal quittance. It should be borne in mind that in the case of a Hundi the liability of Government to the payee named therein can only be discharged by payment of the amount due thereunder to the said payee or his lawful agent on identification or a recognized bank in whose favour it is endorsed for the purpose. In cases therefore where payment is not made on an endorsement in favour of a recognized bank, the Treasury Officer should not merely satisfy himself of the genuineness of the payees signature to the receipt on the back of a Hundi. If the payee himself is not in attendance, the Treasury Officer must assure himself that the presenter of the Hundi is the agent or messenger of the payee duly authorised to receive payment. If then, the presenter is unknown to the Treasury Officials, or, if known, should there be reasonable grounds for questioning his being in lawful possession of the Hundi, the Treasury Officer should demand in writing from the payee, authorising the presenter to receive payment on his, the payee's behalf.

Similarly in cases where payment is made on an endorsement to a recognized bank, the Treasury Officer must assure himself that the presenter of the Hundi is the authorised agent or messenger of the bank.

5.116 Deleted.

5.117. (1) Before issuing pay orders on a Hundi, the Treasury Officer shall satisfy himself that the Hundi has been advised; that it corresponds in all particulars with the advice; that it bears the genuine signature of the drawer; that it has not been tampered with; and that it is not a cancelled or a lapsed Hundi or one of which a duplicate has been paid.

(2) A Hundi may be paid:-

- (i) Without advice, if there is no reason whatsoever to doubt its genuineness, and if sufficient security is offered. In the case of well known and reliable

holders, this security may be dispensed with at the discretion of the Treasury Officer. The Treasury Officer shall in all such cases apply for the necessary advice, without delay.

- (ii) Even though differing from the advice, at the discretion of the Treasury Officer, provided there is no suspicion of fraudulent alteration, nor any possible doubt of the genuineness of the Hundi. Special caution must be exercised before paying on a Hundi an amount larger than that named in the advice.

*Note:—*If the Hundi bears no signature purporting to be of the Accountant the fact should be immediately brought to the notice of the Treasury Officer who issued the Hundi in order that he may ascertain whether the amount was correctly brought to book.

(H) Doubtful hundies

5.118. In the case of erasure, alteration, or other serious cause for suspicion, the drawee should before payment, refer to the drawer, the post office, or the Accountant General, as the case may require. Any material alteration of a Hundi without the consent of the parties, after it has been drawn or endorsed affecting the date, sum, time or place of payment will invalidate it. A merely technical defect, such as the omission by the drawer to note the purpose for which a Hundi is required will not justify the drawee's refusal to pay. Hundi should not ordinarily bear any other endorsement than that of the payee, and Government officers are justified in declining to cash such receipts bearing any other endorsement whenever it may appear desirable to them to do so, but payment should be made, if so desired, on endorsement of the Hundi in favour of a recognized bank.

(I) Form of receipt

5.119. For sufficiency of receipt, it is necessary to see that it is not for a part of the Hundi only and that it is given by the legal holder. On no account may a Hundi be paid by instalments, receipt for the full amount must be given on the reverse and the full amount must be paid :

- (a) If the legal holder be dead, payment should be made only to his legal representative; a Hundi for less than Rs. 100 may, however, be paid without a certificate of administration.
- (b) If the receipt be signed by an agent, or attorney, note of the existence, and of the record in the treasury, of the power of attorney, should be made on the Hundi.
- (c) If more than one person be named in a Hundi all must join in order to give a valid endorsement or receipt.

- (d) A Hundi payable to A, B cannot be cashed on the receipt of his partner C, D without production of a formal power of attorney; a Hundi payable to A, B and Co; can be paid on the receipt, as A, B, and Co.; of any member of the firm.
- (e) Hundi payable to an unincorporated company or any other corporate body may be paid on the receipt of the official authorised generally or specially, by its regulations or by power of attorney to receive moneys payable to such company or body.

In the case of Hundies payable to an incorporated body, payment may be made to a person holding authority to receive moneys payable to such body, but the Treasury Officer should first satisfy himself that the authority has been duly conferred.

- (f) If the amount of the Hundi be payable by transfer to some head of account, the head of account to which it is transferred and the item in which it is included in the Treasury account should be noted in the advice list, and separate credit should be given in the cash book or register concerned. The voucher submitted with the list of payments will contain a certificate to this effect over the signature of the Treasury Officer. If the Hundi be endorsed to the Deputy Commissioner or other Public Officer he should endorse it "Credit to such a head of account" over his signature.

*Note:—*A Public Officer when he sends a Hundi to a Treasury not for cash payment, but for credit of its amount in the Treasury accounts, must before he signs the receipt add to the words "Received Payment" the further words "by transfer credit". Omission to do this facilitates fraudulent appropriation of the money.

(J) *Record of payment*

5.120. As each Hundi is paid, it must be stamped "paid" the date of payment and the amount paid being at the same time noted in the columns provided for the purpose in the advice list. The entry should then be initialled by the Treasury Officer in the column also provided therein. Each entry must be made at the same time in the proper register of Hundies paid (See Rule 5.91).

- (1) On receipt of advice of cancellation of any bill or on its lapse, its amount should be entered in the "amount paid" column.
- (2) The destruction of the advice list of Hundies drawn may be sanctioned by the Accountant General after he has completed and adjusted his list of lapsed Hundies for the period to which the advice belongs.

(K) Issue of duplicates

5.121. A duplicate of a Hundi may be issued under the circumstances and in the event of the loss of both original and duplicate, a triplicate may be issued on the same terms as the duplicate, the non-payments of the others being certified. No special form is provided for triplicates; the form of duplicates must be altered by hand. Neither duplicate nor triplicate can be issued without reference to the Accountant General if the Hundi has lapsed.

5.122. The duplicate and triplicate must be drawn in exactly the same terms as the original Hundi with the same date the same number by the same amount and the name of the same payee; so that if a lost Hundi has been endorsed, the endorse must apply for a duplicate through the original payee. It will be issued under the signature of the officers incharge of the treasury at the time although he be not the person who signed the original Hundi.

5.123. No duplicate or triplicate older than six months should be paid without previous reference to the Accountant General nor should any duplicate or triplicate of the Hundi be issued until the Treasury Officer on whom the original was issued has certified that he has not paid the original and that he has recorded the issue of a duplicate.

(L) Cancellation and refund

5.124. An application for cancellation of a Hundi and refund of its amount must be accompanied by the original Hundi and by an explanation of circumstances necessitating it. The Issuing Treasury Officer may cancel a Hundi at his discretion on receiving application of the remitter provided the Hundi is on Government Service and the remitter a Government employee. In the case of private Hundies the payee's receipt should be taken before refund of the amount, and all doubtful cases must be referred to the Accountant General.

The fact of cancellation should be noted on the Hundi surrendered which should be submitted to the Accountant General as a voucher, as well as on the office copy in the Hundi counterfoil book. It should also be intimated on the same day to the Treasury drawn upon for note on the advice.

Note:—Hundi cannot be cancelled, nor their amounts refunded after they lapse without orders of Accountant General (See Rule 5.107).

(M) Lapse of hundies

5.125. Hundies, if not presented for payment before the end of the year following that in which they are issued, will be considered as lapsed and a note to that effect will be given on the advices concerned in the treasuries drawn upon. A statement of the Hundies, if any thus lapsed will be submitted to the Accountant General at the close of each year, and payment for them if claimed subsequently, will require pre-audit by the Accountant General

(N) *Exchange of hundies*

5.126 When a Hundi is exchanged for another, the original Hundi will be treated and charged as Hundi presented for payment, and the amount again credited as received for the issue of the new Hundi.

(XXXI)—*Deposits*

5.127 The classification of deposits, their scope and following procedure to be observed in treasuries in respect of receipts and payments of deposits.

(A) *Revenue deposits*

5.128. (a) A person claiming refund of a deposit must produce an order of the court or authority which ordered acceptance of the deposit; this order in Treasury Officer will compare with the entry in the register of receipts the Form T.A. 20 and if the balance be sufficient, he will take the payee's receipt, make payment, and record it at once, under his initials, both in the register of repayments Form T.A. 21 from which the daily total is carried to the cash book, and in that of receipts Form T.A. 20, noting in both also the date and amount of the repayment. If there be not a sufficient balance at credit of the particular item the Treasury Officer will endorse this fact on the order and return it to the person presenting it. Form F.C. 34 shall be used for repayment order and voucher for deposit repaid. A deposit repayment voucher must in no case be prepared at the Treasury. Order of payment should as far as possible be recorded in English. As a safeguard against fraud, the authority ordering repayment shall enter the name of the payee after the words "passed for payment" thus "passed for payment to....."

(b) Earnest money deposits will be refunded only under the authority of an order endorsed upon the original deposit receipt of the Treasury Officer, by the departmental officer in whose favour the deposit was made. It must be borne in mind that no part payment can ever be made. If, however, the departmental officer desires that the deposit, instead of being refunded, be carried to the credit of Government, he will return the receipt with this direction, where upon the Treasury Officer will make the necessary transfer on the authority of this voucher.

5.129. Every order issued by a Court or Office for the payment of money from the Government treasury shall be in English, unless the Presiding Officer is unacquainted with that language. If the disbursing officer does not understand English and the officer ordering the payment does the order for payment shall be both in Vernacular and English.

5.130. Unless it is otherwise provided by any law or rule Deposit repayment order will remain in force for a period of three months from the date on which it was issued after which no repayment will be made on its authority unless it has been revalidated.

(B) *Civil and criminal courts deposits*

5.131. The method in which the accounts of Civil and Criminal Courts Deposits are maintained is that such Civil and Criminal Courts merely bank with the Treasury remitting without details their gross deposit receipts for credit in a personal ledger, and making repayments by letters on the Treasury which are taken to debit of the same personal account. These personal ledgers and the corresponding accounts and returns, must be kept by the Treasury Officers in the form prescribed for personal deposits, but quite separate from those of personal deposits proper and they will be designated as Civil Courts or Criminal Courts Deposits.

(C) Personal deposits

5.132. Special banking accounts are sometimes kept for certain classes of deposits transactions of a public or quasi-public nature (such as receipts and payments on account of wards and attached estates and estates under Government management) for which it is not necessary to treat each disbursement as made against a particular receipt. The account kept of them in the treasury is of the nature of banking deposit account. These accounts are called Personal Deposits Accounts.

Where the Government transactions are conducted through the operation of Personal Deposit Accounts, it is imperative for the Administrator of the personal ledger account to compile a detailed account of the transactions each month and to forward the same to the Audit Office duly supported by vouchers so as to enable that office to incorporate the transactions in regular accounts after audit.

(D) Deposits of fees

5.133. Fees received from non Government bodies or private persons for work done for them by Government servant shall be dealt with as follows:-

- (i) In cases where a Government servant is permitted to retain the whole of a fee, he should collect it himself and the Government will not be concerned with the transaction,
- (ii) In cases where the fees are divisible between the Government, and the Government servant concerned:-
 - (a) If the exact amount of the fees and the distribution of shares between the Government and the Government servant are known before hand, the share due to the Government should be credited as miscellaneous receipts of the department to which the Government servant belongs, and the rest should be collected by the Government servant himself. The Government share should be paid into the Treasury as far as possible by the body or person paying the fee;
 - (b) If the amount of the fee or the shares are known only approximately before hand, all the fees should in the first instance be paid into the Treasury to the credit of the Government as far as possible, by the body or

person paying the fees. The recoveries should be credited to the appropriate deposit head, pending final settlement, when the share due to the Government should be credited as miscellaneous receipt of the department to which the Government servant belongs, and the rest should remain under the deposit head for disbursement to the Government servant in accordance with procedure set out below:-

The Government servant himself, if he holds a gazetted post or the head of office on behalf of a non-gazetted Government servant, must claim the amount due to him on a bill in ordinary pay bill form specifying therein the authority sanctioning the payment of fees, and forward the bill to the Accountant General through the Treasury Officer concerned, who will furnish necessary details of the credit in the Treasury Accounts. The Accountant General will, after verifying the credits, authorise the payment and return the bill to the Treasury Officer who will pay it by debit to the deposit head concerned.

Note:—These rules are intended to be applied to cases in which the whole or a share of the fees as such is payable to the Government servant doing work for non-Government bodies or persons. They are not applicable to cases e.g., fees levied for overtime work in departments where it is in existence, where a Government servant undertakes the work as a part of his official duties although in view of the extra work involved and in consideration of the fees realised, he is remunerated by a share out of these receipts. In the latter cases the fees realised are adjustable as departmental receipts and the disbursements to the Government servant as departmental expenditure.

(E) Lapsed deposits

5.134. Deposits which have lapsed and so have been credited to the Government, will be repaid without the sanction of the Accountant General, provided detailed accounts thereof are maintained in the treasuries. The application for sanction will be made in Form T.C. 20. There must be separate application for deposits repayable to each person, and it will be used as the voucher on which the payment is to be made and submitted to the Accountant General with the list of payments in which it is charged.

(XXXII) Local funds

5.135. Deleted.

ANNEXURE 'A'

PREPARATION OF BILLS AND VOUCHERS

(Referred to in Rule 5.15)

The following general instructions regarding the preparation and Form of vouchers should be observed:-

- (a) A bill or other voucher presented at the Treasury as a claim for the payment of any amount by the Government shall contain particulars of:-
 - (1) the nature of the claim,
 - (2) the amount claimed,
 - (3) the period to which the claim relates if it arises periodically e.g., a claim for pay and fixed allowances.
 - (4) The orders sanctioning the charge, if it was incurred under special orders.
 - (5) the authority for any deduction made in the bill.
 - (6) the major head, minor head, sub-head and detailed account head to which the charge (for each part of it) is debitible, and
 - (7) the allocation of the charge between Governments and departments, if any, such allocation is necessary.
- (b) Vouchers should as far as possible, be in printed forms in English or Urdu . Where no special form is prescribed, Form F.C. 4 (payee's receipt) should be used.

When the use of a voucher in any other language is unavoidable a brief abstract should be endorsed in English or Urdu under the signature of the preferring officer stating the amount the name of the payee and the nature of payment.

1. All vouchers must be filled in ink and signed in ink. There is no objection to prepare and sign a voucher in Ball Pen].

Note:—Bills affixed with the facsimile signature of the authorised officer presented by the following departments and institutions. forming sub-vouchers of the Contingent Bills, may

be accepted for payment, if otherwise in order:-

1. Posts and Telegraph Department, for telegram and Trunk call charges and telephone bills.
2. Water Works Department, for water charges.
3. The State Electric Department, for Electricity charges.
4. Municipalities, Town and Notified Areas and other Local Bodies for any tax, water and electricity charges.

(c) The amount of each voucher (Rupees and Paisa) should be always written in words as well as figures. Care should be taken to have no space for interpolation. When writing the amount in words "Paisa" should always be prefixed to the amount as illustrated below:-

- (1) Rs. 600.09 should be written as Rupees Six Hundred and Paisa nine only.
- (2) Rs. 38.23 should be written as Rupees thirty-eight and paisa twenty-three only.

(d) All corrections and alteration in the total of a voucher whether made in words or figures should be attested by the full signature of the drawing officer with date as many times as such corrections and alterations are made, similarly corrections and alterations in the orders of payment must be attested in the same way by the Treasury Officer. The space left blank either in the money column or in the column for particulars of the bill should invariably be covered by oblique lines. A note to the effect that the amount of the bill is below a specified amount expressed in whole rupees should invariably be recorded in the body of the bill in red ink. The amount so specified should be a sum slightly in excess of the total amount of the bill. Erasures and over writings in any bill are absolutely forbidden and must be avoided; if any correction, be necessary, the incorrect entry should be cancelled neatly in red ink and the correct entry inserted. Each such correction or any interpolation deemed necessary should be authenticated by the Drawing Officer setting his dated initials against each:-

Note:—important corrections in all enfacements for payment at the treasuries, such as changes in the name of the payee's amount payable and the Treasury of payment should be attested by the full signatures of the drawing or countersigning officers.

(e) Except when specifically ordered by the Accountant General otherwise, charges against two major heads should not be included in one voucher but the Treasury Officer will not take exception to a voucher on this ground unless the items require different action by him, such as entry in different registers. This order does not apply to the allowances of a Government employee, or of an establishment, as in such a case whole of the allowances, even in belonging to two or more major heads of account should be drawn on a single bill if they are

Chargeable wholly to the revenues of the Government.

(f) Unless the Government have expressly authorized in the case of any specified office, no bill or other voucher and no payment order shall be signed by a clerk for the head of the office, taken if it is customary for the clerk to sign letters for him when he is absent. No bill or other voucher and no payment order shall be signed with a stamp.

When a claimant or payee is unable to sign his name he may furnish his signature on a bill or other vouchers in the form of a mark or preferably a thumb impression. No payment shall be made to any bill or other voucher so signed unless some person known to the Treasury or Bank, as the case may be, appears with the payee and identifies him and attests his mark or thumb impression in token of his genuineness. Signatures in vernacular other than Urdu must always be transliterated.

(g) When any kind of bill is prepared in duplicate or triplicate mainly one copy should be signed or countersigned in full, the other copy or copies being initialed. If the previous audit of the Accountant General is required, only the original copy shall be sent to that authority.

(h) When the payees send a messenger to receive payment on voucher, the signature of the messenger or his thumb impression, if illiterate, should also be taken on the voucher as a proof of the messenger having actually received the money on behalf of the payee.

(i) When a rule or order requires that bills of a certain kind shall be countersigned before payment, no such bill shall be presented at the treasury until it has been duly countersigned.

(j) When a bill relates to a charge incurred under a special order of sanction, the particulars of the order shall be entered in the bill, and a copy of it shall be attached to the bill and duly certified to be a true copy by the Government employee who signs the bill.

(k) Dates of payment, should whenever possible, be noted by payees in their acknowledgements on sub-vouchers, acquittance rolls etc. If for, any person, such as illiteracy or the presentation of receipts in anticipation of payment it is not possible for dates of payments to be noted by the payees, the dates of actual payment should be noted by disbursing officers on the documents under their initials either separately for each payment or by groups as may be found convenient.

(l) In case in which the endorsement on a bill is unauthorized, incomplete or otherwise irregular, the treasury officer should refuse payment of the bill and return it to the person with a memorandum explaining why payment is refused.

(m) When the drawing officer desires to draw money through a messenger who is an employee of the office, he should invariably record a separate and clear authority in the following manner to receive payment on his behalf on the body of the bill. Pay to (designation) whose specimen signature below is hereby attested.

Signature of the Messenger.

Signature of the Drawing Officer.

Note 1: — The above endorsement should not be combined with other endorsements on the bills as for example "Received Payment" or "received contents" usually recorded by the drawing officers at the end of the bill. In other words the drawing officer discharge should be quite separate from the authority to receive payment on their behalf

Note 2: —The procedure laid down in clause (m) should be followed also when payment has to be made to a firm or private party for service rendered or supplies made to Government..

ANNEXURE 'B'

CLASSES OF PAYMENTS EXEMPTED FROM STAMP DUTY

(Referred to in Rule 5.16)

Receipts for all sums exceeding Rs. 20.00 must be stamped unless they are exempted from stamp duty in accordance with the provisions of Stamp Act as applicable to Jammu and Kashmir.

The following classes of payments are exempted from stamp duty:-

- (a) Receipts given by or on behalf of Government.
- (b) Receipts on cheques sufficiently stamped (Bank cheque).
- (c) Receipts for any payment of money without consideration, such as receipts for grants-in-aid bills, and for fees paid to Barristers-at-law.
- (d) Money paid to Government Officer for Government purposes.
- (e) Hundies.
- (f) Pay and travelling allowance bills of establishment (for these stamped receipts where necessary are taken on the acquittance rolls or separately) and contingent bills.
- (g) Payment for Indian Government and to other Indian States.
- (h) Money paid to Co-operative Societies.
- (i) Money paid to Kashmir Valley Food Control Department. (k) Receipts endorsed by payees on postal money orders.

Note 1:—In determining whether the receipt obtained in respect of an amount drawn on a bill preferred against Government should be stamped or not, the net amount of the bill and not the gross amount payable should be taken into account.

Note 2:—Cash memoranda, which do not contain an acknowledgement of the receipt of money from persons named therein are not receipts within the meaning of Stamp Act. Further the mere writing of the purchasers name and address in a cash memo for delivery purposes does not transform it into an acknowledgement to the purchaser that the money has been paid. Cash memoranda will not therefore, be regarded as sub-vouchers in Audit unless they contain

an acknowledgement of the receipt of money from the person named therein with stamps affixed when the amount exceeds Rs. 20.

ANNEXURE 'C'

INSTRUCTIONS AS TO PREPARATION AND FORM OF CHEQUES

(Referred to in Rule 5.21)

The following rules relate to Cheques:-

Note: Since the Government has switched over to civil Accounting System W.e.f 01.04.2017 as the rules relating to Annexure C became obsolete.

CHAPTER VI

Transfer of money standing in the consolidated fund, contingency fund and the public account.

Resources, Remittances, Coin and Notes

Section I — Resource

6.1. *Resource*— Resource is the process of distributing the cash balance of the Government between the different treasuries so that each shall at all times have sufficient funds to meet the local demands on it. Some treasuries collect more receipts than they require for their payments, others less, and the surplus treasuries have to feed the deficit treasuries. Generally "Resource operations in the Union Territory are carried out by remittance of notes and coins, between treasuries.

6.2. *Cash balance of the Government.* — **The cash balance of the Government is made up of the balances in its account with the State Bank of India, National and Grindlays Bank Ltd., the J&K Bank Ltd., and the balances at treasuries., the cash business of which is not conducted by the Bank, Balances held by departmental officers are not reckoned as a part of the general cash balance of Government.**

6.3. Deleted.

6.4. *Bank Treasuries.* — Supply of funds. At places the cash business of which is conducted by the Bank, (in terms of the agreement entered upon by the State and Bank as per Annexure 'C' to this Chapter) the Manager is responsible for the provision of funds to meet Government disbursements. To enable him to make the requisite provision, the Treasury Officer should send him on each Saturday a statement showing as accurately as possible for the following two weeks separately the probable receipts and disbursements on Government account at the Treasury.

6.5. All treasuries in the Union territory of J&K are banking Treasuries.

6.6 The Treasuries are required to ensure Zero balance at the end of the Day.

Section IV

Currency and bank notes

6.47. Under the provisions of the Reserve Bank of India Act (II of 1934) the sole right to issue bank notes vests in the Reserve Bank. The instructions issued by the Bank regarding the disposal of lost forged and defective notes, have been reproduced in Annexure B to this Chapter for the guidance of and compliance by Treasury Officers.

ANNEXURE 'A'

THE INDIAN COINAGE ACT, 1906

[3 OF 1906]
(2nd March, 1906)

An Act to consolidate and amend the law relating to Coinage and the Mint. Whereas it is expedient to consolidate and amend the law relating to coinage and the Mint; it is hereby enacted as follows: -

PRELIMINARY

1. Short title and extent

- (1) **This Act may be called the Indian Coinage Act, 1906; and**
- (2) **It extends to the whole of India.**

2. Definitions

In this Act, unless there is anything repugnant in the subject or context:-

- (a) **"deface" with its grammatical variations and cognate expressions, includes clipping, filing, stamping, or such other alteration of the surface or shape of a coin as is readily distinguishable from the effects of reasonable wear;**
- (b) **"the Mint" includes the Mints now existing and any which may hereafter be established;**
- (c) **"prescribed" includes prescribed by a rule made under this Act;**
- (d) **"remedy" means variation from the standard weight and fineness; and**
- (e) **"standard weight" means the weight prescribed for any coin.**

3. Power to Establish and Abolish Mints

The Central Government may, by notification in the official Gazette —

- (a) **establish a Mint at any place at which a Mint does not for the time being exist; and**

(b) abolish any Mint, whether now existing or hereafter established.

4. (Silver coins) Rep. by the Indian Coinage (Amendment) Act, 1947 (28 of 1947), S.2.
5. (Standard weight and fineness) Rep. by S.2, *ibid*.

COINAGE

6. Denominations, dimensions, designs and compositions of coins

Coins may be coined at the Mint for issue under the authority of the Central Government of such denominations not higher than one rupee, of such dimensions and designs and of such metals or of mixed metals of such composition as the Central Government may, by notification in the Official Gazette determine.

7. Standard weight and remedy

The Standard weight of the coins of any denomination coined under the provisions of section 6, and the remedy allowed in the making of such coins shall be such as may be prescribed in this behalf by the Central Government.

8-10. Repealed by Indian Coinage (Amendment) Act, 1947 (28 of 1947), S.4.

LEGAL TENDER

11. (Demonetization of sovereign and half-sovereign) Rep. by S.4, *ibid*

12. (Silver coin when a legal tender) Rep. by S. 4 *ibid*.

13. Coins when a legal tender

(1) The coins issued under the authority of section 6 shall be a legal tender in payment or on account,-

- (a) in the case of a rupee coin, for any sum;
- (b) in the case of a half rupee coin, for any sum not exceeding ten rupees;
- (c) in the case of any other coin, for any sum not exceeding one rupee :

Provided that the coin has not been defaced and has not lost weight so as to be less than such weight as may be prescribed in its case.

(2) All silver coins issued under this Act after the 10th day of March, 1940, shall continue as before to be a legal tender in payment or on account:-

- (a) in the case of a rupee coin, for any sum;
 - (b) in the case of a half rupee coin for any sum not exceeding ten rupees;
 - (c) in the case of a quarter-rupee, for any sum not exceeding one rupee;
- Provided that the coin has not been defaced and has not lost weight so as to be less than:-

- (i) 176.4 grains Troy in the case of a rupee coin, or
- (ii) 88.2 grains Troy in the case of half rupee coin, or
- (iii) such weight as may be prescribed in the case of a quarter rupee coin.

(3) All nickle, copper and bronze coins which may have been issued under this Act, before the 24th day of January, 1942, shall continue as before to be a legal tender in payment or on account for any sum not exceeding one rupee.

(4) All new coins in the naya paisa series, designated as such under the notification of the Government of India in the Ministry of Finance, Department of Economic Affairs, No. S.R.O. 1120, dated 11th May, 1956, which may have been issued under this Act prior to the commencement of the Indian Coinage (Amendment) Act, 1964 shall continue to be a legal tender in payment or on account. -

- (a) in the case of a half rupee or fifty naya paisa coin, for any sum not exceeding ten rupees;
- (b) in the case of any other coin, for any sum not exceeding one rupee.

14. Decimal system of coinage

(1) The rupee shall be divided into one hundred units and the new coin representing such unit may be designated by the Central Government, by notification in the Official Gazette, under such name as it thinks fit, and the rupee, half rupee and quarter rupee shall be respectively equivalent to one hundred, fifty and twenty-five such new coins and shall subject to the provisions of sub-section (1) and sub-section (2) of section 13 and to the extent specified therein, be a legal tender in payment or on account accordingly.

(2) All coins issued under the authority of this Act in any denominations of annas, pice and pies shall to the extent specified in section 13, be a legal tender in payment or on account at the rate of sixteen annas, sixty-four pice or one hundred and ninety-two pies to one hundred new coins referred to in sub-section (1), calculated in respect of any such single coin or number of such coins tendered at one transaction, to the nearest new coin, or where the new coin above and the new coin below are equally near, to the new coin below.

(3) All references in any enactment or in any notification, rule or order under any enactment or in any contract, deed or other instrument to any value expressed in annas, pice and pies shall be construed as references to that value expressed in new coins referred to in subsection (1) converted thereto at the rate specified in subsection (2).

(4) As from commencement of the Indian Coinage (Amendment) Act, 1964, all references in any enactment or in any notification, rule or order under any enactment or in any contract, deed or other instrument to any value in naya paisa or naya paisa shall be construed as references to that value expressed respectively in paisa or paise, being the new coins designated as such from 1st day of June, 1964.

15. (Coin made under former Acts) Rep. by the Indian Coinage (Amendment) Act, 1947 (28 of 1947), 56.

15-A. Power to call in-coin

Notwithstanding anything contained in section 13 the Central Government may by notification in the Official Gazette call in, with effect from such date as may be specified in the notification, any coin, of whatever date or denomination referred to in that section and on and from the date so specified such coin shall cease to be legal tender save to such extent as may be specified in the notification.

DIMINISHED, DEFACED AND COUNTERFEIT COIN

16. Power to certain persons to cut diminished or defaced silver coins

Where any silver coin which has been coined and issued under the authority of the Central Government is tendered to any person authorised by the Central Government to act under this section, and such person has reason to believe that the coin :-

- (a) has been diminished in weight so as to be more than such percentage below standard weight as may be prescribed as the limit of reasonable wear, or
- (b) has been defaced, he shall, by himself or another, cut or break the coin.

17-A. Procedure in regard to coin cut under section 16(a)

A person cutting or breaking coin under the provisions of clause (a) of section 16 shall observe the following procedure, namely:-

- (a) if the coin has been diminished in weight so as to be more than such percentage below standard weight as may be prescribed as the limit of reasonable wear, but not more than such further percentage as may be prescribed in this behalf, he shall either return the pieces to the person

tendering the coin, or, if such person so requests, shall receive and pay for the coin at such rates as may be prescribed in this behalf; and

- (b) if the coin has been diminished in weight so as to be more than such further percentage below standard weight so prescribed as aforesaid, he shall return the pieces to the person tendering the coin, who shall bear the loss caused by such cutting or breaking.

18. Procedure in regard to coin cut under section 16 (b)

A person cutting or breaking coin under the provisions of clause (b) of section 16 shall observe the following procedure, namely:-

- (a) if such person has reason to believe that the coin has been fraudulently defaced, he shall return the pieces to the person tendering the coin, who shall bear the loss caused by such cutting or breaking;
- (b) if such person has not reason to believe that the coin has been fraudulently defaced, he shall receive and pay for the coin at its nominal value.

Explanation: — For the purposes of this section a coin which there is reason to believe has been defaced by sweating shall be deemed to have been fraudulently defaced.

19. Procedure in regard to coin which is liable to be cut under both clauses (a) and (b) of section 16

If a coin is liable to be cut or broken under the provisions of both clause (a) and clause (b) of section 16, the person cutting or breaking the coin shall deal with it,-

- (a) if he has reason to believe that the coin has been fraudulently defaced, under clause (a) of section 18, and
- (b) in other cases, under section 17.

20. Power to certain persons to cut counterfeit or fraudulently defaced coin and procedure in regard to coin so cut

Where any coin purporting to be coined or issued under the authority of the Central Government is tendered to any person authorised by the Central Government to act under this section, and such person has reason to believe that the coin is counterfeit or has been fraudulently defaced, he shall by himself or another cut or break the coin, and may at his discretion either return the pieces to the tenderer, who shall bear the loss caused by such cutting or breaking, or in the case of silver coin receive and pay, for the coin according to the value of the silver bullion contained in it.

SUPPLEMENTAL PROVISIONS

21. Powers to make rules

(1) **The Central Government may make rules to carry out the purposes and objects of this Act.**

(2) **In particular and without prejudice to the generality of the foregoing power, such rules may-**

- (a) **Omitted;**
- (b) **provide for the guidance of persons authorised to cut or break coin under sections 16 and 20;**
- (c) **determine the percentage of diminution in weight below standard weight not being less than two per cent in the case of silver coins or five per cent in the case of pure nickle coins which shall be the limit of reasonable wear;**
- (d) **prescribe the further percentage referred to in clause (a) of section 17 and the rates at which payments shall be made in the case of coins falling under the same clause;**
- (e) **Omitted.**

(3) **Every such rule shall be published in the official Gazette and on such publication shall have effect as if enacted in this Act.**

22. Bar of suits

No suit or other proceeding shall lie against any person in respect of anything in good faith done, or intended to be done, under or in pursuance of the provisions of this Act.

23. Saving of making of other coins at mints

Nothing in this Act shall be deemed to prohibit or restrict the making at the Mint of coins intended for issue as money by the Government of any territories beyond the limits of India.

24. Temporary provisions with respect to certain Hyderabad coins

Notwithstanding anything in section 6 of the Part B States (Laws) Act, 195 1 , coins of

such description as at the commencement of the said Act were in circulation as legal tender in the State of Hyderabad shall continue to be legal to the like extent and subject to the same conditions as immediately before the commencement of the said Act for such period, not exceeding four years from such commencement, as the Central Government may, by notification in the official Gazette, determine.

The Schedule: — Acts repealed. — Re. by the Repealing and Amending Act, 1914 (10 of 1914) S. 3 and Sch II.

ANNEXURE 'B'

BANK AND CURRENCY NOTES

(Referred to in Rule 6.47)

CURRENCY NOTES

1. Notes unfit for issue should be kept separately in the treasury balance. Their exchange will be arranged by the Finance Department in communication with the Currency Officer.

FORGED, DEFECTIVE AND LOST NOTES

2. (a) In the event of a forged note being presented, the note and the presenter should be made over to the Police, if the Treasury Officer considers it advisable to do so. If, however, the Treasury Officer is convinced that the presenter has presented the forged note in good faith, believing that it was genuine, he should impound the note, take the name and address of the presenter and his statement regarding the person from whom he received the note. The forged note and the presenter's statement should be sent to the Police for further enquiry. After the enquiry has been completed, the Police will forward the forged note to the Finance Department along with the report for their referring the matter to the concerned currency officer.

Note: — When forged note is impounded it should be stamped with the word "Forged" or the word "Forged" should be written on it in red ink in large letters before it is sent to the Police for enquiry.

(b) Notes disfigured by oil or other substances should be scrutinized with special care, as forged notes are sometimes intentionally thus disfigured to render detection difficult.

(c) The Reserve Bank has issued instructions to all the scheduled banks that when a forged note is presented to a schedule bank, if the presenter is known to it, it should issue a receipt for the note and take from the presenter a statement as to how the note came into his possession. The statement along with the forged note should be forwarded to the nearest Treasury Officer for his information and action as in sub-para (a) above. If the presenter is not known and is suspected of being cognizant of the forgery, he should be handed over to the local police for investigation and a suitable report sent to the Finance Department for their referring the matter to the concerned Currency Officer. In either case the word "Forged" should be written in red ink in large letters on the note before it leaves the custody of the Bank.

3. No person is of right entitled to recover from Government the value of any lost, destroyed or imperfect currency note, but rules have been framed under the Indian Paper Currency Act prescribing the circumstances, conditions and limitations under which the value of such notes may be refunded as of grace.

4. Half, mutilated, mismatched or altered notes and notes disfigured by oil or other substances in such manner as to render their identification doubtful should never be received in

payment of Government dues or cashed. The holder should be advised to apply to the Currency Officer of the circle to which the notes belong for instructions regarding the procedure under which the value of such notes can in some cases be recovered or in the case of notes which bear no indication of the circle of issue to the Currency Officer, Calcutta.

Note 1: — Currency notes with only a slight mutilation which do not interfere with identification or suggest fraud may be received at the Treasury and dealt with under Rule. The features necessary for the identification of a note are besides the numbers, which must including the serial letters be all intact, the denomination, the place of issue where indicated, the signature and the water mark.

Note 2: — Claims to the value of half or mismatched notes of a denomination not exceeding Rs. 10 will not be admitted by a Currency Officer.

Note 3: — Defective notes should be stamped with "Half note", "Payment refused", "Mutilated-Payment refused", "Mismatched-Payment refused" or "Altered—Payment refused" as the case may be or such words should be written in red ink in large letters before they are returned to the presenter.

Note 4: — The value of lost or wholly destroyed notes of Rs. 10 and lower denominations will not be refunded by Government. Persons applying to a Treasury Officer for a refund of the value of lost or wholly destroyed notes of Rs. 50 and higher denominations should be referred to the Currency Officer of the circle to which the notes belong for instructions regarding the procedure under which the value of such notes can in some cases be refunded.

ANNEXURE 'C'

AGREEMENT BETWEEN THE GOVERNMENT AND THE JAMMU AND KASHMIR BANK

(Referred to in Rule 6.4)

An agreement made this thirteenth day of November, 1953, between the Finance Secretary for and on behalf of the Government of Jammu and Kashmir (hereinafter referred to as the Government) of the one part and the Jammu and Kashmir Bank Ltd., a company incorporated under the Jammu and Kashmir Companies Act, 1977 (XI of 1977) having its registered office at Srinagar (hereinafter called the "Bank" which expression shall be deemed to include its successors and assigns) of the other part; whereas in order to enable the Bank to advance and develop the Financial, Commercial and Industrial conditions of the State, the Government have agreed to aid and help the Bank by employing it as their Banker on such special and concessional terms and conditions as are hereinafter contained. Now these presents witness and it is hereby agreed as follows:-

1. The Bank shall carry on the business of banking in all its various branches and departments in accordance with the objects more particularly set out in the Memorandum of Association of the Bank, copy whereof is hereto annexed and marked.
2. The Government shall employ the Bank their bankers as far as possible and the Bank shall act as the Bankers to the Government and the banking business of the Government shall be transacted by the Bank for the usual and customary fees and charges save as otherwise provided.
3. The Government may, whenever they so desire, appoint their own auditor to examine the accounts of the Bank for whatever period they may choose. The expenses of such audit shall be borne by the Government.
4. The Manager of the Bank shall be a person appointed by the Government and his salary and emoluments will be those as fixed by the Government from time to time and such salary emoluments shall be paid by the Bank. The Manager of the Bank shall not receive any other concession or remuneration in the form of bonus etc., from the Bank without the previous orders of the Government.
5. It is hereby agreed that all business transactions or dealings which the Government have to undertake, carry out or effect by means of or through the instrumentality of a Bank shall so far as possible be ordinarily entrusted to the Bank.

6. All Government departments and other concerns belonging to the Government requiring a separate account at a place where the Bank has its Office or Branch shall maintain current accounts with the Bank.
7. (a) The Government has entrusted and the Bank has already taken charge of the Government Treasuries at Srinagar, Baramulla, Anantnag, Udhampur, Muzaffarabad and Mirpur (last two places are under enemy occupation) and shall continue to have charge of the Government Treasuries at each of these places. The Government may at their option similarly entrust to the Bank the Government treasury at any other place where the Bank has established its branches and the Bank shall take charge of such treasury. The Bank shall be responsible for the safe custody of the Government, balances at places where it has taken over charge of Government treasury. The responsibility of the Bank shall in particular extend to making good the losses of whole or any part of said balance caused by theft, mis-appropriation, a criminal breach of trust committed by any of the employees of the Bank, or arising out of the negligence of any of the said employees of Bank etc.
- (b) The Government treasury balances shall bear no interest and the Government shall keep sufficient balances with the Bank at its Head Office and branches to meet the Government demand.
- (c) For services to be rendered by the Bank to the Government for taking over the Government treasury at Srinagar the Government shall pay to the Bank a sum of Rs. 8,000 per annum or such other sum which may be mutually agreed upon between Government and the Bank. In other places where the Bank has already taken over or will take over charge of any Muffasil treasury the Government shall pay to the Bank a sum equivalent to the cost of the services of one Cashier and one peon and free accommodation. The Government shall supply to the Bank a day and night police guard free of all charges at all places where the treasury work is taken over by the Bank.
8. Any difference or dispute or question which may arise between the parties hereto touching these presents or any clause thereof or the construction or application thereof or as to the respective rights and obligations of the parties hereunder or as to any act, deed or omission of either party hereto or as to any other matter in any way relating to these presents shall be referred to arbitration with the Law relating to arbitration out of court for the time being in force in the Jammu and Kashmir Government.
9. This agreement shall as herein otherwise provided have retrospective effect from 5th August, 1952, and it shall remain in force for a period of five years, whereafter it may be renewed for such period and on such terms and conditions as may be agreed upon between the parties at the time of such

renewal, provided that either party shall have the right to terminate the agreement on giving six months notice to the other party.

In Witness whereof the parties to these presents have set their respective hands and scales the day and year above written.

PART II

TREASURY ACCOUNTS

CHAPTER VII

MAINTENANCE AND RENDITION OF ACCOUNTS BY TREASURIES-CLASSIFICATION OF TRANSACTION IN TREASURY ACCOUNTS.

(A) General

7.1. Save as provided hereinafter each item of receipt and payment occurring at a treasury should be broadly classified in the Treasury Accounts:-

- (a) Firstly with reference to the Government to which the transaction appertains, namely the Central or the State Government.
- (b) Secondly with reference to the Department or such heads of receipts and expenditure as may be required by the Accountant General.

7.2. Each treasury is required to maintain two sets of books and registers:-

- (1) for transactions relating to the Central Government, and
- (2) for transactions of the UT.
 - (i) Transactions relating to other States should be classified in the UT section of the Treasury Accounts under the suspense head "Inter State Suspense-Account-Government of and
 - (ii) Transactions of the Central Government should be accounted for under the appropriate heads of receipts and payments in the Central section of accounts, but the net totals of these receipts and payment should be entered in the accounts of the State under the suspense head "Adjusting Account between Central and the UT Governments".
 - (iii) Transactions with or on behalf of Railways should be classified under the head "Adjusting Account with Railways" in the State section of the Treasury Accounts. These transactions should be entered in the treasury accounts in lump sum for each Railway without detail in the manner prescribed for transactions with Departments which draw money by cheques.
 - (iv) Transactions with or on behalf of Posts and Telegraphs Department and Defence Department should be classified under the head "Adjusting Account with Post and Telegraph or Adjusting Account with Defence Departments", as the case may be, in the State section of the Treasury Accounts. These transactions should be entered in the

Treasury Accounts in lump sums for each Deputy Director of Audit and Accounts, Posts and Telegraphs "and the Controller of Defence Accounts" as the case may be, in the manner prescribed for transactions with Departments which draw money by cheques.

- (v) Transactions on behalf of Governments of other countries (other than the Government of Burma and Pakistan) should be classified under appropriate heads of accounts in the Central Section of the Treasury Accounts. Transactions on behalf of the Government of Burma and Pakistan should be treated as Central or as pertaining to the Union Territory according to such instructions as may be given by the Accountant General.
- (vi) Any transaction which cannot be allocated directly to any particular Department or to any of the prescribed heads of classification should be entered in the accounts as an "Unclassified item" the debits and credits to this suspense head being cleared by the Accountant General by adjustment against the Government concerned under the appropriate head of account. Such transactions of the Centre as cannot be allocated directly to the Central Government should likewise be taken to the UT Section of the Treasury Accounts.

(B) Transactions with departments who draw money by cheques

7.3 & 7.4 deleted

7.5. Payments on account of compensation for lands for the Public Works Department made by Land Acquisition Officers not acting as Public Works Disbursers should be entered in the Treasury Accounts as debitable to the Public Works Department, the name of the division or office being specified in each case.

7.6. Earnest money deposits made by intending tenderers of the Forest and Defence Departments, either direct or through the Departmental Officers concerned, should be credited as "Revenue Deposits" and should not be carried to the credit of those Departments.

Note: — Earnest money deposits made in a treasury in favour of a Departmental Officer of another Government should be classified in the Treasury accounts in accordance with the directions in Rule 7.2 above.

7.7. Pensions paid on warrants issued by the Controller of Defence Accounts (Pensions) should be included in the account of payments on behalf of the Defence Department.

Pensions derived from the old Military Orphan and Medical funds paid on warrants issued by the Controller, Defence Accounts (Pensions) and payments in connection with those funds on account of (1) benefits received by wards, such as marriage dowries passage money etc. (2) passage money of widows and other miscellaneous charges, should be debited to the Head "65-Pensions and other retirement benefits" and should not be included in the account of payment on behalf of the Defence Department.

(C) Remittances

7.7 A remittance between any two treasuries in the Union Territory should be classified as a "Local Remittance" in the accounts of the Government.

(D) Adjustment by transfer

7.9 When a payment is authorised to be made "by transfer" that is by entry of the amount in the accounts as received under some head of receipt, the amount should be debited to the appropriate heads of payments by central credit to the receipt head concerned.

(E) Recording of transactions in treasury accounts in net

7.10. Save as provided below or as may be authorised by the Accountant General in any special case, the net cash payment only should be entered in the Treasury Accounts, that is to say, there should not be a gross debit with a per central credit even when a sum is being recovered under the Accountant General's orders:-

- (i) All sums deducted from Central and Union Territory bills on account of Income Tax and subscriptions to the funds mentioned below, should be entered separately as receipts :-
 - (a) Postal Life Insurance Fund (b) I. C. S. Family Pension Fund (c) Superior Services (India) Family Pension Fund, (d) Indian Military Service Family Pension Fund (e) Indian Military Widows and Orphans Funds.
- (ii) Any other deductions from Central/Union Territory bills which are creditable to the Union territory /Central Government should likewise be shown as receipts.
- (iii) In the case of Local fund the gross amount of a voucher should be entered as payment, and the deductions credited.
- (iv) When a Deposit is subject to abatement, the full sum should be entered as payment, and the sum abated brought to credit.
- (v) In the case of bills containing deductions on account of rent of buildings (including electric installations, water supply etc.) borne on the books of the Public Works Department (viz. Roads and Buildings, Irrigation and Electric Department) the gross amount should be entered as payment and the recoveries credited to the Public Works Head of Account concerned, as noted in the Divisional Officers' demand statement.
- (vi) When it is desired that either the whole or part of the amount of a bill should be remitted to a person or persons by a postal money order, the gross amount of the bill should be entered as payment and the deduction on account of the Money Order and amount of commission due thereon credited direct to the Post Office.

Note 1: — Deductions as are adjustable in the accounts of the Accountant General such as G.P. Fund, Insurance, House Building Advance, Motor Car Advance, (Cycle Advance, Festival Advance in respect of Central bills) and other advances recoverable excess payments of pay and T.A. etc., ordered to be recovered by the Accountant General or drawing and.

disbursing officer, are not to be accounted for by the Treasury Officer but by the Accountant General while compiling the accounts. The Drawing and Disbursing Officer shall show these deductions in the establishment bills and append necessary schedules thereto but the Treasury Officer shall not take any cognizance of such deductions. He has to account for only such transactions as are listed at sub-para (i-vi) above, which will be shown separately as receipts by the Treasury Officer by debit to the head of payment.

Note 2 : Notwithstanding anything contained in this rule, transactions relating to deductions on account of subscription to the General Provident Fund, Premia on account of Life Insurance Fund and recoveries on account of Education Loan and Housing Loans should be shown separately as receipts by debit to the head of the payment by the Treasury Officer.

This shall have effect from 1.4.1987.

(F) Accounts and forms to be maintained at a tehsil/Sub- treasuries treasurer's record

7.11. In each non-banking Tehsil/Sub-Treasury the Treasurer should maintain a simple cash book in T.A. Form No. 8 in which cash receipt and payment must be posted as they occur, but without details of their nature. Payment made by "transfer" will not find a place in the cash book as no payment of cash takes place. But in the case of service stamps, bills presented shall, however, be entered on both sides of the cash book.

Note: — A treasurer's cash book is not to be maintained in an Account Compiling Office and in a treasury the cash transactions of which are conducted by the Jammu and Kashmir Bank Ltd.

7.12. All transactions of receipts, and payments recorded net (except the transactions as detailed in Rule 7.7 and sub-para (iii-vi) of Rule 7.8 above which are required to be recorded gross should appear in cash book of the Accountant to be maintained in the Form T.A.8. No sub-register except as detailed below are to be kept in any such Treasury.

(i)	Registers of Pay and T. A. of Gazetted Officers	.. T. A. Form 32
(ii)	Deposit register receipts	.. T. A. Form 20
(iii)	Deposit register payments	.. T. A. Form 21
(iv)	Register of Personal Deposits	.. T. A. Form 22
(v)	Plus and Minus Memorandum of local funds	.. T. A. Form 46
(vi)	Hundi register	
(vii)	Cash remittance register	.. T. A. Form 10
(viii)	Register of Departmental receipts	
(ix)	Register of Departmental payment	.. T. A. Form 11
(x)	Register of Remittances by Forest Officers	.. T. A. Form 12
(xi)	Register of Forest cheques paid	.. T. A. Form 13
(xii)	Register of receipts of Post Offices	.. T. A. Form 18
(xiii)	Register of Payments to Post Offices	.. T. A. Form 19
(xiv)	Register of statement of lapsed deposits	.. T. A. Form 49

Unlike the Saddar Treasuries, transactions concerning sub-registers will be posted in a Tehsil Treasury from the detailed entries in the cash book which will contain a detailed record of all receipts and payments of whatever nature.

At the close of each day, the Treasury Officer will forward to the District Treasury Officer daily Siah in Form T.A. 8 supported by all challans and payment vouchers both cash and transfer reporting also the balance of the day. The narration in daily Siah should be in sufficient detail to enable the district treasury officer to classify the transaction properly.

7.13. The daily Siah is a true copy of the cash book showing opening balance, receipt and payments in details, and closing balance for the day to which it pertains with the addition of an abstract of receipt heads at the foot thereof. The classification of the receipt heads in the abstract must tally with the details and particulars given in the body of the daily Siah for receipt entries. The closing balance of the Siah is given both in words and figures and it is signed by the Treasury Officer, the Accountant and the Treasurer.

7.14. The daily Siah must be dispatched punctually every evening except for a day on which the treasury is closed on account of sanctioned holiday. When there are no transactions on a day, the daily Siah for the day should show only the opening and closing balances and the word "nil" put in it for the receipts and payments.

7.15. The daily Siahs are incorporated in the accounts of the District Treasury Officer up to the prescribed last day in that month as given below, except in March when the District accounts must be kept open till the last accounts dispatched in that month are received.

1. Tehsil treasuries situated at the headquarters of a district ...Up to the end of the Month
2. Tehsil/Sub-Treasury situated away from District Headquarters...Up to 26th (inclusive) of the month.

The subsequent transactions of the calendar month should be treated as those pertaining to the accounts of the following month.

The Departmental Revenue Officers receiving returns from the Accounts Office for check should arrange the preparation of their departmental returns accordingly to avoid discrepancies.

Note 1: — The object of this rule is that the daily Siahs from the Tehsil/Sub-treasuries situated away from District headquarters should reach the account compiling officer in sufficient time before the compilation of the monthly account of the district and its submission to the Accountant General by the prescribed date.

Note 2 & 16 Deleted

7.17 In addition to the daily Siah the Tehsil treasuries will submit monthly to their district treasury officers, a stamp account in the prescribed form showing separately opening balance, receipts, issues and closing balance for the month, of all kinds and denominations of stamps. They will send monthly a Plus and Minus Memo of Local Funds Deposits for their treasuries in Form T.A. 46.

(G) Accounts and forms to be maintained at district and saddar treasury officers

- (I) Treasurer record
7.18 Deleted
- (II) Account books

(a) *Cash book*

7.19. A complete account of cash transactions and book transfers should be kept in District Treasuries and Saddar Treasuries in Form T.A. I. This book should be maintained in two separate parts, one for receipts and other for disbursements.

Note: — Separate sets of accounts should be kept for the transactions of the Government vide Rule 7.2. above.

7.20. Every item received or paid as well as all adjustments by transfer should be entered in the respective subsidiary Registers (Madwar) in Forms T.A. 2 and T.A. 3 respectively, as soon as a transaction occurs, and numbered in consecutive series in each register. The daily totals from the subsidiary registers pass, into the cash book.

Note: — Adjustments by transfers should be recorded separately from cash transactions, the fact of adjustment by transfer being noted in each case. In the case of receipts remitted by the revenue or other officers by postal money orders and adjusted by the post offices by book transfer with the treasuries, entries in the subsidiary register concerned may be made daily in lump under each "detailed head of account provided that they are entered in sufficient detail in the departmental registers and that daily returns are submitted to the Treasury by the revenue authority concerned.

(III) *Subsidiary registers*

7.21. Save where other forms of registers are prescribe in these rules for particular classes of transactions and subject to modifications which the Accountant General may advise from time to time, departmental receipts should be recorded in separate registers in Form T.A. 2 Departmental payments should likewise be recorded in separate registers in Form T.A. 3 according to the various classes of payments.

Note: — (i) The words "separate registers used here do not necessarily imply a separate volume. If it is convenient to include several registers within the same volume a set of continuous pages may be set, aside for each;

Note : — (ii) When the receipt of department (e.g., copying agency) are liable to frequent

refund, they may be entered in a special register-Form T.A. 20 prescribed for Revenue Deposits (suitably modified in manuscript) so that refunds, when, made may conveniently be noted against the original credits.

Note: — (iii) A separate register in Form T.A. 2 should be kept for the record of subscription realised in cash on behalf of each service and other funds, referred to in Rule 7.10.

(IV) Register of adjustments between Central and Union Territory .

7.22. It is necessary that a separate record of the deductions made from bills and vouchers which effect both the Central and Union Territory (e.g., a pay bill debit to the revenue of the Union Territory containing deductions on account of Postal Life Insurance etc. Creditable to the Central Government) should be maintained at the treasuries in the manner Indicated hereinafter.

Two separate check registers in Form No. T.A. 5 should be maintained in each treasury, one for the bills relating to the Central Government and the other for the bills of the Union Territory . The deductions made from the bills should be noted in the separate columns "Union Territory " and "Central Government " according as the deductions are creditable to the Union Territory or the Central Government . This will enable the treasury office to check the gross amount of the bills as noted in column 6 of the register with the net cash payments plus the deductions (column 3 plus columns 4 and 5 of the register).

Rule 7.25 of this Chapter may be referred to for further clarification.

7.23 A check register in Form T.A. 4 should be maintained in the Sadder Treasuries and account compiling offices for the record of all cash and transfer transactions which pass through the head "Adjusting Accounts between Central and the Union Territory " in the Central and Union Territory Accounts. This register should be written up daily at the time of closing the cash book in a Sadder Treasury and on receipt of a daily Siah in account compiling office. Part I of the register should record in totals the cash receipt and disbursements relating to the Central Government in a Treasury. Part II should be written up daily from the registers in Form T.A. 5.

7.24. The entries made in this register should be compared daily with the amounts posted in the cash books under the prescribed minor heads subordinate to the head "Adjusting Account between Central and Union Territory " Care being taken: to see that net debit or net credit brought to account under this major head in the Union Territory cash book, agrees with the result of opposite adjustments entered against the identical major head, in the cash book for Central transactions. Monthly totals from this register should be carried into the abstracts accompanying the cash account.

7.25. The following are the instructions for posting the check register in Form T.A. 5.

General

1. Vouchers on items debit to transfer to the Central Government should be classified

"Central" and posted in the Central Register in the column "Union Territory " and vice-versa.

Union Territory register

2 Items as per column 4 of the Union Territory Register should be taken to the Cash Book of Union Territory receipts under the appropriate heads of accounts. When the daily agreement of the cash book figures is made with the corresponding figures in the accounts of Bank or the Treasurer's cash book, the total of the items in this column should be deducted both from the Receipt and Payments sides of the Cash Book.

3. The total of items of column 5 of the Union Territory Register should be taken to the cash book of Union Territory Payments as a deduct entry against the head "Adjusting Account between Central and Union Territory ," "III-Adjustments by Transfer". Simultaneously the items should be taken to the cash book of Central Receipts under the appropriate heads of accounts by a deduct entry under the head "Adjusting Account between Central and Union Territory . III-Adjustment by Transfer".

Central Register

4. The total of items in column 4 of this register should be taken to the cash book of Central payments as a deduct entry against the head Adjusting Account between Central and Union Territory "III-Adjustments by Transfers". At the same time the items should be posted in the cash book of Union Territory Receipts under the appropriate heads of accounts by a deduct entry against the head "Adjusting Accounts between Central and Union Territory etc".

5. The items in column 5 of the Central Register should be posted in the cash book of Central Receipts under the appropriate heads of accounts, see also the second sentence of sub - para 2 above.

6. An abstract of posting in the subsidiary registers should be prepared daily and recorded on this register at the end of each day's transactions.

7. The net amount of the difference between the total of column 4 of the check register of transfers for Central transactions and that of column 5 in the register of Union Territory transactions will only be posted against the new subhead "Adjustments by Transfers" on the receipt or the payment side in the Central and on the payment or receipt side of the Union Territory Accounts. For instance, taking that the following transactions appear in the check registers:

Deduct	amount creditable to	Union Territory
	(Column 4)	Central Government
	Rs. P.	(column 5)

I	Check register of transfer of payments of Union Territory	10,630.7 5
II.	Check register of transfer payments Of Central	159.25

The amount to be shown against the head "Adjustment by Transfer" will be the difference between the totals of columns 4 and 5 of the two check registers (Union Territory and Central) viz., Rs. 10,471.50.

The amount of Rs. 10,471.50 will appear in the (Central) cash account and in the Union Territory List of Payments as a minus entry against the head "Adjustment by Transfer (-) 10,471.50". This amount of Rs. 10,471.50 will also consequently appear in closing abstracts of Central as well as Union Territory Accounts. In the Central Account as a minus receipt and in the Union Territory as a minus disbursement against the head "Adjustment by Transfer".

Note: — The above procedure may be followed both at the banking and non-banking treasuries.

(V) Register of adjustments with other State Government, inter-state suspense account

7.26. The receipts and disbursements on behalf of other State Government should be posted in separate registers in Form T.A. 2 and 3.

7.27. The receipts and disbursement on behalf of Railways should be posted, separately for each Railway in Registers in Form T.A. 10 and 11.

(VI) Register of adjustment by transfer

7.28. See rule 7.18 above.

(VII) Transactions of departments which render separate accounts

7.29 and 7.30 deleted.

7.31. The receipts and payments of the Defence Department should be entered in separate schedules (Form T.A. 14 to T.A. 17).

7.32. All receipts and payments on account of the Post Office should be posted in Registers of Post Office Receipts and Payments (Form T.A. 18 and T.A. 19). Receipts and Payments originating in the Civil Department should not be included under any post office but should be shown in a special column headed "Miscellaneous".

7.33. In all the cases covered by the Rule 7.26 above the Treasury Officer should arrange to have a monthly settlement of account with the Departmental Officer concerned, i.e. he should have the pass book written up in respect of cheques cashed during the previous month, and issue a

consolidated receipt for the whole of the remittances received from the concerned officer and his subordinates during that month. He should also furnish the Divisional Officer, with a certificate of total issues as follows:-

1. I do hereby certify that the total issues made from this Treasury on cheques drawn against the account of Mr.....Officer incharge Division, during 19 amounted to Rs(In words).....

(VIII) Accounts of deposits

7.34. Rules regarding Deposits, their classification, repayment limitation, lapsing and accounting are given in detail in Chapter 13 of the J&K Financial Code Vol. 1. The following instructions shall be noted additionally with regard to their maintenance of accounts in Saddar Treasuries and District Account Compiling Offices:-

- (i) Forms T.A. 20 and 21 shall be used for recording receipts and payments of revenue and Judicial Deposits.
- (ii) Forms Nos. T.A. 22 and 23 shall be used for transactions relating to personal deposits.
- (iii) Every item should be recorded in the name of the person from whom, not that of the Government official through whom, it is received. It should be passed through the accounts even though repaid on the day of receipt and be kept distinct, however, small it may be, till finally disposed of, never being consolidated with others.
- (iv) Each repayment of deposit should at once be recorded both in the Register of Repayments Form T.A. 21, from which the daily total should pass into the cash book and that of receipts Form T.A.20. In the latter the date and amount of the repayment also being noted.
- (v) The transactions of all local funds, including Municipal Council, Town Areas,

Notified Areas, etc. and Cantonment Funds if any, should be recorded in the Forms T.A. 22 and 24 but should be kept quite distinct and should pass into the treasury accounts as deposits of local funds and not as personal deposits.

- (vi) The transactions of each fund should be entered in a separate column in the register Form No. T.A. 24 which should provide separate column for every such funds unless the funds are very few in number, there should be registers and totals for Municipal and other funds separate from those of others.

7.35. Deposits made at a Tehsil/Sub- treasury must be brought item by item through the daily Siah upon the District compiling office registers and must be numbered in the general series for the whole district, the original number of the Tehsil assigned to an item being given below the general number of the district and the name of the Tehsil Treasury being shown in column "from whom received".

Tehsildars or Naib/Tehsildars having occasion to place deposit items on their own authority are also empowered to repay them on their own authority and without formal authority from the Account Compiling or Administrative Treasury Officers.

7.36. In making repayment, the Tehsil/sub- Treasury Officer should clearly indicate the treasury account in which the credit originally appeared so that it will be easy to trace the item and to charge off the payment correctly in the district compiling office.

(IX) Miscellaneous Accounts

7.37. In addition to the registers mentioned above, the following registers should be kept for records of transaction specified against each. Separate registers should be kept where necessary in Union Territory treasuries for transactions relating to Central Government -

- (i) Register in Form T. A. 31 for record of Advances made recovered under the heads "Loans and Advances", and "Advances repayable".
- (ii) Register in Form T. A. 32 for payments relating to personal claims of Gazetted Officers-
- (iii) Register in Form T. A. 33 for payments of pensions separate registers, should be kept for different classes of pensions, such as pensions debitable to 65- Pensions and other Retirement Benefits and "66- Territorial and Political Pensions, Assignments and Compensations etc."
- (iv) Register in Form T- A. 35 for payment of interest on promissory Notes, Stock Certificates etc.

7.38 The following rules are for the guidance of Treasury officers and of the Manager and Accountants at the Branches of the Jammu and Kashmir Bank Ltd in conducting the business of the Government treasuries banking with such branches and includes information on most points likely to arise, but in case of doubt and as a general rule, the practice obtaining at the local treasuries will be followed.

(I) General

7.39. On Printed or manuscript forms or documents used in connection with Government business at the Head Office and Branches of the Jammu and Kashmir Bank Ltd. the words "General Treasury" or "Jammu and Kashmir Government Treasury" should never be used as those words do not correctly represent the relation of Government to the Bank. Any other erroneous expressions which misrepresent this relation should be carefully avoided by all Government servants and by the Bank itself.

(II) Accounts

7.40. The books and accounts to be kept will consist of:-

- (a) the Scroll Cash Book, being (the primary record);
- (b) a daily account of receipts and payments, made up for despatch to the Treasury Officer;
- (c) an account in the General ledger, in the name of " Government of Jammu and Kashmir
- (d) a pass book/VDMS to be daily forwarded and returned by the Treasury Officer.

7.41. In the Scroll Cash Book will be entered all receipts and disbursements on account of Government. The net amount only of bills on which deductions have been made will appear in this book and the total of each side will form the daily entries in the General ledger.

(III) Daily account

7.42. In the daily Account (statements of daily receipts and payments) such payments and receipts will be classified as may be directed by the Accountant General/, in order that their arrangements may fit in with the form prescribed for accounts kept at the treasuries. The daily account will be prepared everyday and the Manager after satisfying himself as to its accuracy will docket and forward it to the Treasury Officer with all the pertaining vouchers at the close of the day who will return it to the Bank daily initialed, after due verification with his books. Daily accounts may, however, be prepared in duplicate in 'such branches of the bank.

Functioning with Government Treasuries where such a course may for some reason be found necessary. In such cases the Treasury Officer will retain one copy of the accounts and return the other to the Bank duly initialled. The net amounts of payments only are to be entered that is when a deduction is made from the amount of a bill, the daily account will show only the amount paid after deduction and not the gross amount of the demand.

Note 1: — These documents should be sent by the Manager through a responsible officer of the Bank to the Treasury Officer, in a locked box where necessary, in order that there may be no possibility of any alteration or abstraction of any paper before they reach the hands of the Treasury Officer.

Note 2: — With the concurrence of the Finance Department the daily account may be submitted on the morning following the date to which they refer instead of at the close of the day.

Note 3 : — At the close of each day's transactions, the Head Office of the J & K. Bank Ltd. will forward to the Finance Department a statement of current Account giving the following particulars :-

1. Month and date.
2. Particulars.
3. Total debits during the day.
4. Total credits during the day.
5. Balance (Dr./Cr.).

The Statement should be signed by the Manager of the Bank.

7.43. Care should be taken that vouchers sent to the Treasury Officer are consciously marked by the Bank with the word "Paid". Inattention to this rule might lead to the documents being paid twice in the event of their falling into unscrupulous hands.

7.44. The Pass Book has 4 columns for (1) date (2) total receipts for the day (3) to all payments of the day (4) initial of the Manager. It will be written up and forwarded with the daily account to the Treasury Officer (vide Rule 7.36) the entries being certified by the initials of the Manager and the Accountant in the 4th column. The Treasury Officer will check the receipts and disbursements column of the daily account, agree their totals with the figures entered in the Pass Book and examine the voucher and after initialing the daily accounts or its duplicate copy in token of his verification will return it to the Manager the same day or the following morning.

(IV)

Receipts of public officers

7.45. The cash receipts and deposits of the Forest and the Public Works Departments will be received at the Bank in accordance with the rules given in Chapter 3 of this Code vide Rule 3.3 to 3.5.

The monthly comparison of receipts between the Departmental and the Treasury Officers will be certified by the Treasury Officer under Rule 7.49

(V) Issue of hundies

7.46. On the authority of the Treasury Officer the Bank will receive sums tendered for Hundies and grant acknowledgements for the same. On presentation of these acknowledgements to the Treasury Officer, he will issue the Hundies.

7.47. All charges for pay and allowances and contingent expenses of the Civil establishment and pay and allowances of the P.W. Departments will be presented to the Treasury Officer in the first instance for examination. The Treasury Officer, if he approves and passes the charge, will enface on the bill an order to pay a specified amount which order will be recorded in a register of payment orders issued and will be numbered, dated and signed. The bill will then be returned to the person presenting it and will be paid at the Bank in accordance with the Treasury Officer's order, the Bank being responsible only for strict adherence to this order and for obtaining upon the bill a proper discharge from the payee- This discharge must be in addition to the signature at the foot of the bill.

Note: — When payment is desired wholly or partly in Hundi or Bank Draft a formal application should accompany the bill and the manner in which payment is desired should also be indicated in the drawer's receipt on the bill. If the Treasury Officer is satisfied that the grant of Hundi or Bank Draft is permissible, he will specify clearly in the pay order the manner in which payment should be made.

(VI) Departmental payments

7.48. (a) The rules regarding the issue of letters of credit and payment against them in the case of the Forest, Public Works Departments are contained in chapter 5 of this Code (Rule 5.18)

(b) Letters of credit issued under the rules and passed on to the Bank by the Treasury Officer may be acted on without further authority, the Manager observing the prescribed limits.

(c) In cases not covered by letters of credit, the Manager will act only on payment orders signed by the Treasury Officer in each individual case.

(VII) Discount on the sale of stamps

7.49. Discount on sale of stamps is allowed by deduction from the amount paid in by the

purchaser. The net amount will be received and brought to account under Rule 3.2 the receipt challan being the payers authority for receipt of the stamps from the Treasury Officer.

(VIII) Hundi payments

7.50. Hundies from the Treasury are to be presented to the Treasury Officer, who will endorse them to the Bank for payment.

(IX) Currency of payment orders

7.51. Payment orders are valid only for a time not exceeding 10 days fixed by the Treasury Officers. If presented after the allotted time, they will be refused payment by the Bank until revalidated by the Treasury Officer.

(X) Miscellaneous

7.52. The Bank will ordinarily receive and make payments only during banking hours of business and will observe all bank holidays. It will, however, be kept open for the transaction of treasury business on any recognized holiday or after banking hours on working days if so required by the Finance Department.

7.53. The Treasury Officer should maintain 2 registers in which to note his orders for receipt and payment of money at the bank viz., a register of challans issued and register of orders of payments.

(XI) Daily posting of accounts

7.54. When the daily account with the challans and vouchers is received from the Bank, it will first be checked with the challans and vouchers which support it. Then the vouchers which have been already approved and registered by the Treasury Officer will first be marked off in the register of challans issued and orders of payment, that is, the date of discharge will be noted against the entries in these registers. Then each item of receipt and payment will be posted from the daily accounts with its Challans and vouchers into the subsidiary registers and entries made in the Cash Book in the manner prescribed for the Account Department of treasuries which do not bank with the Jammu and Kashmir Bank Ltd. The net difference between the total receipts and the total payments as shown in the daily account will then be posted in a subsidiary register called the Register of Jammu and Kashmir Bank Deposits Form T.A. 6. The register is provided with three columns to show (i) the date and (ii) the net payments or (iii) the net receipts of the day and there will be only one entry in column (2) or (3) as the case may be against each day. When the total receipts exceed the total payments the difference will be posted in column (2) and when the total payments exceed the total receipts the difference will be posted in column 3. At the close of the month the difference between the totals of the two money columns of the register of Jammu and Kashmir Bank Deposits should be carried into the cash account, if the total of the column for payments exceeds the total of the column for receipts and if the total of the column for receipts exceeds the total of the column for payments, into the list payments.

Note :-In this process the vouchers must be numbered and arranged according to the

register in which they are entered as the number of the payment order cannot serve as the number of the vouchers in the account.

(XII) Advices and certificates

7.55. The advices of receipts or payments which according to any rule have to be sent to public officers or departments and consolidated receipts and certificates of receipts or payments required by any rule to be given to any public officer or department should be prepared by the Treasury and not by the Bank, as the point to be advised or certified is not that the money has been received or paid at the Bank but that the receipts or payment has been entered in the Treasury accounts.

(XIII) Treasury returns

7.56. All treasury returns with the exception of those the bank is instructed to furnish under the express orders of the Accountant General should be prepared by the Treasury and not by the Bank.

Compilation of accounts by the district and saddar treasury officers

(A) Saddar treasury accounts

7.57.(a)(i) Every item received or paid must be entered at once in some register subsidiary to the cash book and numbered in consecutive monthly series for each register as explained below:-

(ii) All receipts will be recorded in separate Departmental (Madwar) registers in Treasury Form T. A. 2 in which columns have been provided for necessary detailed Heads.

(iii) All payments will likewise be recorded in separate registers in Form T. A. 3 according to the various classes of payments i.e., payments pertaining to each Major Head will be recorded in separate Registers. The vouchers pertaining to each Major Head will be numbered consecutively in a monthly series for each register as stated in (i) above.

(iv) For debt and remittance heads such as deposits Local Funds Advances etc., special register forms as prescribed in Rule 7.34 will be used.

Note 1: — Below Rule 7.21 refers here also.

(b) From the separate registers mentioned above, daily totals will pass into the cash book in Form T. A. 1 for receipts and payments.

7.58. (a) From the cash book and registers subsidiary thereto the entries will be made in the Cash Account, in list of payments and in the schedules which accompany these documents.

(b) The Cash Accounts and the List of payments will be prepared in Form T. A. 36 and Form T.A. 37 respectively in which Heads of receipts and payments have been printed. The form for the list of payments provides for total payments only being recorded against each Major Head.

The covering schedules pertaining to each service had in the List of Payments will be prepared in Form T. A. 3 (same as that for subsidiary register of payments) without the column for daily totals being filled up.

(c) The vouchers pertaining to each schedule should be numbered consecutively in a monthly series as they are entered therein and should when received back from the Treasurer after the closing of the day's account be arranged in their numerical order in a separate series and kept in that order under lock and key till they are dispatched.

In order the vouchers pertaining to each Head of Account may be kept arranged separately in their numerical order from day to day, an Alairah with sufficient number of cases should be used. The District Treasury Officers/Director Accounts & Treasuries will find it useful at intervals during the month to take up a schedule and see that all its vouchers are attached to it and are in proper order.

(d) The cash account, the second list of payments and a variable number of schedules which have already been prepared from day to day and vouchers supporting them should be dispatched to the Accountant General in the following month on the dates prescribed in Rule 7.93 (the first list with voucher and schedules should have already been dispatched on the prescribed date of the month).

(B) Incorporation of mufasils treasury accounts

7.59. The daily Siah in Form T. A. 8 received from Muffasil treasuries should be checked and examined on the day it is received and it should be seen that:-

- (a) Its opening balance tallies with the closing balance of the last received Siah.
- (b) Receipts entries are supported by a copy of challan and are correctly classified in the abstract at foot with reference to their nature given in the Siah and that the total of receipt entries as classified at foot is correct.
- (c) Payment entries are all supported by duly classified vouchers complete in

every respect and generally that the charges are admissible under the rules and that the total of payments, is correct.

- (d) The closing balance has correctly been worked out and the Siah is signed by all the three, the Treasury Officer, the Accountant and the Treasurer and bears necessary certificates.

7.60. The classified receipt entries of the abstract of the daily Siah should be posted in the Register (Madwar Amdni) Treasury Form T.A. 2 of the Tehsil concerned.

The receipt heads will be the same as in the printed cash account Form prescribed by the Accountant General from time to time. Each Major Head should be totalled separately and then the grand total of the date given and tallied with the total receipts in the Siah. Beneath, this total of receipts should be put down the opening balance of the day, total of receipts and opening balance total of payments as in Siah and the closing balance for the day. The cross total at the end of the month will represent cash account for the month for one Tehsil. These figures of receipts of the several Tehsils of the District should be posted daily in the cash book Form T.A. 1 of the District/Saddar Treasury in the same way as if they had taken place at it. Care should be taken to see that the grand total of the vertical and cross columns of the total is worked out independently of each other and that it tallies.

Note. All the Districts/Tehsils/muffasils Treasuries compile their own receipts and payments Accounts along with vouchers for onward submission to Accountant General.

7.61. Out of the payment entries of the Daily Siah payment will be recorded in separate registers in Form T. A. 3 and posted on the cash book in the same manner as that of the receipt indicated above.

7.62. A Plus and Minus Memo Register Form T. A. 46 will be kept to watch the balances of all local funds and deposits etc. at the treasuries of the district. This will be in the same form as that submitted for the whole district to the Comptroller Auditor General of India with the addition that each of the vertical money columns will have as many sub-columns as there are Tehsil Treasuries i. e. one for each, the total of all being written in money columns. This Bill be posted monthly from the Madwar Register of each Tehsil Form T. A. 2 and Register of payments Form T.A. 3 and should be tallied with the separate Local Fund Plus and Minus Memos, received monthly from each Tehsil, discrepancies, if any, being settled by correspondence with the Tehsil Treasuries. The monthly Plus and Minus Memo of Local Funds and Deposits submitted to the Comptroller Auditor General of India for the whole district will be prepared from this register.

Note: All the Districts/Tehsils/muffasils Treasuries maintain their own plus and minus memorandum of stamps in Form 46 to watch the balances of all local funds and deposit etc for onward submission to Accountant General.

7.63. In addition to these returns, Plus and Minus memorandum must be submitted with

the monthly account showing the transactions on account of deposits of Local Funds and of each kind of stamps (general adhesive Bill Court fee, postage stamp). The deductions from balance should tally with the corresponding entries of receipt in the accounts and the closing balance should be certified as agreeing with the various stock registers and accounts maintained at the treasury. Memoranda may also be called for by Accountant General of outstanding balances of any class of advances authorised by him.

7.64. If a mistake is found in the daily Siah, the correct entries should be posted at once in the district office registers and the correction communicated to the Tehsil Treasury Officer for explanation-The posting of daily Siahs should invariably be done on the same day they are received or the next day before receipt of the fresh Siah and in no case should they be allowed to accumulate unposted. The District/Saddar Treasury Officers should give special attention to this and should see that his subordinate Tehsildars send their accounts punctually.

7.65. With the exception of the cash account the rest of the returns to the Accountant General i. e., the lists of payments and schedules of both receipts and payments should be written up daily from the registers concerned to ensure punctual despatch.

7.66. Stamps accounts are received from each Tehsil monthly, in the pre- scribed printed forms, and the compiling officer adds up all Tehsils accounts in the registers and sends one consolidated account for the district. He should see that the figures of issues in the stamp account tally with credits in the Madwar Register for each Tehsil.

Note:- Stamps accounts (plus and minus statements) are individually submitted by the respective treasuries to the Dy.Commissioners Stamps Jammu/Kashmir under an intimation to Administrative Department.

(C) Daily closing of accounts

7.67. After the several subsidiary registers have been written up and completed in respect of cash and transfer items, the daily total of each register should be carried into the appropriate cash book. The cash book should then be totaled and to the gross totals of receipts and disbursements thus worked out, the deduction and additions indicated at foot of the Cash Book (Form T. A. I) should be applied, so as to bring out the net total of receipt and disbursements which should agree with the total shown in the Treasurer's cash book the daily account of the Tehsil Treasury/Bank Scroll as the case may be. Finally a balance sheet should be drawn up in Form T. A. 9 and the account balance worked out therein reconciled, where necessary, with daily balance as per treasurer's cash book/Bank Scroll/Daily Siah.

Note: All the banking treasuries are cashless with the zero balance at the start and the end of the Day.

7.68. Before final totals are struck in the cash book the cash book relating to Central transactions should first be totalled in pencil and from the gross totals of receipts and

disbursements of Central Government necessary deductions should be made in respect of transfer of adjustments as in column 5 of the Central check register of adjustments by transfers (Form T.A. 5) so that totals of receipts and disbursements in cash may be deducted. The total sums thus determined should be posted in the cash book of Government receipts and disbursements under the head "Adjusting Account between Centre and Union Territory Central transactions". While in the cash book relating to Central transactions there should be deduct entries under the identical head, both on the receipt and disbursement sides, corresponding to the total amount taken under that head in the Union Territory Cash Book. At the same time the amounts so adjusted should be posted in Part I of the Check Register of Adjustments between Central and Union Territory (Form T.A. 4).

7.69. The cash book maintained for Central Transactions in a Union Territory Treasury should close, invariably with a nil balance the total receipt being always equal to the total payments after incorporations of the adjusting entries under the head "Adjusting Account between Central and Union Territory".

7.70. The cash book should be finally closed and signed after such further checks and methods of verification have been applied, as are prescribed in Rule 7.72 below.

7.71. Any amount found surplus or deficit in treasury balance should be brought to account as such in the cash book on the receipt or payment side, as the case may be.

Note. Memorandum of errors is issued by the Treasury officer to the respective branch to set right the discrepancies if any noticed.

7.72. At the time of closing and signing the daily accounts the Treasury Officer should exercise the following checks:-

- (a) He should see that the opening balance of the day tallies with the closing balance of the previous day.
- (b) As to receipts, he should take up the treasury receipt counterfoils and compare them with the cash book and see that all the receipts issued on the day, have been entered correctly and in full in the cash book or in the subregisters, if any, and in case of the sub-registers he should see that their daily totals are correct and tally with the entries in the cash book.

Note: — If on any day there be too many receipt entries for the Treasury Officer, to spare time to check them all, he should check as many as he can; if however, the Treasury Officer adopts the alternative plan of having the subsidiary books presented to him for initials at the same time that he signs the Treasury Receipts, the comparison of the treasury receipts in the evening will not be necessary.

- (c) As to payment entries in the Cash Book or sub-register he should compare them with the pay orders given by him on the different vouchers during the

day and see that the totals of sub-registers are correctly shown in the cash book. This can also be dispensed with if the alternative plan of initialling payment entries at the time of signing a pay order is adopted, as stated for receipt in note to clause (b) above.

- (d) He should check totalling on both sides of the cash book and should ensure correctness of the nil closing balance.
- (e) Before signing the Treasurer's daily balance sheet he should roughly verify the balance in the sole charge of the Treasurer as shown in the sheet and should satisfy himself on the following points:-
 - (1) That the whole balance in sole charge of the Treasurer never exceeds his current requirements.

Note: — While the instructions contained in sub-paras (a to b) above apply mostly to Saddar Treasuries but these can equally be applied with necessary modification wherever required by the Account Compiling Officers, and Tehsil/Naibat Treasury Officers in checking daily accounts.

(D) Monthly closing of accounts

Note: All the Treasuries compile their own cash/payments accounts in respect of Union Territory, and also adjustment accounts with Central Government for onward submission to Accountant General Office.

7.73. The month in respect of a Tehsil Treasury (not located at District Headquarters) is to be reckoned from the 27th of the month to the 26th of the following month vide Rule 7.15. The Account Compiling Officer shall therefore incorporate in the first list of payments transactions of Tehsil Treasuries not situated at the headquarters from 27th of a month to 6th of the following month and of first ten days of a month in respect of a headquarter treasury. The second list of payments, in the case of Tehsil Treasuries not situated at headquarters will accordingly include transactions from 7th to 26th of that month and in case of all others from 11th to end of a month. The accounts of the Account Compiling Officers for March must, however, be kept open until receipt of daily Siah of every Tehsil treasury for 31st March. Every endeavour should be made to close the March accounts not later than 5th of April.

7.74. The monthly closing of the accounts consists of the preparation and submission to the Accountant General of monthly accounts in a Saddar Treasury or an account compiling office. No alterations or corrections are admissible in the accounts after their copies or extracts have been submitted to the Comptroller Auditor General of India. Notes of any mistake found subsequently may be made in red ink against the entries concerned and must be reported to the Accountant General. The accounts for a month will include transactions as provided in Rule 7.15 All the sub-registers of receipts and expenditure will be totalled and compared with their copies (schedule to accompany the cash accounts written up from day to day).

7.75. In addition to the daily closing, the month's totals of the subsidiary registers should be carried into the cash account in the case of receipts and into the lists of payments in the case of payments. The cash account should be closed with an abstract in Form T.A. 38

Illustrated by the entries indicated below. The net balance at the close of the month should agree with the actual cash balance in the treasury as reported in the cash balance report of the month.

		CENTRAL ACCOUNTS	
		Receipts	Payments
		Rs. P.	Rs. P.
(i)	Central receipts and payments (detailed under relevant heads)	3,37,768.75	
(ii)	Adjusting Account between Central and Union Territories:-		16,099.12
	Difference between receipts and disbursements of the Central Government (cash transactions only i.e., excluding the amount of adjustments by transfer)		3,11,197.13
	Adjustments by transfer	-10,471.50	
	Total	3, 27,297.25	3, 27, 297.25

UNION TERRITORY ACCOUNTS

		Receipts	Payments
		Rs. P.	Rs. P.
(i)	Opening Balance Receipts		48, 148.81
(ii)	Receipts (Union Territory Detailed under relevant heads)		3, 25, 991.37
(iii)	Adjusting account between Central and Union Territory:-		
	Net receipt on behalf of the Central Government (cash transactions only i.e., excluding the amount of adjustments by transfers)		3,11,197.37
	Total		6, 85, 337.55

DISBURSEMENTS

(iv)	Payments (Union Territory including unclassified items and transactions on behalf of other states) (detailed under relevant heads)			6, 57, 343.62
(v)	Adjusting account between Central and State Governments.			
	Net disbursements on behalf of Central			
	Adjustments by transfers			(-) 10,471.50
	Total			6, 46, 872.12
(iv)	Closing balance			38, 465.43
	Total			6, 85, 337.55

Note: — The amount to be shown against the head "Adjustments by Transfer" is to be taken from columns 4 and 5 of the check register of transfer payments central and Union Territory (Form T.A. 5) respectively taking that the following transactions appear in check registers-

	Deduct amounts creditable to:-			
	Union Territory Union Territory		Central	
	4		5	
	Rs.	P.	Rs.	P.
I-Check register of transfers (Union Territory)				
II-Check register of transfers (Central)	159	95	10,630	75

The amount to be shown against the head "Adjustments by Transfers" will be the difference between the totals of columns 4 and 5 of the two check registers (Union Territory and Central), viz., Rs. 10,471.50. The amount will be shown at a minus receipt in the central closing abstract and as a minus disbursement in the Union Territory closing abstract.

Note: — The Treasury Officer has no difficulty in applying an effective check upon the cash accounts when it is laid before him. Its opening and closing balance are not deductions from accounts, but are Statement of fact certified to have been verified by actual enumeration.

7.76. The cash account should bear a certificate at the end by the Compiling Officer, to the effect that the balance of the Saddar Treasury, (or the Tehsil/Treasury at the Headquarters of the Compiling Officer) has been verified by himself and for other Tehsil/sub- treasuries similar certificate have been received, by him from the Executive Treasury Officers.

7.77. Before signing the monthly cash account and schedules the Treasury Officer should see:-

- (a) That its opening balance tallies with the closing balance of the last month.
- (b) That the total receipts tally with the total of sub-registers of receipts Form T. A. 2.
- (c) That the total of payments tallies with the total of the sub-registers Form T. A. 3.
- (d) That the totals of the different receipts schedules agree with the corresponding entries in the cash account, and those of the payment schedules with the totals of the entries concerned in the list of payments submitted. He should specially see that the Plus and Minus Memorandum of Stamps, Deposits and Local Funds is correctly worked out and tallied with the account register.

Note: — No monthly accounts are sent by Tehsil treasuries except monthly stamps stock accounts and Plus and Minus Memorandum of Local Funds, Deposits etc.

Account returns to be rendered by saddar and district treasury officers to the accountant general

(A) General

7.78. The returns prescribed in the following rules should be prepared from the Accountant's Cash Book and the Registers subsidiary thereto and despatched to the Accountant General punctually on the prescribed dates. The returns due for despatch on a holiday may be sent one day (but not more than one day) late.

7.79. Separate returns should be rendered in respect of transactions of the Central Government and in respect of those taken against the Union Territory .

(B) Compilation of monthly accounts, cash accounts and list of payments

7.80. The Cash Account and List of Payments should be prepared in Forms T. A. 36 and 37 respectively. The Cash Account should show the total receipts collected and the List of Payments, the total payments made during the month.

7.81. The entries from the Cash Book and Registers subsidiary thereto into the cash account, List of Payment and schedules pertaining to these documents should be made in accordance with the following directions :-

- (i) Those transactions which, under the instructions of the Accountant General,

have to be recorded in full in any one of these documents should be entered therein on the date on which they appear in the cash book or on the following day, provided that the transmission of the accounts and returns on the due dates is not thereby retarded.

- (ii) The lump entries appearing in the Cash Account, List of Payments, and schedules pertaining to these documents should be made therein in time to permit of the completion of these returns and their submission to the Accountant General on the due dates.
- (iii) The difference between the monthly totals of receipts and payment columns of the subsidiary register of J&K Bank Deposit (T. A. Form 6) should be carried into the appropriate Cash Account or the list of payments according as the difference represent net drawing from or net payments into the Bank during the month.
- (iv) The difference between the monthly totals of receipts and payments column of Part IV of the check register of adjustments between Central and Union Territory , Form T.A. 4 should be carried into the Cash Account or the List of Payments, as the case may be under head "Adjusting Account between Central and Union Territory ", care being taken to see that the net payments brought to account under this head in the Union Territory Account are entered under the identical head as net receipts in the account of the Central Government and vice versa.

7.82. The Cash Accounts (Central and Union Territory) rendered by treasuries should be supported by a closing abstract in Form T. A. 38. The difference between the monthly totals of the receipts and payments column of the different parts of the check register of adjustment between Central and Union Territory (Form T.A. 4) should be carried in to this abstract under the appropriate minor head subordinate to the head "Adjusting Account between Central and the Union Territory " and the entries in the abstract of Union Territory Cash Account being reconciled with the adjusting entries in the abstract of Central Cash Account.

(C) Supporting schedules

7.83. The form and number of the schedules which should accompany the monthly accounts are indicated below. The following general principles should be observed while preparing these schedules:-

- (i) There should be separate schedules of the receipts and expenditure for each department and for each major head of account not relating to any particular department. All revenue receipts and service payments should appear in one or other of these schedules. Receipts on account of departments for which descriptive major heads are not opened in the receipt side should be included

in the schedule for the major head "LII-Miscellaneous".

Note: — Where a separate schedule has been prescribed by the Accountant General it should be prepared invariably even if there to no transactions in the treasury accounts under the head concerned during the period. in respect of which the schedule is prepared. In such cases, the schedules should show the transactions as "NIL".

- (ii) Miscellaneous items of receipts and recoveries of service payments should be shown with full particulars in receipt Schedules of the department by or at the instance of which the money is presented at the Treasury.
- (iii) Advances of pay, travelling allowances, etc. to Government servant and recoveries of such advances should be included in the objection book advance schedule of the Department to which the Government servant concerned belongs.
- (iv) Payments relating to personal claims of Gazetted Officers should be shown in a separate column of the schedule of payments of the department concerned or in a separate schedule (Form T. A. 32) altogether, the total of which should be brought forward as a single item in the relevant schedule of payments. In the former case schedules containing such payments should be prepared in duplicate.
- (v) The vouchers for refund of revenue should be entered in a separate subsidiary schedules for each department and the total of this schedule should be entered as a distinct item in the relevant schedule of payments. As an alternative to this procedure, refunds of revenue may be shown in a separate column in the payment schedule of the department or major head concerned.
- (vi) Each schedule of payments should be prepared in two parts, the first part relating to the payments made from the first to the 18th of the month and the second part relating to payments made during the rest of the month. The total of the first schedule of payment should be brought below and added to the total of second schedule of payment so that the grand total in the latter may agree with the entry in the List of payments.
- (vii) The vouchers pertaining to each schedule be numbered consecutively in a monthly series as they are entered therein, and attached to it, arranged in their numerical order.

(D) Schedules of income tax receipts

7.84. Apart from the schedules of Income Tax receipt if any required by the Income Tax Officer concerned, two separate schedules of receipts should be prepared in respect of Income Tax deductions from bills for salaries and pensions :

- (a) One for the tax collected on salaries and pensions wholly debitable to the Central Government and (b) another for Income Tax deducted from salaries and pensions debitable to other Government. If Income Tax is recovered at higher rate from any Central Government servant or pensioner on account of additional income from properties situated in the Union Territory , the entire amount of the tax realised should, nevertheless, be taken to the schedule relating to deductions from Central emoluments. Similarly the Income Tax deducted from a pension, which is debitable partly to the Central Government and partly to the Union Territory should be taken to the schedule relating to deductions from Central emoluments. Any refund allowed in such a case during the course of the year should also be taken to that schedule.

E) Schedule of departmental officers

Rule 7.85 & 7.86 Deleted

7.87. Schedules of receipts of the Posts and Telegraphs Departments should be prepared in Form T. A. 40.

7.88. For each Public Works Division, and the Railway a separate schedule of cheques paid/payments made on account of each department should be prepared in Form T. A. 42 and attached to list of payments —

The direction should apply also to the following departments whose operation extend over several States/Union Territories and whose accounts are collected under the charge of a single Accounts Officer:-

- (i) Survey of India;
- (ii) Meteorology;

- (iii) Geological Survey;
- (iv) M. O. H. A. Union of India, I. C. A. R. Department.
- (v) Dairy Indian Research Institute Bangalore;
- (vi) Mines;
- (vii) Botanical Survey.

(F) Schedules of deposits transaction

7.89 & 7.90 Deleted

7.91. An "Extract Register of Receipts and Payments of Personal Deposits" Form T. A. 45 should be written up from the Register of Personal Deposits (Form T. A. 22). The return should show only monthly totals of receipts and repayments on each personal ledger, the total of the two columns, "Receipts of the month" and "payments of the month" alone will be traceable in the Cash Account and the list of payments. The monthly totals brought out of the return should be the same as those brought out by summation of the daily total columns of Form 1. A. 24.

(G) Plus and minus memoranda

7.92. Plus and Minus Memoranda Should be prepared in Form T. A. 46 for the transactions on account of each class of deposits of each Local Fund, and of each kind of stamps (non-judicial court fee, postage etc.). The deductions from balance should tally with the corresponding entries of receipts in the accounts, and the closing balance should be certified as agreeing with the Stock Registers and accounts maintained in the Treasury.

The plus and minus memoranda in respect of revenue deposits will indicate the opening balance in respect of each detailed head of revenue deposit e. g. earnest money deposits. Excise deposits etc. Similar particulars in respect of each court shall be recorded in the plus and minus memorandum of Civil Court and criminal court deposits.

Note: — No difference should ever exist between the closing balance of one month and the opening balance of the next, any addition to. or deductions from the balance should be made by a special entry to be explained by a foot note.

(H) Submission to Accountant General

7.93. A memo of vouchers in Form T. A. 48 shall be appended to the first and second list of payments and the Cash Account, for the month on the dates indicated below:-

1st List of Payments		By or before 22nd of the same month.
2nd List of Payments		5th to 8th of the next month.
Cash Account		5 th to 8 th of the next month.]

7.94. The following and such other schedules as the Accountant General may prescribe from time to time should accompany the accounts.

(A) WITH THE CASH ACCOUNTS

1. Schedule of Forest Remittance
 2. Extract from the Register of Railway Receipts, same D. Receipts. P. W. Form T. A. 39 in the form as the Registrars.
 3. Schedule of Misc., Defence Service Receipts
 4. Schedule of postal and telegraph Remittances Form T.A. 40 & 41 respectively.
- 2[5*
**
6. Schedules of receipts in respect of Income Tax deductions from bill for Salaries and Pensions.
 7. Statements of Cash Remittances.
 7. Schedule of Cash Recoveries.
 8. Schedule of State Insurance Fund.
 9. Schedule of advances and loans for each advance separately.
 7. Schedule of Debt and Remittance heads for each head separately.

(B) WITH THE LIST/SCHEDULE OF PAYMENTS

1. Schedule of Forest cheques paid
1. Schedule of Defence service cheques In the same form as the Register.
- 2.
3. Schedule of Miscellaneous Payments on Account of Defence Services

- | | | |
|----|--|-------------------|
| 4. | Schedule of payments on account of Post and Telegraphs Department. | |
| 5. | Schedule of payment on account of P. W. D. | Form T. A. 42 |
| 6. | Schedule on account of Railways | Form T. A. 42 |
| 7. | Schedule of payments of pensions | Form T.A. 33 |
| 8. | Schedule of payments on account of Central Departments. | (Rule 7.88 above) |

(C) OTHER RETURNS (TO BE SUBMITTED MONTHLY)

- | | | |
|----|---|---------------|
| 1. | Extract Register of receipts and payments of personal deposits (supported by the original paid cheques) | Form T. A. 45 |
| 2. | Plus and Minns Memoranda | Form T. A. 46 |
| 3. | Statement of Lapsed Hundies. | |
| 4. | Schedule of payments on account of State Insurance Fund. | |
| 5. | Statement of cash remittances. | |
| 6. | Schedule of payments in cash on account of cash loan advanced. | |
| 7. | Schedule of Debt and Remittance heads, separately for each head. | |

Note: All the vouchers of payments /receipts are to be submitted to the Accountant General along with the Monthly Account.

7.95, 7.96 Deleted

7.97. For other classes of deposits which are accounted for as personal deposits, a certificate from the administrator of every personal ledger account to the effect that the balance claimed by him is of a named amount and detailing his outstanding cheques in order to explain the difference, between his balance and that admitted by the Treasury Officer in his Plus and Minus Memorandum should be sent with the "Clearance Register".

7.98. Immediately after 31st March each year, a list of deposits of balances of that year which lapse under the rules of Government should also be submitted to the Accountant General by the Treasury Officer/Account Compiling Officer in Form T. A. 49.

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Chapter VIII

The Budget and Accounting Procedures of J&K Government and associated DDOs - through BEAMS, JKPAYSYS and TREASURYNET software packages.

Section I

BEAMS

8.1. The Budget shall be made available on BEAMS portal immediately after it is passed by Legislative Assembly. The Accountant General will import the budget details from BEAMS to VLC system.

8.2. In addition to Original Budget, Supplementary Budget, Re-appropriation and Surrender data shall immediately be made available on BEAMS. These will be further imported by the Accountant General.

8.3. Object wise provisions of classification shall be available in Budget data in respect of all schemes.

Section-II

PAYSYS

8.4. DDOs shall prepare the bills online through PAYSYS and the same shall be forwarded online to the respective treasuries for further payments/receipts. Digital signatures shall be mandatorily used once allotted to the DDOs.

8.5. All DDOs are required to use the DDO code allotted by the Accountant General. The DDO code allotted by Accountant General consists of 10 alphanumeric characters. the first three depicts treasury, next three department and last 4 are a computer generated number. Therefore, the treasury allotted to a DDO shall not be changed in the middle of a year in order to avoid interruption in data import.

8.6. DDO shall ensure that Seven tier (including GN)/ six tier classifications viz. GN-MHCD-SMCD-MICD-GHCD-SHCD-DHCD are followed in respect of Revenue, Capital Heads of expenditure and Receipt, DDR Heads respectively.

Section-II

TREASURY NET

8.7. Treasuries shall process the bills on TREASURYNET.

8.8. Treasuries shall ensure that Seven tier (including GN)/ six tier classifications viz. GN-MHCD-SMCD-MICD-GHCD-SHCD-DHCD have been followed in respect of Revenue, Capital Heads of expenditure and Receipt, DDR Heads respectively. Otherwise the bill are to be returned to the DDO with relevant observations.

- 8.9. Treasuries shall ensure that the bills are tallied with the available budget under up to object head level before passing them.
- 8.10. The budget details in TREASURYNET shall match that of BEAMS and shall be automatically updated in case of any updates in BEAMS whether by way of supplementary, re-appropriation, surrender or otherwise.
- 8.11. Treasury Account data shall be freezed after the due date of first list and second list of payments.
- 8.12. Correctness of data shall be certified by Treasury Officer concerned before closing of monthly accounts.
- 8.13. Correction, if any required afterwards shall be routed through Transfer Entries. The Transfer Entries shall be proposed by the respective treasuries to the Accountant General.
- 8.14. Inter State Suspense: Agency code /classification provided by Accountant General shall be followed.
- 8.15. The treasury data pertaining to monthly accounts of the first and second list of payments shall be made available as per due dates on DAT portal for being made available to the Accountant General.

List of District/Mufassil/Sub-Treasuries

No	Division	District	Additional Treasury, Sub-Treasury	Treasury Code
1	JAMMU	DODA	DISTRICT TREASURY DODA	2E00
			ASSAR	2E04
			BHADERWAH	2E01
			BHALLESA	2E02
			KAHRA	2E05
			THATHRI	2E03
2	JAMMU	JAMMU	SADDAR TREASURY JAMMU	2A00
			ADDL. TREASURY, GANDHI NAGAR	2A20
			ADDL. TREASURY, NEW PLOT	2A10
			ADDL. TREASURY, TALAB TILLO	2A30
			AKHNOOR	2A02
			BISHNAH	2A03
			DISTRICT COURT COMPLEX	2A05
			KHOUR	2A04
R .S. PURA	2A01			
3	KATHUA	KATHUA	DISTRICT TREASURY KATHUA	2J00
			BANI	2J04
			BASOHLI	2J02
			BILLAWAR	2J03
			HIRANAGAR	2J01
			RAMKOTE	2J05
4	KISHTWAR	KISHTWAR	DISTRICT TREASURY KISHTWAR	2G00
			CHATROO	2G03
			DACHAN	2G04
			MARWAH	2G02
			PADDER	2G01
			WARWAN	2G05
5	POONCH	POONCH	DISTRICT TREASURY POONCH	2H00
			MANDI	2H03
			MENDHAR	2H02
			SURANKOTE	2H01

6		RAJOURI	DISTRICT TREASURY RAJOURI	2I00
			DHARHAL-MALKAN	2I06
			KALAKOTE	2I03
			KOTERANKA/BUDHAL	2I04
			MANJAKOTE	2I07
			NOWSHERA	2I01
			SUNDEBANI	2I02
			THANAMANDI	2I05
7		RAMBAN	DISTRICT TREASURY RAMBAN	2F00
			BANIHAL	2F01
			BATOTE	2F02
			GOOL	2F03
			RAMSOO	2F04
8		REASI	DISTRICT TREASURY REASI	2D00
			ARNAS	2D01
			DHARMARI	2D02
			KATRA	2D03
			MAHORE	2D04
			POUNI	2D05
9		SAMBA	DISTRICT TREASURY SAMBA	2B00
			VIJAYPUR	2B01
10		UDHAMPUR	DISTRICT TREASURY UDHAMPUR	2C00
			BASANTGARH	2C04
			CHENANI	2C01
			LATTI DOONA	2C05
			MAJALTA	2C02
			RAMNAGAR	2C03
			PANCHARI	2C06
11	KASHMIR	ANANTNAG	DISTRICT TREASURY ANANTNAG	1F00
			ACHABAL	1F08
			BIJBEHARA	1F02
			DOORU	1F03
			KOKERNAGH	1F04
			MATTAN	1F06

			PAHALGAM	1F01
			SHANGUS	1F05
			WANPOH	1F07
12		BANDIPORA	DISTRICT BANDIPORA	1I00
			GUREZ	1I01
			SUMBAL/SONAWARI	1I02
13		BARAMULLA	DISTRICT TREASURY BARAMULLA	1H00
			BONIYAR	1H02
			CHANDOOSA	1H08
			DANGIWACHA	1H06
			KREERI	1H07
			KUNZER	1H09
			PATTAN	1H01
			ROHAMA(RAFIABAD)	1H10
			SOPORE	1H05
			TANGMARG	1H03
			URI	1H04
14		BUDGAM	DISTRICT TREASURY BUDGAM	1C00
			BEERWAH	1C02
			CHADURA	1C01
			CHARAR-I-SHARIEF	1C04
			KHAG	1C06
			KHAN SAHIB	1C03
			NAGAM	1C07
			NARBAL	1C05
			B.K.PORA	1C08
15		GANDERBAL	DISTRICT TREASURY GANDERBAL	1B00
			KANGAN	1B01
			LAAR	1B02
16		KULGAM	DISTRICT TREASURY KULGAM	1E00
			DEV SAR	1E03
			D. H .HANJIPORA	1E02
			QAZIGUND	1E01
17		KUPWARA	DISTRICT TREASURY KUPWARA	1J00

			HANDWARA	1J01
			KARNAH	1J02
			KRALPORA	1J03
			LANGATE	1J06
			RAMHAL VILLGAM	1J07
			SOGAM	1J05
			TREHGAM	1J04
18		PULWAMA	DISTRICT TREASURY PULWAMA	1D00
			AWANTIPORA	1D04
			PAMPORE	1D01
			SHADIMARG	1D03
			TRAL	1D02
19		SHOPIAN	DISTRICT TREASURY SHOPIAN	1G00
			KAPRAN	1G03
			ZAINAPURA	1G02
20		SRINAGAR	SADDAR TREASURY SRINAGAR	1A00
			ADDL. TREASURY KHANYAR	1A20
			ADDL. TREASURY LAL MANDI	1A30
			ADDL. TREASURY TANKIPORA	1A10
			DIST COURT COMPLEX SRINAGAR	1A01
			NEW DELHI	5A00
21			CIVIL SECT TREASURY(DESIGNATED CYBER TRASURY FOR GRAS & GST ACCOUNTS)	9A00

APPENDIX II
RESPONSIBILITIES OF A TREASURY OFFICER AND AN
ADMINISTRATIVE OFFICER IN RESPECT
OF TREASURY MATTERS

These rules must not be understood to interfere with, or in any way to limit the application of any order in the Financial Regulations. They do not pretend to exhaust the specification of the duties of Administrative Officers and Treasury Officers in treasury matters.

Duties and responsibilities of administrative officers

1. The term "Administrative Officer" as used in these rules means Director General Accounts & Treasuries J&K / Director Accounts & Treasuries Jammu/ Kashmir so far as District and Muffasil (Tehsil/Niabat) treasuries are concerned and the Director General Accounts & Treasuries J&K, Finance Department s as the Saddar Treasuries are concerned.

An Administrative Officer is primarily responsible to Government for due accounting for all moneys received and disbursed, and 'for safe custody of cash, notes securities and other Government property.

2. Government has repeatedly ruled that the appointment of subordinate; the immediate charge of a treasury in no way relieves an Administrative Officer from responsibility. This responsibility extends not only to the security of the cash balance with the stamps and the immediate detection of any irregular practice on the part of the subordinates but also to the correctness of the returns and the punctuality of their submission and to the implicit obedience of the Treasury Officer to the instructions issued from the Accountant General's and the Finance Department.

Administrative Officers should remember that, when an irregularity of any kind is brought to their notice by the Accountant General/Director Audit Inspection Organisation of Finance Department nothing but a 'report on own knowledge, after a personal investigation, can be considered satisfactory. It is not enough for him to pass on the explanation of a subordinate in as much as reports prepared in this manner have very often by lulling suspicion led to greater irregularity afterwards.

3. An Administrative Officer is bound to satisfy himself, by periodic examination, at least once in every six months for cash and once a year stamps, securities draft and cheque forms:—

- (i) that the actual stock of cash stamps and securities, is kept under joint lock and key and corresponds with the book balance.
- (ii) that the treasurer does not hold a sum larger than is necessary for convenient transaction of the Government business and that this together with the value of stamps if any, in his sole custody, is not larger than the security given by him.

- (iii) that the stock of the bill and other similar forms, which are intended for use in monetary transactions, are carefully kept under lock and key by the Treasury Officer and periodically tallied with the balances of such forms on the stock books, and
- (iv) that the Treasury balances are verified once a month by a gazetted officer, besides the verification done by himself during tour.

The following certificate should be given monthly on the treasury plus and minus memo, under the signature of the treasury officer in the case of a Saddar Treasury.

"Certified that the closing balances of the various accounts included in this memorandum agree with those shown in the various stock registers and accounts maintained in the treasury."

An Administrative Officer of Tehsil Treasuries should obtain a similar certificate from officers-in charge of Tehsil/Niabat treasuries subordinate to him, and also from the officials to whom stamps have been advanced before recording the above certificate. It should not effect the punctual despatch of the memorandum, the fact of non receipt of any certificate being recorded thereon.

If the stock of stamps, etc. has been verified during the month in consequence of a change in the charge of the Treasury it is not necessary to verify the stock again on the first day of the following month if due under the rules. In that case the following should be added to at the end of the certificate—

"at the time the charge of the Treasury was taken over by me."

Separate accounts should be kept for each officer to whom stamps have been issued and the balance in the treasury plus and minus memo, should be made up as follows: -

1. Balance under double lock.
2. Balance with treasurer.
3. Balance with Tehvildars.
4. Balance with other officers to whom stamps have been advanced.
 - (a) The responsibility for verification of cash balances is detailed in rule 2.16 of this code.
 - (b) The cash account, the list of payments and variable number of schedules which have already been prepared from day to day, and vouchers supporting them, should be despatched on the dates specified in Chapter VII of Volume I.

With regard to the punctual transmission of the accounts, the Government desire to impress upon the Treasury Officers that they will be visited with severe displeasure should any avoidable delay occur in the despatch of the accounts and cash balance report on due dates.

4. The Administrative Officer should be particularly careful, when assuming or making over charge of a district, to see that the stock is thoroughly verified, and the certificate which is required from a relieving officer showing the state of the cash, stamps and bill forms should be invariably despatched to the Accountant General/Director Audit and Inspection Organisation of Finance Department on the same day that charge is transferred. The procedure required in verifying a cash balance by counting is explained in detail in 2.17.

5. A quarterly certificate should be entered on the register of

deposit receipt by every Administrative Officer not in personal charge of the treasury, that he has personally and carefully examined the register, and that the entries are made with the utmost care and regularity.

The examination is not intended to be mechanical, and to secure only that all necessary entries are made and initialled without fail at the time of transaction, but also that no moneys are unnecessarily placed in deposit or allowed to remain there, without good cause

6. If an embezzlement or loss of public money or stamps should occur in any office or Treasury, immediate notice should be sent to the Administrative Departments and the Accountant General/Director Audit and Inspection Organisation of Finance Department and as soon as possible a detailed report of the circumstances specifying the nature and extent of the loss and showing the errors or neglect of rules by which such loss was rendered possible, and the prospects of effecting a recovery, must also be sent under the signature of the head of the office.

Duties and responsibilities of treasury officer

7. Of the particular matters, as distinguished from the general conduct of a treasury business and exact observance of all the rules affecting his duties, in which the special personal intervention of the treasury officer is required, the following may be specified

- (i) He is required to verify the balance in the hands of the Treasurer roughly every night.
- (ii) He is required to observe certain precaution in taking out money double locks.
- (iii) He is required before commencing the business of the day to examine so far as the Saddar Treasury is concerned the daily accounts of the previous day with the challans and vouchers of the treasury and to satisfy himself that each item of the charge is supported by its proper voucher; that each voucher and challan is duly accounted for in the cash book, that necessary schedules are written up daily in the order of transactions as they occur; that the accounts are compiled daily that the compilation is correct by applying test check; that the totals of all the registers are correctly entered in the cash book; that the addition and deduction indicated in the Accountant's balance sheet are correct; that the result agrees with the balance sheet of the Treasurer, and lastly, to sign the two cash books and the two balance sheets in token of their correctness and good order. The Tehsil Treasury Officer will, besides the correctness of vouchers and accounts as indicated above, see that siahs are submitted daily with vouchers and schedules to the Account Compiling Office.
- (iv) He is required to observe certain precautions before signing the Treasurer's daily balance sheet.
- (v) He is required to initial each entry in the pension registers and on the reverse of both portions of the permanent pay orders.
- (vi) He is personally responsible for any payment of pension wrongly made.

- (vii) He is required to initial each entry in the deposit registers and to see that no item is credited as a deposit save under formal orders of competent authority, and also, if the amount could be credited to some known head in the Government accounts, to represent the matter accordingly to the court or authority ordering its acceptance.
- (viii) He is required to observe certain precautions before paying cheques drawn by the Disbursing Officers of Government.
- (ix) He is required to see that on purely Vernacular vouchers a brief abstract is endorsed in English.
- (x) He is required to satisfy himself, before despatch of the lists of payments and schedules, that the necessary vouchers are all attached. He is expected to check the schedules with the vouchers at intervals, during the month.
- (xi) He is required to take special care to see that receipt stamps are so defaced that they cannot be used again.
- (xii) He is required to observe certain precautions before signing Supply Bills and Remittance Transfer Receipts.
- (xiii) He is required to sign supply bills and transfer receipts legibly, and to maintain a uniform signature as far as possible.
- (xiv) He is required to see that the advice lists of bills payable are opened in his presence, to examine them personally and when satisfied of their genuineness, to initial and date them.
- (xv) He is required to observe certain precautions before paying a bill drawn on his treasury. He is allowed a certain latitude in the payment of a bill of which the advice is missing or inaccurate.
- (xvi) He is required to keep the forms of bills of exchange and of advice; his own possession under lock and key and to observe a certain routine in issuing them each morning.
- (xvii) He is required to recover any amount disallowed by the Account General/Director Audit and Inspection Organisation of Finance Department as unauthorised promptly and without listening to any protest or objection, and to refuse to pay in future any such amount until the Accountant General/Director Audit and Inspect Organisation of Finance Department withdraws his objection.
- (xviii) Deleted
- (xix) He is required to use special precautions for satisfying himself of identity of the applicant for payment of a bill drawn by a person in the Government service, and in all doubtful cases to take the order of the Accountant General/Director Audit and Inspect Organisation of Finance Department.
- (xx) He is required to grant last pay certificates in certain circumstances and must not pay salary to an officer to whom he has granted a last certificate unless the certificate is first surrendered.
- (xxi) He is required to prohibit erasures in any account, register or schedules or in the cash book to verify and initial every

correction in them, to take special care with all vouchers and accounts showing sign of alteration; and if such documents be frequently received from any office, to draw the attention of the head of the office to the matter.

(xxii) He is to make no payment under any circumstances on a voucher or order signed by a clerk instead of the head of an office, although in the absence of the latter the clerk be in the habit of signing letters for him nor may he pay any money on a voucher or order signed only with a stamp.

(xxiii) He is not to honour a claim which on the face of it is disputable, but to refer the claimant to the Accountant General/Director Audit Inspection Organisation of Finance Department.

(xxiv) Deleted

(xxv) He is required to acknowledge personally all remittances.

(xxvi) He is required to verify at the end of each year, the balances at credit of each local and Municipal Fund.

8. The Treasury Officer is responsible for observance of all prescribed treasury rules relating to receipt, custody and payment of moneys any preparation and punctual submission of accounts. He is also responsible to the Administrative Officer for the conduct of subordinate treasury officials and he must have prepared carefully rules for guidance in every branch of his duties. The Administrative Officer expects from him a thorough observance of all prescribed treasury rules and strict attention to all the details of the daily routine of treasury work. The Treasury Officer is required to satisfy himself of the accuracy of every claim before authorising payment, and must, follow strictly the rules prescribed for his guidance as he will be held personally responsible for all erroneous or irregular payments. He is jointly responsible with the treasurer for the safe custody of cash, notes and other Government property, but in the event of any loss or embezzlement, he may not be held responsible if he can show that he has strictly observed the rules prescribed for his guidance in each branch of his duties and that he has enforced their observance on his subordinates. The Treasury Officer shall attend to all objections and orders communicated to him by the Accountant General/Director Audit and Inspection Organisation of Finance Department by letter, audit memoranda or a periodical objection statements, and return the objection statements or audit memoranda within a fortnight or send letters explaining the cause of delay. He is also required to see that implicit obedience is given to the instructions issued from the Finance Department and the Accountant General/Director Audit and Inspection Organisation of Finance Department. He shall send immediate notice, followed by detailed report of any embezzlement or loss in the Treasury to the Finance Department and to the Accountant General/Director Audit and Inspection Organisation of Finance Department as prescribed by rules.

It shall also be the responsibility of a Saddar Treasury Officer to inspect periodically the Muffasil Treasuries of which he is the Account Compiling Officer. The points to which he shall pay special attention during such inspection are given in Appendix IV.

**RULES FOR SAFE CUSTODY AND ACCOUNTING OF THE
PRECIOUS AND SEMI-PRECIOUS STONES AND PRECIOUS METALS**

1. Precious and semi-precious stones mean sapphire, ruby, aquamarine, rubelite and precious metals mean gold.

2. Accurate scales and standard weights shall be used in transactions relating to precious stones and metals.

3. When the operations are being conducted at the mines, the sapphire, corundum or other winnings obtained each day will be put in bags or boxes under seals or locks of the Mining Officer, the Police Officer contractor and removed to safe custody under police escort. Corresponding entries of the bags or boxes will be made in a safe custody register under attestation of the above persons.

4. The materials will be washed, graded and dried when weather permits. The washing and drying should be done carefully to minimise subsequent losses. The Commercial material or any other material to be brought to Jammu Treasury will be carefully weighed and its entries made in a winning register to be maintained for the purpose. Uncommercial materials which is no longer required by the lessee may be destroyed.

5. Weekly report of the winnings, even if blank, must be sent both to the Administrative Department and the Head of Department incharge mining.

6. On the close of winning operations, the winnings shall be brought down to Jammu under police guard. They will be weighed again at Jammu in presence of the persons referred to in rule 3 and results reported by them to the Administrative Department and Head of the Mining Department and the Accountant General. These results will form the basis of check by the Audit Department and the Audit will commence from this stage.

7. The winnings as well as smuggled sapphire shall be deposited in the Jammu Treasury in boxes with double locks (properly sealed) of the Head of the Department and the Mining Officer and with the seal or lock of the contractor in case of royalty winnings. The boxes will be labelled and numbered so far to be easily identifiable. The Head of the Mining Department and the Mining Officer in case of departmental winnings and in the presence of the contractor in case of royalty winnings, will be competent to operate upon the Treasury stock. If a transaction is to be made when any one of the two officers is away; he may nominate his representative with the approval of the Administrative Department.

8. The deposits into the treasury and the removals therefrom will be entered under the attestation of both these officers in a separate treasury stock register to be maintained in the form given below para 14. If the transactions of removals are many, a separate register may be opened for issues.

9. The treasury stock will be verified by these officers on any date during the last quarter of every financial year, and the results reported to the Administrative Department with recommendations as to its disposal.

10. The Administrative Department will write off shortage that may occur owing to the falling off of koalin coating or other adhering matter in transit, dry age difference in weight at the mines area and Jammu and subsequent check weighments in the treasury or owing to some other similar causes up to a maximum of 5% of the original weight. If the shortage exceeds 5% or it is due to the negligence of an officer, the matter will be reported to the Government.

11. The Mining Officer will account for the stock kept by him for display at the Exhibitions in similar registers. He will deposit his stock in the treasury where the exhibition is held. Anything in excess of his bare requirements should be transferred to the Jammu treasury stock.

12. If the Mining Officer discovers any precious mineral in the course of field work, he will at once make report of it to the Head of the Mining Department and the Administrative Department. He will enter the find in his register of specimens and can keep it with him for

analysis for a period not exceeding six months. If its value is determined to exceed Rs 30 it should be transferred to the Jammu treasury stock or the exhibition stock as may be ordered by the Administrative Department.

13. No material out of these stocks will be issued to any person for approval etc. without previous recovery of price except when ordered otherwise by the Administrative Department when its removal as such is authorised, its return will be watched in a loan register.

14. The accounts of the Mining Department-relating to minerals shall be audited by the Local Audit Department at least once in two years.

RECEIPT AND ISSUE
REGISTER OF TREASURY STOCK

Date of receipt of issue	From whom received/To whom issued	Reference with which received	Disposal in case of materials issued	Signature of the officer operating upon the stock
1	2	3	4	5

Gem material/ Weight or No. received or issued	Mathala/ Weight or No. received or issued	Corundum as per Column 5	1st grade as per column 5	Remarks
6	7	8	9	10

Note 1. Similar Receipt and Issue Register may be maintained for departmental stock.

2. In case of materials, sold, the No. and date of treasury receipt under which sale proceeds are paid into treasury should be noted.

3. In column 2, the words "received from", or "issued to" should appear before each name.

APPENDIX IV
QUESTIONS FOR TREASURY INSPECTION

Section I

(List of questions to be answered by the Director General Accounts and Treasuries J&K/Director Accounts and Treasuries Jammu/Srinagar)

Questions relating to Verification of Cash Balances do not apply to Treasuries the Cash Transactions of which have been transferred to the Bank)

General

1. When was the treasury last inspected by:-
 - (a) An officer of the Finance Department and of the Audit Department,
 - (b) the District Officer, ^
 - (c) the Saddar Treasury Officer,
 - (d) the Financial Commissioner,

(Call for the inspection notes, copies of which are kept in the treasury).

2. (a) Name of the Deputy Commissioner in charge of the district

- (a) Did he when he last inspected verify the balances in the treasury

- (1) of cash and

- (2) of stamps.

- (b) Did he check the totals shown in the cash and stock books at the time of the verification of the balances?

(To answer this question the inspecting officer should himself recheck a few of the totals of the day on which the balances were verified).

3. (a) Name the Treasury Officer now in permanent charge of the treasury

- (b) Did he, when took over charge of the treasury, verify the balances in the treasury:-

- (1) of cash and

- (2) of stamps ?

4. Is sufficient time allowed to the Treasury Officer for his treasury duties? What other work has he to do?

(To be answered after personal discussion with the district officer and the treasury officer).

5. Is a cash balance report sent regularly by the treasury officer to the Finance Department on the working day of each month?

6. What security has the treasurer given? How much of it is in landed property? Where is the bond kept, when was it last tested?

(The district officer should be asked in advance of the inspection to have the papers ready at the time of inspection)

7. (a) What is the position of single and double locks?

(Here record the result of inspection.)

- (b) Is there any money or valuable placed in the treasury for safe custody by private persons or other departments?

- (c) Has permission been granted in such cases? Are such boxes or packets properly locked or sealed?

- (d) Is a register maintained for such valuables.

(All valuables kept in the treasury should be checked with the register maintained for the purposes with a view to see whether any articles are unnecessarily kept in the treasury.)

8. Is the Store account of stamps kept regularly up to date?

9. When was the Stock last actually taken? By whom? Was it found to agree with the balances in the register? Is there a tendency to keep too large a stock of any denomination?

10. Is account of daily sales of stamps kept properly by the vendors and checked daily by the Treasury Officer?

11. Do Officers-in-charge of district and Muffasil treasuries send a monthly certificate of personal verification of their balance? Verify the balances shown in some of the certificates with the balance worked out in accounts in the Account Compiling Office of the district and with the balances shown in the daily sheets concerned. See if this check is exercised at the treasury.

Section II

[List of questions to be answered by the district officer (deputy commissioner)]

Questions relating to Verification of Cash Balance, or Submission of Cash Balance Reports do not apply to Treasuries the Cash business of which is undertaken by the Bank

The District Officer should answer as many as possible of the question in this list- He is at liberty to extend his inspection of other points not mentioned in the questionnaire. At his inspection the District Officer may order a Senior Assistant Commissioner who is not in charge of the treasury to help him

Copies of the inspection notes with a memorandum showing the action taken on them should be forwarded (in the case of an inspection by the District Officer) through the Divisional Commissioner to the Government and Accountant General for information,
Cash department

1. Are copies of the Executive Engineer's certificate that the strong room is secure and fit for use and the Police Superintendent's order prescribing position of the sentries hung up in a conspicuous place within the strong room?

(Examine the certificate which is easily available.)

2. Are the boxes and safes in good order? Are there two locks to each box or safe as well as on the outer door? Who keeps the keys?

3. Does the treasury officer himself register in the treasurer's balance sheet every amount passed into or out of double locks at the time? (See whether the entries are in the Treasury Officer's own handwriting.)

4. Examine the several chests to see whether different kinds of coins are kept separately, whether each kind is kept in bags of uniform size and whether each chest has a memorandum of its contents with the balance initialled by treasury officer every time money is put in or taken out.

5. Are Government currency notes stored separately from coin in a tin box or other receptacle designed to protect them from injury by damp, insects, etc?

6. If the bags of money are kept on restles, is the strong room so closed to prevent the insertion of any rod or instrument within the room?

7. See whether notes much soiled or worn and cut notes are kept separately from fresh notes so as not to be reissued to the public.

8. Roughly examine some bundles of issuable Government currency notes to see whether they contain non-issuable notes which are not fit for being reissued to the public.

9. Are the rules prescribed for the safe custody of the duplicate of the keys of the locks used in the treasury duly observed?

10. Are all the locks, Chubbs or Sparlings locks or any cheap country-made locks in use?

11. Is a register of all padlocks and keys kept in the strong room and is it properly maintained?

12. Are there any spare Chubbs 'or Sparlings' locks? What is their condition?

13. Is a daily memorandum maintained showing the total amount examined by the shroffs during the day and the number of defective coins of various kinds discovered in the course of such examinations?

NB – This will enable the treasury officer to exercise an office supervision of the work of the shroffs.

14. Is the placard regarding the supply of small coin, nickel and copper,

exhibited in a conspicuous place?'

15. Is the placard in English and Vernacular regarding encashment of notes exhibited in a conspicuous place? Are any restrictions on the issue of notes for coins or vice versa imposed?

16. Examine the position of the counters and see whether the treasurer exercises proper supervision over his staff.

17. Is a cash balance report sent regularly by the treasury officer to the Finance Department on the first working day of each month? (Examine the register of returns)

18. Are the printed rules regarding the verification of notes and coin hung up in the strong room in a conspicuous place?

Accounts department

19. Is there any bag or store of coin kept apart from the general balance?

20. Are cash safes of other departments embedded on the floor outside the strong room within the view of the sentry?

21. (a) Is there any money or valuable placed in the treasury for safe custody by private persons or other departments?

(b) Has permission been granted in such cases? Are such boxes or packets properly locked or sealed?

(c) Is a register maintained for such valuables?

All valuables in the treasury should be checked with the register maintained for the purpose with a view to see whether any articles are unnecessarily kept in the treasury.

22. (a) Are there any prescribed hours for receiving bills?

(b) Is there any fixed hour at which the treasury is dosed against new comers?

23. Examine whether the totals of the cash book have been verified by the Treasury Officer and the cash book initialled as correct.

24. See if the entries in all the schedules to be submitted with the monthly accounts are written up daily and also if the paid vouchers pertaining to each schedule are numbered consecutively in a monthly series and arranged in their numerical order. How are the vouchers stored between the dates of payments; and transmission to the Accountant General?

25. Examine the different subsidiary registers to see whether they are properly maintained.

Treasurer's Accounts

26. Examine the statements of daily balances for some days taken at random and see whether

(1) they were agreed with the accounts and signed by the Treasury Officers on the evening of the days to which they referred

(2) that the treasury officer inspected the balance in the treasurer's hand; and checked it with the statement; and

(3) that the totals of the cash balance and stamps in the hands treasurer do not exceed the amount of his security Also see whether the sheets show the correct distribution of treasure under single and double locks-

27. Examine all the registers maintained by the treasurer and see if the treasurer maintains any unauthorised registers.

28. Is the store account of stamps kept regularly up to date?

29. When was the stock last actually taken? By whom? Was it found to agree with the balances in the registers? Is there a tendency to keep too large stock of any denominations?

30. Compare the balance of stamps shown in monthly accounts one or two months selected at random with the balances certified by the Treasury Officer in the monthly balance sheet

31. Is a comparison of the balance of stamps under double lock with treasurer ever made with the balances shown in plus and minus memoranda sent to the Accountant General?

32. Does the Treasury Officer inspect the single lock accounts of the treasurer and other registers maintained by him and verify the balances of stamps cash and other valuable stock in the single lock at least four times a month.

Pension Civil

33. Is the register of pension payment orders maintained? Are separate pages allotted for each kind of pension?

34. Are the files of the pension payment orders complete according to these registers? Are they accessible to strangers or to any one, but the Treasury Officer?

35. (a) Are the orders in good condition? Are all payments noted on them?

(b) Are the photo copies of the pensioners who retired after 1-4-1962 on record?

36. Is the Treasury Officer in possession of finger impressions of pensioners required to be identified by such impressions?

37. In the case of pensioners permanently exempted from personal attendance, is proof independent of that furnished by the life certificate upon which the pension is ordinarily paid, obtained every year of their continued existence? *Passu Miny*

38. What record is kept of payments made to military pensioners?

39. Are payments noted in the audit registers? Does the treasury officer initial all entries in the audit registers?

40. Are the office copies of the pension schedule written up daily?

Hundi forms

41. Where is the spare store of Hundi Forms kept and is it under the Treasury Officer's sole charge?

42. Are they being issued in order? Is the numerical series of each class unbroken?

43. Are counterfoils of Hundies issued initialled by the Treasury Officer? Do they agree with the entries in the issue register on the experience of a few taken at random?

44. Are the issues of duplicates noted in the issue register? Check some of these with the entries relating to original drafts and see that they are in exactly the same terms as regards number, date, amount and the name of payee.

45. See whether the specimen signatures of the various Treasury Officers have been pasted in a guard file consecutively in order of treasuries

Deposits

46. Are new receipt registers opened every year with separate series of numbers for each class of deposits?

47. Does the Treasury Officer initial each deposit in the register?

48. Are the entries in the column "Nature of deposits" sufficient to explain why the amount has been accepted as a deposit?

(Examine a sufficient number of items to see whether the Treasury Officer satisfies himself of the admissibility of each item of a deposit).

49. Examine the list of lapsed deposits and see if the orders of the Collector have been obtained.

50. Are payments of lapsed deposits noted in the receipt register of deposits against the items concerned?

51. See if the register of repayments is properly maintained.

52. For what accounts are personal ledgers kept? Is there authority for the maintenance of each personal ledger account?

Miscellaneous

53. See that a record is kept of specimen signatures of officers drawing bills on the treasury.

Section III

Questions to be answered by a saddar treasury officer when inspecting mufasil treasuries

1. Is the Siah Nawis, conversant with his job?

2. Are necessary checks applied, before payment on bills and Claims presented at the treasury is made?

3. Are formal orders of the treasury officer before making payments obtained?

3-a. Does the Accountant maintain his cash book on the form prescribed and are entries made therein comprehensive in respect of objects of payments; and their classifications?

4. Is daily siah prepared everyday, and dispatched to the Account Compiling Officer before close of office each day?
5. In case the daily siah is not submitted regularly, have reasons therefor been investigated? What are the remedies suggested?
6. Is the cash book balanced daily, and the closing cash balance certified by the Treasury Officer everyday?
7. Does the Treasury Officer verify the balance in the sole charge of the treasurer before signing the treasurer's daily balance sheet?
8. Is a monthly certificate of personal verification of the balances sent to the Account Compiling Officer?
9. Are all checks prescribed for purpose of pension payments applied does the Treasury Officer regularly check the pensioners remarks with original order or their identity with their photographs?
10. In case of pensioners permanently exempted from personal attendance is proof every year obtained of their continued existence and the same recorded

Deposits

11. Are new receipt registers opened every year?
12. Does the Treasury Officer initial each deposit in the receipt register?
13. Does he ever question the admissibility of a deposit?
14. Is the order for repayment passed without previous reference to the receipt register?
15. Is each repayment entered in the receipt register at the time of payment, and initialled by the Treasury Officer?

Hundi

16. Where are the spare stores of Hundi forms kept?
17. Under whose key?
18. By what precautions maintained in order?
19. Is the numerical series of issues for each treasury unbroken?
20. Is the book of forms required for the day's use issued in the morning? And is it checked by the treasury officer on return in the evening?
21. Are issue registers opened before the year begins?
22. Is rule and clause, or the Accountant General's letter giving authority for issue of each bill, noted in the issue register?
23. Are counterfoils of bills issued, initialled by the Treasury Officer? Do they agree with entries in the issue register on the experience of a few taken at random?
24. Are the issues of duplicates noted in the issue register?

NOTE-The counterfoils of duplicates of bills will make it easy to test observance of rule in this matter.

25. Where all files of original advices of bills drawn on the treasury kept? Are those from each treasury laid together in order of dates?
26. Is the fact of payment marked off in the original advice?
27. Are paid bills numbered in order of payment and attached to the paid bills schedule for transmission to the Account Office?
28. Is every letter of credit entered at once in the column of balance in the register of cheques paid?
29. Is the pass book with the Executive Engineer? How often does he send it to be written up? Is the Treasury register kept up to date? Is it laid before the treasury officer before any new cheque is passed for payment?

Cash

30. What is the amount under double locks?

31. Are two different boxes (or other receptacles) always in use at the same time one for money moved into the other for money passed out of double locks?
 32. Does the Treasury Officer himself register every amount passed into or passed out of double locks at the time with his own hand?
 33. What is the amount in the treasurer's hand?
 34. Are the different kinds of coin kept apart?
 35. Are each kind kept in bags of uniform size?
 36. Are there two locks to the outer door, and who keeps the keys?
 37. Are the boxes and safes in good order; are there two locks to each and who keep the keys?
 38. Are the duplicates of the keys of all locks used in the treasuries with the officer concerned?
 39. If the bags are kept in treasuries is the strong room so closed as to prevent the insertion, of any rod or instruments within the room?
 40. Is the Executive Engineer's certificate for safety of building hung in strong room and is it revised after 5 years?
 41. What is the date of Executive Engineer's certificate?
 42. Is there any bag or store of coin in the treasury kept apart from the general balance?
 43. Is there any money or valuable placed in the treasury for custody by private persons or other departments?
 44. Does the amount of cash in the Treasury including currency notes agree with the balance as shown in the last entry in the Accountant's daily balance sheet?
 45. Does the Treasurer's daily balance sheet show correctly its distributions between treasure under single and double locks?
 46. Are pains taken to empty the treasure chests in the same order as were filled?
 47. Has each chest a memorandum of its contents altered and initialled by the Treasury Officer when money is put in or taken out?
 48. What uncurrent coin is there in the treasury?
 49. Under what orders received?
 50. What precautions are taken by the Treasury Officer to see that all the coins presented by the public are carefully examined and withdrawn from circulation if tampered with or unduly worn?
 51. Are Currency Notes arranged in different bundles according to their denomination?
 52. Are they placed in order of receipt? Where is the set of minimum weight and test scales?
 53. Are they regularly reissued in the order of their receipt? In what condition are the scales?
 54. Is the Note Register punctually kept up? Does it separate the different denominations of notes?
- Stamps*
55. Is the stores account of stamps kept regularly up to date?
 56. What stock is left with the Treasurer under single lock?
 57. What is under Treasury Officer's charge?
 58. When was stock last actually taken?
 59. By whom?
 60. Was it found to agree with the balances in the register?
 61. Are the charges paid from the treasury for sale of stamps in accordance with the rules?
- Miscellaneous*
62. What record is kept of the Accountant General's orders of retrenchments?
 63. In whose custody is it?
 64. Is reference made to it before new pay is issued?
 65. Are the corrections to the Financial Regulations and books, pasted up to date?

66. Is the circular file of the Finance Department and Account Office complete?
67. Is it accessible?
68. Does the Treasury Officer take pains to see that important new circulars are understood?
69. Are the office registers and records in good order? The inspecting officer shall pay his careful attention in seeing that the daily accounts are kept complete and rendered invariably at the close of the day to the Account Compiling Officer so as to enable the latter to compile the monthly accounts in time.

Treasury Furniture

70. How many spare Treasury locks are there in the stoics?
71. What is their condition?
72. Who kept their keys?
73. What is the state of treasurer boxes?
74. Are they of uniform size?
75. Have boxes in use standard locks supplied?

Treasurer

76. What amount is ordinarily left in the Treasurer's hand?
77. Are all Tehvildars Shroffs or cash keepers at the Treasury nominees of the General Treasurer?

Establishment

78. Are receipts taken in a register for all pay and allowances issued?
79. Is a stamped receipt required whenever the amount exceeds Rs. 20?
80. Have Service Books been prepared for the whole establishment?
81. Are they kept up to date?

APPENDIX V
Rules for Destruction of Treasury Records

List of Treasury records to be destroyed on the written orders of the Treasury Officer, after the periods noted against each, the periods reckoning from the termination of the Financial year to which the records pertain:-

S. No.	Name of Paper	Period after which to be destroyed	Remarks
1.	Advices of Hundies	6 years	
2.	Arzirsal	6 years	
3.	Budget proposals	6 years	
4.	Budget printed copies	6 years	
5.	Counterfoil of Hundies	20 years	
6.	List of payments and all subsidiary schedules	3 years	
7.	Cash Balance Report	3 years	
8.	Counterfoil of Treasury receipts	6 years	
9.	Civil Lists	2 years	
10.	Counterfoil of certificates granted to police on receipt of cash remittance	5 years	
11.	Peon Books (Dak Book)	2 years	
12.	Half Margin Register	5 years	
13.	Register of objections on office copy file	5 years	
14.	Monthly Cash Account	2 years	

15.	Muffasil Treasury accounts including siahs	After 6 complete a/c years	
16.	Specimen of Drawing of Treasury Officer's Signature	6 years	
17.	Clearance register of deposits	3 years	

S. No	Name of Paper	Period after which to be destroyed	Remarks
18.	Register of locks	1 year	One year after the locks have been returned
19.	Register of entering receipt and return of chests of other departments under rule	1 year	One year after the return of the chests
20.	Register of objection statements records & register of retrenchment orders	1 year	One year after adjustment of the objection
21.	Index Register of pension		As soon as the new register is made
22.	Monthly verification certificate of treasury balance by treasury officers	After six complete years	
23.	Statement of lapsed pensions	6 months	Six months after the close of the month to which they relate
24.	Statement of Mortality of pensioners	2 years	2 years after the close of the year to which they relate
25.	Statement of Lapsed Deposits	3 years	3 years after the close of the year to which they relate

26.	Miscellaneous routine correspondence with Accountant General	2 years	But any containing order for permanent observation should be preserved permanently.
27.	Vouchers between Rs. 10 and 50.	After examination by Local Audit	
28.	Monthly Schedule of Stamps	2 years	
29.	Plus and Minus Memo of Local Fund Accounts	2 years	Register should not be destroyed
30.	Register of Currency Notes	12 years	!
31.	Register of letters received and despatched		This is a permanent record.
32.	Daily Attendance Register	2 years	
33.	Register of Gazetted Officers	2 years	

S. No.	Name of Paper	Period after which to be destroyed	Remarks
34.	Service Stamp Expenditure Registers	2 years	
35.	Register of Leave to Treasury Establishment	6 years	
36.	Register of Stationery expenditure	2 years	
37.	Register of Contingent expenditure	5 years	

38.	Register of letters pending reply	1 years	
39.	Subsidiary Register of Receipts and Payments	12 years	
40.	Tehsil Siah	6 years	
41.	Treasury correspondence with officers other than Accountant General		See remarks against No. 26
42.	Treasurer's Vernacular Cash Hook	2 years	
43.	Telegram Books	2 years	
44.	U. O. Book	2 years	
45.	Letters of Credit	1 years	After the termination of the year to which they belong.

RECORDS NOT TO BE DESTROYED

S. No.	Name of Paper	Period after which to be destroyed	Remarks
1.	Acquittance Roll	40 years	
2.	Accountants Register of Stamps		Permanent
3.	Circulars from Accountant General		Permanent
4.	Deposit Receipt Register of Revenue and Judicial	6 years	Destroyed 6 years after finally close

5.	Index Register of files		Permanent
6.	Note Book		do
7.	Order Book		do
8.	Register of Pension Pay Order; Civil and Military		To be preserved till all pension pay orders in it have been cancelled.
9.	Register of Baqidar		
10.	Register of Government Promissory Notes		Permanent
11.	Service and Character Books		To be preserved till the employee ceases to be in service
12.	Stock Register		Permanent
13.	Treasury Cash Book and all subsidiary Registers both of Accountant and Treasurer		
14.	Cash Balance Sheets	(do.)	
15.	Cash Balance (Treasurer)	After 35 complete account years	
16.	Tehvildar's Register of Stamps		
17.	Register of Powers of Attorney etc		

*Rules for supply custody and distribution of stamps**A. Slate stamps*

1. The Commissioner of Stamps will arrange for the printing of the State Stamps. These stamps will only be printed at the press or presses approved by the Government.

NOTE — The Excise and Taxation Commissioner functions as Commissioner of Stamps.

2. Attached to the Jammu Saddar Treasury shall be a store which shall be called Central Stamp Depot. This store shall be in the immediate charge of the Treasury Officer who will work under the Commissioner of Stamps.

3. The Central Depot shall ordinarily maintain a stock of stamps equal to three years probable consumption.

4. Every Saddar Treasury shall be a local depot for the custody and sale stamps of all descriptions. All Muffasil treasuries shall be branch depots.

5. Each local and branch depot shall unless the Commissioner of Stamps otherwise directs maintain a stock of stamps equal to their respective limits fixed by the Commissioner of Stamps.

NOTE : — The limits fixed for the stock are liable to variation at the discretion of the Commissioner of Stamps.

6. All Treasury Officers shall recoup their balances at the close of each year by indents drawn on the Treasury Officer Jammu. Special indents during the course of a year should be accompanied by explanation. The indent shall show in separate columns for each denomination of stamps of which supply is required, the balance in the depot, the quantity sold, and the quantity indented for.

NOTE — Adhesive stamps should be indented for incomplete set impressed stamps of and below one rupee should be indented for in even hundreds, and those above that value up to and inclusive of Rs. 10 in even tens.

7. Soon after the arrival of supply of stamps from the Central Depot or from another local or branch depot, the officer-in-charge of the depot shall personally examine the outward appearance of the boxes or packets and satisfy himself that they bear no marks of tampering. He shall then have the boxes or packets opened in his presence, and the contents counted either by himself or presence immediately on being opened. In the case of supplies of stamps received from the printing press, similar examination will be applied by the officer in-charge of the depot. But in the case of the Central Stamp Depot or local depot the boxes or packets should invariably be placed immediately on arrival in the strong room of the treasury and there opened one at a time presence of the officer-in-charge and there contents examined and counted. In no case should a second box or packet be opened until the contents of 1st have been completely examined and verified and placed in the proper receptacles as required by rule 9. The number and value of stamps received shall be compared by the officer -in-charge with the invoice and a receipt shall sent not later than seven days after the arrival of the stamps to the officer who sent the stamps. The inside wrappers of packets of stamps should invariably preserved till the entire contents of the packet have been examined and correct.

8. If any stamps are found unfit for issue due to faulty manufacture there should be returned at once to the press from which received, a report being made to the Commissioner of Stamps simultaneously. Stamps that are through any cause rendered unfit for issue at any time after receipt shall be disposed of in accordance with rule 15.

9. Immediately after the stamps received have been counted they shall be placed in proper receptacles in the store under double lock in the presence of the officer in-charge and his treasurer, the amount and value of each denomination being entered at the same time in a register maintained to show the receipts and issues to and from the store under double lock. These entries shall be checked by the officer-in-charge at the time when the stamps are deposited and the correctness of the arithmetical calculation of additions to balance, as well as of the values

compared with quantities, shall be verified and initialled by him and the treasurer at the time. The register shall then be placed with stamps in the double lock receptacles and shall not be removed there from nor shall any entries be allowed to be made therein except in the presence of the officer-in-charge.

NOTE – In all cases where stamp registers have to be checked the actual check of quantities against values is a very important one, the correctness of calculations of value must be tested in detail. It is necessary that the complete check should be exercised by the officer himself.

10. Issue of stamps from the Central Stamp Store to local and branch depots shall be made by officer-in charge of the depot after making the relevant entries in the prescribed register which shall be initialled by him and the treasurer at the time of issue. The register will remain under double lock with stamps, and will never be allowed to be removed or handled by any one except in the presence of the officer-in-charge.

NOTE; The issues of stamps from the Central Stamp Depot to local or branch depots will be checked by the Commissioner of Stamps for which a separate Stamp Remittance Register will be maintained in his office.

11. Sales of stamps to the public or to licensed vendors shall not be made from the stores under double lock such sales being made by the ex officio vendor from the supply entrusted to him for this Purpose, to be kept by him under single lock as prescribed in the following rules.

12. The stock to be made over to the ex officio vendor should ordinarily be sufficient for the probable demand of one month. The ex officio vendor shall maintain a register of receipts into, and issues from single lock in the same form as the double lock register and on a fixed date near the beginning of each month he will prepare an indent for the quantity required for the month showing balances in hand, an average month's consumption and the quantity required. The Treasury Officer after checking the indent and the actual balance in the hands of the ex officio vendor will issue the stamps from the store under double lock recording the issues in the double lock register. The Treasury Officer shall see that the entries made by him in the double lock register correspond with those made in the single lock register initial both registers and return the double lock register which will, also be initialled by the Treasurer in the double lock store The same procedure should be followed when stamps are issued from double lock at any intermediate date. There shall be monthly verification of the balance of stamps in the hand of the ex officio vendor. The officer-in-charge shall write the word "Verified" under his initials at the time he carries out the verification.

13. From the stock so made over to his charge and kept by him under single lock the ex officio vendor shall sell stamps to the public and to licensed vendor of stamps for cash. He shall maintain the single lock register in the form mentioned in the above rule in Urdu entering therein both in quantity and value, the receipt from the double lock, the daily sales and the balances in his hand by each denomination at the end of each day. He shall pay daily into the treasury the cash received by him for stamps sold, the amount realized on account of each of the various descriptions of stamps namely judicial, non-judicial and copy stamps being paid in separately. The account of daily sales shall be inspected and the correctness of the calculations shown therein checked every day by the officer-in-charge of the depot.

NOTE1: – Each and every transactions of sale shall not be entered in single lock register separately and in detail. Subsidiary registers for sale to the public and licensed, vendors of stamps shall be maintained by the ex-officio vendor from which the totals of daily sales of each denomination of stamps shall be carried to the single lock register.

NOTE2 – The Treasury Officer shall be held personally liable for any loss that may occur to Government during his incumbency owing to his neglect to observe the above rules.

14. Sales of stamps to the public judicial and non-judicial stamps by vendors shall except at localities where there are no licensed vendors bi to stamps of over Rs. 50 each in value the sale to

— public of stamps value and copying fee stamps being left to licensed vendors.

15. The officer-in-charge of local and branch depots shall send to the Commissioner of Stamps with necessary explanations all State stamps that are obsolete, unserviceable or spoilt after entering the particulars of the stamps i.e their description, number and value, in a register maintained for the purpose every quarter i.e. in the first week of the month following each quarter. The Commissioner of Stamps shall examine these stamps and after entering them in a register kept for the purpose have them burnt in his presence. He shall make a note to that effect in the register and shall at the same time inform the depot concerned accordingly. The officer-in-charge of the depot shall then write off the value of the stamps destroyed and give the number and date of the letter of the Commissioner of Stamps as authority for writing off the value of the stamps.

Necessary entries relating to the destroyed stamps shall be made in the plus and minus memorandum, and authority of the Commissioner of Stamps letter quoted in support of those entries. An account of stamps destroyed shall be incorporated in the Annual Stamp Administration Report.

16. The officer in-charge of the Central Stamp Depot shall when shortages are noticed in consignments of stamps received from the printing press, report the matter at once to the press concerned and the Commissioner of Stamps. Shortages in consignments from the central depot to the local depots and branch depots shall be dealt with in the same manner, the report in such a case being sent to the officer-in-charge of the central stamp depot and the Commissioner of Stamps. All losses of stamps whether occasioned by theft, accident or other causes, represented by the intrinsic value of the missing stamps as well as the potential loss shall fall on the Government, unless serious negligence is established against the despatching or receiving agency.

NOTE — Requires the submission of reports of losses to the Accountant General.

17. Discrepancies of stamps between the quantities of stamps received and those entered in the invoices by the central stamp depot should be noted in red ink on the invoices. Debits will be raised by the central depot against the parties concerned for the intrinsic value of the stamps actually received as shown in the receipted invoice.

NOTE — Answers to the following questions will also be furnished:-

- (1) Was the case weighed before taking delivery and its weight checked with that noted in invoice?
- (2) If so, was there any deficiency in weight?
- (3) Did the case show any signs of tampering?
- (4) Did the officer personally examine the outward appearance of the case and satisfy himself that it bore no marks of tampering?
- (5) Was the case placed in the strong room immediately on arrival?
- (6) If the case was tinlined was the tinlining intact?
- (7) Was the officer present all the time the case was being, opened and the contents were being examined and counted?
- (8) On what date was the case
 - (a) received
 - (b) opened?

18. At the close of the month the Treasury Officer, the treasurer and the accountant shall sign the balance of the double lock and single lock registers in token of the agreement between the two sets of accounts kept by the treasurer and the accountant of the treasury.

19. The Accountant General will keep a simple account in value without details of numbers of stamps and will agree the monthly balance the combined double and single lock balance as follows:-

At the close of the month the balance in the double lock and also in lock will be struck and verified and copied into a return (in the same form double lock and single lock stock account) and its aggregate value worked out. This value will agree if there have been no errors in the posting of daily transactions with the Accountant's balance, and with the plus and minus memo prepared

—retrom.

NOTE – Treasury Officer in charge of local and branch depots submit to the Accountant General returns of the receipts and sales of stamps in the of plus and minus memoranda.

20. On the last open day of April and September each year the officer-in-charge of each local and branch depot will count or have counted in his presence the stamps in his depot, both those under double lock and under single lock. He will attach with the plus and minus memoranda for April and September rendered to the Accountant General a certificate to that effect. Discrepancies, if any, should be explained.

NOTE – The above rules apply *mutat's mutandis* to water marked also.

B. Postage stamps.

The postage stamps are obtained on indents through the Accountant General by the State Treasuries from the nearest Indian treasuries for sale to the Post Offices etc on behalf of the Government of India. The stock of ordinary postage stamps is recouped from the imprest of 1-1/2 lacs allowed by the Government of India for the purpose. The sale proceeds of these stamps are credited head "Ordinary Postage Stamps". The Central Treasuries supplying the stamps, raise debits against this Government through the Accountant General Punjab for the stamps supplied and these are responded to by the Accountant General by debit to the Debt Head Ordinary "Postage Stamps" after verifying receipts of stamps by the indenting treasuries. The following are the classes of stamp sold by State Treasuries –

(a) Ordinary Postage Stamps

(b) Postal Service Stamps

(a) These are sold to local Post Masters on cash payment-

(b) These are purchased from the Government of India for use by Departments and should not be sold to any but a State Officer under the procedure laid down. These are stocked at the Jammu, Srinagar Leh Treasuries for supply to the Drawing Officers for official use are stocked in Leh Treasury to the extent of Rs. 20,000. Their cost is paid to the Central Government by book adjustment through the Accountant General Punjab in the same manner as is done in case of Postage Stamps.

2. Service postage stamps worth Rs. 20,000 are supplied free annually to State Government by Government of India under the postal convention. Indent for this supply is sent out by the Accountant General to the Post Master General so as to reach his office by the 20th November. On the receipt of the supply, the amount is credited to the specific budget head "Post Office" receipts every year.

2. Sale of stamps

A. *Judicial stamps etc.*

1. The sale of stamps by any person who is not duly authorised in the manner herein after provided is prohibited.

2. There shall be two classes of vendors, namely (a) *ex officio* vendors and (b) licensed vendors

(a) The following persons shall be deemed to be *ex officio* vendors –

(i) Treasurers or cashiers in the Muffasil treasuries.

(ii) The Treasury Officers.

(iii) Stamp Tehvildars at the Saddar Treasuries at Jammu and Srinagar.

(iv) Moharrirs of the Revenue Department appointed *ex officio* vendors under Note 1 to this rule,
and

(v) Nazirs of civil courts appointed *ex officio* vendors under Note 2 to this rule.

(b) Licensed vendors of stamps are those who sell stamps to the public after they have obtained a regular licence under these rules-

- *NOTE* – 1. Officers of the Revenue Department of and above the rank of Naib Tehsildar when out on tour may, when necessary, appoint one of their Moharrirs as an ex officio vendor to sell judicial stamps at their camp during the period of tour. Such a vendor shall not get any discount on stamps sold by him, but sales of stamps effected should be entered in registers maintained in the prescribed form.

2. In the case of civil courts at places having no Government Treasury the sale of judicial stamps of over Rs. 50 each in value will be made through the Nazir who shall receive an imprest of these stamps from the treasury or sub-treasury with which the court is in account up to the limit to be fixed in each case by the District Judge concerned in consultation with the Commissioner of Stamps. He shall be treated as an ex officio vendor for the sale of such stamps and maintain the registers in the prescribed form.

3. The Deputy Commissioners shall grant licences for vend of judicial stamps (including copy stamps meant for paying copying fee charges) in their respective jurisdictions.

4. A licence for selling stamps shall not be given to a trader, or money lender or to any person who does not bear a good moral character.

5. The licence which shall be in force for one year shall be in the form prescribed by these rules. The fee for the licence is Rs. 5.

6. Vendors licensed to sell non-judicial stamps under the Stamps Regulations 1977, may be granted a licence for vend of judicial stamps (including of copy stamps meant for paying copying charges) under these rules.

7. Every licence granted under these rules shall specify:-

- (a) the name of the person licensed.
- (b) the place at which he is licensed to sell.
- (c) the kind of stamps he is licensed to sell.

8. A licence may be revoked at any time by the Authority which granted it.

9. The vendor shall not allow any other person to transact on his behalf any business connected with the sale of stamps.

10. The vendors shall sell stamps only at the place mentioned in his license and in accordance with these rules.

11. No licensed vendor shall be competent to sell any single stamps exceeding Rs. 50 in value. When an application is made for stamps exceeding Rs. 50 value he shall refer the applicant to the treasury officer.

12. It shall be the duty of the vendor to supply stamps of all denominations required by the purchaser but stamps of lower denominations may, with consent of the purchaser, be issued, if the stamps of the denominations required are not available at the treasury. In such case he shall grant a certificate to effect to the purchaser which he shall attach with the document. The vendor shall also make a note of the fact against the particular sale in his register.

13. The licensee shall not attempt to make up stamp duty exceeding Rs. 50 by the issue of two or more stamps of lower denominations.

14. Every vendor of stamps shall endorse on the back of each impressed stamp sold by him to the public in Urdu the serial number, the date of sale, the name of the purchaser and of his father with caste and residence etc., the value of the stamps in full in words the purpose for which purchased and shall affix his signature to the endorsement.

15. Every vendor who sells any court fee or copying fee adhesive labels meant for paying copying charges shall insert at the time of sale the name and parentage of the purchaser and the date of sale on the blank space left on the face of the labels for that purpose, and shall sign the same.

Provided that in the case of purchaser whose identity can be clearly indicated the vendor need not record his parentage, but shall give his designation in such a manner as to leave no doubt about his identity.

16. The vendor shall simultaneously make corresponding entries in the register of daily sales of

stamps to be kept by him with headings similar to those mentioned in rule 14 and 15 above.

NOTE – The endorsement made on the imprest sheets and adhesive labels shall agree with the entries made in the register.

17. The stamp vendor shall also maintain an account of the sale of judicial and copying fee stamps separately in the form noted below:-

- a Opening balance.
- b Purchases from the treasury.
- c Total sales to the public.
- d Balance at the close of the day.

This plus and minus memorandum shall be posted daily.

NOTE – Above-mentioned printed and bound registers of such bulk as may do for a year will be issued to every licence holder by the Deputy Commissioner concerned on cash payment and the latter before making over the register shall note the number of pages, and sign it giving date and year and stamp every page with the court stamp. When these registers have been completely written up, they should be surrendered before new ones are issued by the Deputy Commissioner. The used registers should be kept in the record room.

18. Commissioners, Deputy Commissioners, District Judges, Commissioner of Stamps and other officers not below the rank of Naib Tehsildar deputed by them may inspect the vendors registers and will see that the entries made therein are exactly according to the instructions.

19. The stamp vendor shall not transcribe any document on the stamps sold by him on behalf of the purchaser with or without payment. Nor shall he knowingly make false endorsement on the stamp sold.

20. A vendor shall sell stamps to the purchaser at their face value in such coins or notes as are legal tender in the State. He shall not sell old and obsolete stamps the use of which has been discontinued.

21. Every licensed vendor of stamps shall at all times keep affixed conspicuously aboard bearing his name and the words "Licensed Stamp Vendor" in Urdu at the place where he sells stamps. He shall also keep at this place of vend a copy of these rules and the Court Fee Regulations so that they may be read by the purchaser, if required by him.

22. Licensed vendors shall obtain stamps from the nearest treasury on payment of ready money less the discount allowed by these rules.

23. The infringement of any of the rules or conditions under which the licence is issued shall render the licence holder liable to cancellation of his in addition to the penalties prescribed in section 34 of the Court Fee Regulations 1977, namely imprisonment for a term which may extend to six months not exceeding Rs. 500 or both.

24. No ex officio vendor, as such, shall be entitled to any discount or commission on the value of any stamps supplied to him for custody and sale.

25. The treasury officer shall supply stamps to the ex officio vendors for sale to the public and to licensed vendors and shall allow discount to the rates prescribed in this behalf.

NOTE – The treasury officers may authorise at the places where there are no licensed vendors their Khazanchis (ex officio vendors) to sell stamps public out of the single lock The sales should be entered in the vendors registers prescribed for the purpose.

The register may be given to all such ex officio vendors free of cost by the Deputy Commissioner concerned.

26. Every licensed vendor who purchases stamps from Government by payment of ready money shall receive the same at a discount specified below

	Rate of discount	P. C. others areas
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	Municipal areas	
Impressed Judicial stamps and ee labels	3.00	3.00

Provided that no discount shall be given in the following cases:

- (a) when stamps exceeding Rs. 50 each in value are purchased.
- (b) when the total amount of stamps purchased at a time is less than Rs. 50.

27. A licensed vendor of stamps may be allowed to exchange stamps which are fit for use for other stamps of the same value.

28. Every licensed vendor shall at any time, on demand of the authority competent to grant licences, deliver up all stamps, or any class of stamps remaining in his possession.

29. It is not absolutely necessary that the purchaser should appear in person before the stamp vendor. There is no objection to such a purchase by letter, or through an agent or servant. In every case of this type the vendor must record the fact in the endorsement on the back of the stamp or on the court fee label as well as in his register of sale.

NOTE – Letters on the authority of which sale of stamps are effected shall be preserved by vendors and handed over to the treasury officer at the time of

obtaining supplies of stamps when their registers have to be produced for examination

30. (a) Stamp vendors are strictly prohibited from altering endorsements made by them on stamped papers.

(b) If any incorrect endorsement has been inadvertently made, the stamped paper may be treated as spoiled and allowance may be claimed therefor under the "Stamp Refund Renewal Rules".

31. A person purchasing a stamp under the procedure prescribed by these rules, is prohibited from handing it to others for use by them, such a transfer shall be held illegal and the transferer amenable to the penalties prescribed therefor, and the document transcribed on such stamp shall also be deemed unstamped and shall not be received, by any court or office unless the proper stamp duty is paid.

32. A register of issued licences shall be kept up in the office of the authorities competent to grant them with the following information noted in it:-

- (a) Date of licence.
- (b) Name of licensee
- (c) Place of vend
- (d) Description of stamps to be sold under the licence.
- (e) Remarks about any changes that may take place during the year.

33. The above register shall be subjected to an annual revision. At such period lapsed licences should be called in and destroyed.

B . Non-Judicial Stamps, Etc.

1. The sale of stamps (other than Bill and Receipt Stamps) by any person who is not duly authorised in the manner hereinafter provided is prohibited

2. There shall be 2 classes of vendors, namely (a) ex officio vendors and (b) licensed vendors

(a) The following persons shall be deemed to be ex officio **vendors**:-

(i) Treasurers or Cashiers in the Muffasil Treasuries;

(ii) The Treasury Officers;

(iii) Stamp Tehvildars at the Saddar Treasuries at Jammu and Srinagar, and

(iv) Post Masters in charge of post offices in the State.

(b) Licensed vendors of stamps are those who sell stamps to the public after they have obtained a regular licence under these rules.

3. The authorities competent to grant licences may grant licence to any village school master for the vending of non-judicial stamps up to such value, as may be specified by the licensing authority at a place other than the Head-

quarters of a District or a Tehsil, provided that the previous approval of the District Education Officer concerned is obtained in the matter.

4. Deleted

5. A licence for selling stamps shall not be given to a tenderer or money lender or to any person who does not bear a good moral character.

6. The licence which shall be in force for one year shall be in the form prescribed for the purpose by these rules. The fee for the licence is Rs. 5 to be realized in stamps-

NOTE: - The licences issued to village school master under rule 3, above will be exempt from the fee prescribed in this rule.

7. Every licence granted under these rules shall specify: -

(a) the name of the person licensed.

(b) the place at which he is licensed to sell, and

(c) the kind of stamps he is licensed to sell.

8. A licence may be revoked at any time by the authority which granted it.

9. The vendor shall sell stamps only at the place mentioned in

his licence and in accordance with these rules.

10. The vendor shall not allow any other person to transact on his behalf any business connected with the sale of stamps.

11. No licensed vendor shall be competent to sell any single stamp exceeding Rs. 50 in value. When an application is made for stamps exceeding Rs. 50 in value he shall refer the applicant to the Treasury Officer.

12. It shall be the duty of the vendor to supply stamps of all denominations required by the purchaser but stamps of lower denominations may, with the consent of the purchaser, be issued if the stamps of the denomination required are not available at the local treasury, in such a case he shall grant a certificate to that effect to the purchaser which he shall attach with the instrument. The vendor shall also make a note of this fact against the particular sale in his register.

13. The licensee shall not attempt to make up stamps duty exceeding Rs. 50 by the issue of 2 or more stamps of lower denominations

14. Every vendor of stamps shall endorse on the back of each impressed stamp (other than impressed sheets bearing the word "HUNDI") sold by him to the public in Hindi or Urdu the serial number, the date of sale, the name of the purchaser and of his father, giving caste and residence etc. and the purpose for which purchased and shall affix his signature to the endorsement.

15. The vendor shall simultaneously make corresponding entries in the register of daily sales of stamps to be kept by him with headings similar to those as mentioned in the above rule.

NOTE:- The endorsement on the reverse of the stamp should agree with entries made in the register.

16. The stamp vendor shall also maintain an account of the sale of stamps in the form noted below: -

- (a) Opening Balance.
- (b) Purchases from the Treasury.
- (c) Total sales to the public.
- (d) Balance at the close of the day

This plus and minus memorandum shall be posted daily.

NOTE:- The above-mentioned printed and bound registers of such bulk as may do for a year will be issued to every licence holder by the Deputy Commissioner concerned, on cash payment, and the latter before making over the registers shall note the

number of pages and sign giving date and year and stamp every page with Court Stamp When a stamp vendor's registers have been written up, they should be surrendered before new ones are issued by the Deputy Commissioner. The used registers should be kept in the Record Room.

17. Deputy Commissioner, Assistant Commissioner, District Judges, Commissioner of Stamps and other officers not below the rank of the Naib Tehsildar deputed by them may inspect the vendors registers and will see that the entries made there in are according to the instructions.

18. The stamp vendor shall not transcribe any document on the stamp sold by him on behalf of the purchaser with or without payment, nor shall he knowingly make a false endorsement.

19. A vendor shall sell stamps to the purchaser at their face value in such coins or notes as are legal tender. He shall not sell old and obsolete stamps the use of which has been discontinued.

20. Every licensed vendor of stamps shall at all times keep affixed conspicuously a board bearing his name and the words "Licensed Stamp Vendor" in Urdu at the place where he sells stamps- He shall also keep at this place of vend a copy of these rules and the Stamp Regulations so that they may be read by the purchaser, if required by him.

21. Licensed vendors shall obtain stamps from the nearest treasury on payment of ready money less the discount allowed by these rules.

22. The infringement of any of the rules or conditions under which the licence is granted shall render the licence holder liable to cancellation of his licence in addition to the penalties prescribed in section 69, of the Stamp Regulations 1977, namely imprisonment for a term which may extend to 6 months or fine not exceeding Rs. 500 or both.

23. No ex officio vendor shall, as such, be entitled to any discount or commission on the value of any stamps supplied to him for custody and sale.

24. The Treasury Officer shall supply stamps to ex officio vendors for sale to the public and to licensed vendors and shall allow discount to the latter at the rates prescribed, in this behalf.

NOTE: - The Treasury Officers may authorise at the places where there are no licensed vendors their Khazanchis (ex officio vendors) to sell stamps to the public out of the single lock. The sales should be entered in the vendors register prescribed for the purpose.

The register may be given to all such ex officio vendors free of costs by the Deputy Commissioner concerned.

25. Every licensed vendor who purchases stamps from Government by payment of ready money shall receive the same at a discount specified below:-

Provided that no discount be given in the following cases:-

- (a) when stamps exceeding Rs. 50 each in value are purchased and
- (b) when the total amount of stamps purchased at a time is less than Rs. 5.

NOTE: - The limit in (b) above does not apply to stamps purchased by village school masters and Indian Post Masters authorised to sell stamps under these rules.

26. A licensed vendor of stamps may be allowed to exchange stamps which are fit for use for other stamps of the same value.

27. Every licensed vendor shall at any time, on demand of the authority competent to grant licences, deliver up all stamps or any class of stamps, remaining in his possession.

28. It is not absolutely necessary that the purchaser should appear in person before the stamps vendor. There is no objection to such a purchase being made by letter, or through any agent or servant. In every case of this type the vendor must record the fact in the endorsement on the back of the stamp sold as well as in his register of sale.

NOTE:- Letters on the authority of which sales of stamps are effected shall be preserved by vendors and handed over to the treasury officer at the time of obtaining supplies of stamps when their registers have to be produced for examination.

29. A person purchasing a stamp under the procedure prescribed by these rules, is prohibited from handing it to others for use by them. Such a transfer shall be held illegal and the transferor amenable to the penalties prescribed therefore and the document transcribed on such stamp shall also be deemed

unstamped and shall not be received by any court or office, unless the proper stamp duty is paid-

NOTE: - This rule does not apply to Bill and Receipt Stamps.

30. (a) Stamp vendors are strictly prohibited from altering endorsements made by them on stamped papers.

(b) If an incorrect endorsement has been inadvertently made, the stamped paper may be treated as spoiled and allowance may be claimed therefore under the "Stamp Refund and Renewal Rules".

31. A register of licences issued shall be kept in the office of the authorities competent to grant them with the following information noted in it:-

(a) Date of licence.

(b) Name of licence.

(c) Place of vend.

(d) Description of stamps to be sold under the licence.

(e) Remarks about any changes that may take place during the year.

NOTE: - Particulars of authorities issued to village school masters to sell non judicial stamps *shall* be entered in the above register.

32. The above register shall be subject to annual revision. At such period lapsed licences should be called in and destroyed.

33. Village school masters specially authorised to sell non-judicial stamps can purchase their supplies of these stamps from the nearest treasury or sub treasury on cash payment less the discount prescribed by these rules. They are not allowed to sell these stamps to licensed vendors, but should sell to the public at the face value of the stamped paper.

NOTE:- Registers in the prescribed form for recording sales of stamps will be retained by them as by the licensed vendors of stamps.

34. Post Masters in charge of post offices in the State are allowed to sell bill or Receipt Stamps of the UT under the following conditions:

(a) They will purchase stamps from the State Treasury on cash payment and get discount at the prescribed rate.

(b) They will sell these stamps to the public at their face value

Instructions regarding check of stamps vendors registers

When a stamp vendor presents himself at the treasury for the purchase of stamps, the following check will be applied by the Treasury before issuing

stamps:-

- (i) The Siahnavis should take up the register containing Plus and Minus Memorandum and examine entries of deduction with those of the daily totals in the register of daily sales of stamps and certify the correctness of the balance shown therein.
- (ii) He should then take up the register of daily sales and examine it to see that the rules relating to sales of stamps have been observed. This examination will be confined to the period from the date of the last supply made from the treasury.
- (iii) Both the above registers will then be placed before the Treasury Officers, who should look into all doubtful points and testify to the examination himself. He should particularly see that frequent demands are not made by the vendors for the supply of stamps. Occasionally it should also be seen that unnecessary demand for stamps is not made at the time when stamps of particular denominations happen to be exhausted in the reserve stock.
- (iv) Issues from the treasury should also be carefully compared with the entries of addition made in register containing the Plus and Minus Memorandum.

3. Court fee labels and copy stamps

1. There shall be two kinds of stamps for indicating the payment of duty on instruments under the Court Fees Regulations 1977:-

- (a) Impressed stamps that is to say sheets of paper bearing impression of stamps of different values and the word "Judicial" engraved thereon and sold to the public for use by them in accordance with these rules.
- (b) Adhesive stamps bearing the word "Judicial" sold to the public in accordance with these rules.

2. When in the case of fees amounting to Rs. 10 or less the amount can be denoted by a single adhesive stamp, such fee shall be denoted by a single adhesive stamp of the required value. But if the amount cannot be denoted by a single adhesive stamp or if a single adhesive stamp of the required value is not available the next lower value available shall be used, and the deficiency shall be made up by the use of one or more additional adhesive stamps of the

3. When in the case of fees exceeding Rs. 10 or less the amount can be denoted by a single impressed stamp or if a single impressed stamp of the required value is not available, an impressed stamp of the next lower value shall be used, and the deficiency shall be made up by the use of one or more additional impressed stamps of the next lower values available which may be required to make up the exact amount of the fee, in combination with adhesive stamps to make up the fraction of Rs. 10 or less.

4. An adhesive stamp which may be used under rule 3 shall be affixed to the impressed stamps of the highest value employed in denoting the fee or to the first sheet of the document to be inscribed in such manner as not to conceal the value of the stamp thereon.

5. When 2 or more impressed stamps are used to make up the amount of the fee charged under the Court Fee Regulations 1977 a portion of the subject matter will ordinarily have been written on each sheet. In such cases the writing on each sheet should be attested by the signature of the person or persons executing the document. But where this has not been done the official who cancels the stamps under section 30 shall endorse the names of the parties and the purpose for which employed on the blank sheets.

6. The use of impressed judicial stamps, for the payment of copying fee shall be discounted. Adhesive copy stamps that is to say, court fee labels marked "COPYING" shall be used instead. These adhesive stamps shall be pasted on the copies furnished and cancelled by a responsible officer of the copying section appointed for the purpose before their delivery to the applicants.

4. Water marked paper rules

1. Documents chargeable with a fee of Rs. 10 or less under the Court Fee Regulations 1977 shall be written on water marked paper specially issued for the purpose.

2. The rules which regulate the supply and custody of stamps and stamped paper shall apply mutatis mutandis to the supply and custody of this paper.

3. The water marked paper shall be sold to the public by vendors licensed for the sale of judicial and non-judicial stamps, who shall purchase their supplies from the local Government treasuries at the uniform rate of Rs. 15 a ream and retail the same to the public at the uniform rate of 5 paise per sheet.

NOTE: - The sale price of the water marked paper will be subject to variation from time to time at the discretion of the Commissioner of Stamps, who will notify the same in the Government Gazette, whenever necessity arises.

4. No vendor shall demand or accept for any sheet of water marked paper more than the prescribed value.

5. The infringement of the above rules will subject the vendor to the forfeiture of the licence held by him for the vend of s stamps .

but there shall be no restrictions on the sale of the paper by private persons such as exist in the case of stamps.

7. Every licensed vendor who purchases at one time from a Government treasury by payment of ready money water marked paper of an aggregate value of Rs 2 and over shall receive the same at a discount of Rs. 6-1/4 per cent or 6 paise in the rupee. 6--

Refund and renewal of stamps

A Judicial stamps

1. If any person possessed of a damaged or spoiled impressed sheet, delivers up the same to the Deputy Commissioner in the Muffasil for cancellation and applies for its renewal within six months after the stamp has become damaged or spoiled, the Deputy Commissioner may, if satisfied of the sufficiency of the grounds of the application, cancel and renew such stamp.

2. For the purpose of this rule the renewal of damaged or spoiled stamp means the supply in lieu thereof of a fresh stamp or stamps of similar kind and equal value or, if required, and the Deputy Commissioner thinks fit, stamps of any other description to the same amount in value.

3. A stamp shall be deemed to be damaged or spoiled in the cases hereinafter mentioned namely:-

- (i) when the stamp has been inadvertently or undersignedly spoiled, obliterated or by any means rendered permanently unfit for use whether the said stamp be written or not;
- (ii) when by reason of some material error in the writing or copying of a stamped document it shall have become of no avail;
- (iii) When the purpose intended to be effected by a stamped document has been effected by some other document;
- (iv) in cases in which the plaint for filing a suit has been written on the stamp, but has not been presented to the court, the necessity for doing so having ceased to exist;
- (v) when an instrument chargeable with duty under the Stamp Regulations, is by mistake executed on an impressed court fee stamp and has been endorsed under section 42 of the Regulations.

4. Stamps or stamped paper which are received back from a vendor, or his heirs, and fit for reissue may be replaced in store.

5. When stamps, whether court fee impressed or labels are returned into the store on:-

- (a) Resignation of the stamp vendor's licence;
- (b) Revocation of licence for any fault of the licensee;
- (c) Death of the vendor;
- (d) Application of the vendor for leave to restore any stamps;

the stamps should be taken back at their full value less a deduction of 12 paise in the rupee; but when they are returned on:-

- (e) Expiration of licence;
- (f) Recall of stamps by Government;
- (g) Revocation of licence for any other cause than that mentioned in (b); they should be taken back at their full value less only any discount allowed on their sale to the licensed vendor.

Provided that no court fee adhesive labels shall be taken back unless in cases where the value of each label is not less than Rs. 5 there are at least two such labels which have never been detached from each other, and in cases where the value of each label is less than Rs.5 there are at least four such labels which have never been detached from each other.

6. All other stamps shall be dealt with as stated in the following rules.

7. No part of the proceedings taken on an application for refund or renewal shall be recorded on the stamped paper tendered with such application, except as provided by these rules.

8. When a Deputy Commissioner grants an application for refund or renewal he shall then and there record his reasons for so doing.

9. The order for renewal, or for the payment of the amount to be refunded, shall be conspicuously endorsed on any available space of the stamped paper itself and shall be signed and dated by the Collector or the Deputy Commissioner. It shall be addressed to the officer-in-charge of the local treasury and shall:

- (a) in the case of renewal state the numbers and value of stamps to be issued in exchange, and
- (b) in the case of refund, direct payment, in words and figures, of the actual sum due, after all deductions required by the existing rules have been made, and
- (c) shall name the recipient.

10. Before delivery to the applicant the stamped paper should be effectively cancelled.

11. The applicant shall then endorse on the stamped paper an acknowledgment of fresh stamps or of payments as the case may be and present to the treasury officer. The treasury order for renewal or payment

treasurer's "Paid" seal.

2. Spoilt stamps that have been cancelled on payment of a cash refund shall be transmitted to the office of the Accountant General by the Treasury Officer in the usual way with his "List of Payment", while in the case of renewals the value of stamps given in exchange will be shown in the Plus and Minus Memorandum and the cancelled stamps shall be attached to it in the support of the entry.

13. When a court fee stamp is endorsed under section 42 of the Stamp Regulations, rules 9 to 12 above do not apply but a copy of the order sanctioning the refund with the applicants receipt for the money endorsed on it will be transmitted to the Accountant General as a voucher.

3. Non judicial stamps

1. The cases in which a stamp shall be deemed to be spoiled or rendered useless are given in Chapter V of the stamp Regulations 1977, and provision is made in the Regulation for the renewal or refund of the value of such stamp or stamps not required for immediate use, on the condition that application for relief is made within the period allowed by the Regulation, but in cases where the period allowed by the Regulation has operated as a serious hardship, and the holders of the spoiled or useless stamps not required for immediate use are, without any fraudulent motive, unavoidably prevented from applying for relief within the prescribed period, the Revenue Department is authorized to allow refunds or renewals of spoiled or useless stamps provided that application for renewal or refund be made within one year from the date on which the stamps have been spoiled or rendered useless.

Government, may, irrespective of any time limit dispose of applications for relief in the cases contemplated in this rule in which the period of one year referred to has expired.

2. The Deputy Commissioner may require any person claiming a refund or renewal under Chapter V of the Stamp Regulations 1977, or his duly authorised agent, to make an oral deposition on the oath of affirmation or to file an affidavit, setting forth the circumstances under which the claim has arisen, and may **also**, if he thinks fit, call for the evidence of witness in support of the statement set forth in any such deposition or affidavit.

NOTE 1: - A Deputy Commissioner is not authorised to delegate to any other officer the power of administering an oath or affirmation in enquiries such as are referred to in the above rules.

NOTE 2: - Necessary evidence should generally be taken before refund orders are passed and reliance should not be placed solely on the report of the subordinate officer, or the unsupported allegations of claimants for refunds.

3. Special attention should be paid to the following points connected with refund of stamps duty:-

stamp Regulations 1977, should not be interpreted in far too wide a manner. These words should be strictly interpreted and clear proof should be required that the failure to apply for relief within the prescribed period was due to "unavoidable circumstances".

4. Direction on the part of the Deputy Commissioner is not contemplated by section 45; the proper course is for an applicant for refund under this section to submit the application in writing to the Deputy Commissioner who should forward it to the Revenue Department for necessary orders with his own opinion on the case.

5. Stamps or stamped papers which are received back from a vendor, or his heirs, and fit for reissue may be replaced in store.

6. When stamps are returned into the store on:-

- (a) resignation of the vendor's licence;
- (b) revocation of licence for any fault of the licensee;
- (c) death of the vendor;
- (d) application of the vendor for leave to restore any stamps;

the stamps should be taken back at their full value less a deduction for 12 paise in the rupee; but when they are returned on:-

- (e) expiration licence;
- (f) recall of stamps by Government;
- (g) revocation of licence for any other cause than that mentioned in (b);

they should be taken back at their full value less only any discount allowed on their sale for the licensed vendor.

7. All other stamps shall be dealt with as stated in the following rules.

8. No part of the proceedings taken on an application for refund or renewal shall be recorded on the stamped paper tendered with such application, except as provided by these rules.

9. When a Deputy Commissioner grants an application for refund or renewal he shall then and there record his reasons for so doing.

10. The order for renewal, or for payment of the amount to be refunded, shall be conspicuously endorsed on any available space of the stamped paper itself and shall be signed and dated by the Deputy Commissioner. It shall be addressed to the officer-in-charge of the local treasury and shall:-

- (a) in the case of renewal state the numbers and value of stamps to be issued in exchange, and
- (b) in the case of refund direct payment in words and figures of the actual sum due after all deductions required by the existing rules have been made; and
- (c) shall name the recipient.

11. Before delivery to the applicant the stamped paper should be

12. The applicant shall then endorse on the stamped paper and acknowledgement of fresh stamps or of payments, as the case may be, and present to the treasury officer. The treasury order for renewal or payment shall be written on the same paper, which shall also bear an impress of the treasurer's "Paid" seal.

13. Spoilt stamps that have been cancelled on payment of a cash refund shall be transmitted to the office of the Accountant General by the Treasury Officer in the usual way with his "List of Payment" while in the case of renewal also the value of the stamps given in exchange will be shown in the Plus and Minus Memorandum and the cancelled stamps shall be attached to it in the support of the entry.

C. Notification in respect of impressed court fee stamps and court fee adhesive labels

Government are pleased to authorise the refund of the value of impressed court fee stamps and court fee adhesive labels in accordance with the following rules:-

- (a) When any person is possessed of impressed court fee stamps for which he has no immediate use or which have been spoiled or rendered unfit or useless for the purpose intended; or
- (b) When any person is possessed of two or more (in the case of denominations below Rs. 5 four or more) court fee adhesive labels which have never been detached from each other and for which he has no immediate use, the Deputy Commissioner shall on application repay to him the value of such stamps or labels in money, deducting twelve paise in a rupee, upon such person delivering up the same to be cancelled, unless endorsed under section 42 of the Stamp Regulations and proving to the satisfaction of the Deputy Commissioner that they were purchased by him with the bona fide intention of using them that he has paid the full price thereof, and that they were so purchased, or in the case of impressed court fee stamps so purchased spoiled or rendered useless, within the period of six months preceding the date on which they were so delivered or endorsed. Provided that the Revenue Department may in special cases allow refunds when application is made within one year from the date of purchase of the stamps or labels, or also in the case of impressed court fee stamps within one year from the date on which the stamps were spoiled or rendered useless.

2. The Revenue Department may sanction the refund or replacement of detached as well as spoiled court fee adhesive labels in cases of special hardship, provided the application is put in within the period of one year from

per rupee in the case of refunds.

3. When adhesive labels are attached to impressed sheets of court fee stamps in accordance with the directions contained in the relevant rules such labels should be regarded as impressed stamps for the purpose of refund under these rules.

4. No refund is admissible under these rules on any single stamp of value of one rupee or **under**.