

CHAPTER 9  
CASH SECTION

<b>Para No.</b>	<b>Proposed Draft Para</b>
9-1-1.	<p>The Director of Works Accounts is the principal disbursing officer. The Divisional Officers/DDOs do not have cheque drawing powers except in certain specifically authorized cases like limited cheque drawing powers for making payments specified by Government.</p> <p>All the payments are made by the Pay and Accounts Officers/Assistant Pay and Accounts Officers (PAO / APAO) under the control of Joint Director of Works Accounts after cent per cent pre-check. Payments are made online by e-payments through Corporate Internet Banking (CINB) portal of State of Bank of India or any other portal notified by Government.</p> <p>A detailed note on CINB portal is appended for guidance and follow up.</p> <p><b>INTRODUCTION:-</b> The online “BILL MONITORING SYSTEM” (BMS) is being used by the Directorate of Works Accounts to scrutinise the bills, to get authorisations from Govt for those bills which are kept ready online on prescribed dates of monthly payment cycle and to make payments in a transparent way for the bills pertaining to works &amp; projects taken up by various engineering departments of Govt of A.P, specified Govt. Corporations and any</p>

other entities attached by Govt.

The BMS monitors the bills right from submission to payment involving the following steps:

- Online uploading of bills by the DDO.
- Issue of tokens in PAO office
- Uploading scrutiny result
- Status of bills ie., ready or otherwise
- Authorization of bills ready by Govt.
- Arranging e-payments.

In extension of BMS, the Govt have introduced online e-payment system through e-cheques instead of physical cheques for releasing payments directly into the beneficiary's bank accounts. For this access to CINB portal is provided to all PAOs/APAOs from local SBI branches through their internet banking product "Vistaar" which suits the needs of Govt organisation. This facility enables multiple users to have discretionary access/transaction rights across accounts with various branches. The following officers are provided with access to CINB portal.

- DOWA as Regulator of the corporate
- PAO /APAO as Administrator & Authoriser
- Cashier as a Maker

**REGULATOR:-**The role of Regulator is unique. In the PAO system, the DOWA is designated as Regulator. A corporate ID no 313455 is created for DOWA in the name of GOAP Finance Works & Projects centralised payment (313455). The DOWA as the Regulator is the executive controller of the corporate in CINB. He can control but can't view or transact on any account in CINB.

**ADMINISTRATOR:-**The role of Administrator is mandatory. He / She exercises management control. He creates other users and assigns rights to them for different corporate accounts. He/she also defines their financial powers to transact on these accounts. The Administrator is designed by means of designation who will be provided internet banking user ID and login and profile passwords which are to be changed in frequent intervals as a measure of security. The administrator has powers to modify, delete, deactivate (either temporarily or permanently) and reactivate users. This facility is useful when the users transfer to other stations, retire from service or proceed on leave etc.

**MAKER:-** The cashier of PAO office will be designated as a Maker in CINB. The Administrator creates maker account to cashier and to one more user as standby. The Maker initiates a transaction. The Maker will be provided access rights to the accounts in the CINB portal for making cheques online to credit into beneficiary accounts.

He/she will have internet banking login ID and password, profile pass word for the purpose of changing passwords frequently and transaction pass word for making and confirming each transactions made.

**AUTHORISER:-** The PAO will act both as an Administrator cum Authoriser. The Administrator will be created by his/her designation. The Authoriser will be created by name of PAO who is holding charge of the post. He will be provided user ID and a pre printed PIN kit from concerned bank upon requisition by the Administrator in the prescribed proforma. Whenever PAO is on leave or transferred , the in charge /incoming PAO will be provided a new login ID and password PIN kit from the bank concerned through which he can log on to SBI website as an Authoriser.

The Online e-Payments involve the following three steps:

1. Making of e-cheques online by the Maker
2. Authorisation of cheques by the Authoriser
3. Processing of Credis to the beneficiary accounts.

**STEP 1:-**All the Govt authorised bills in BMS will be passed in pre check section and sent to cash section as per the prescribed procedure by mentioning the bank accounts of the beneficiaries the details of which are confirmed and added in the SBI server previously through the Administrator's login.

After receipt of bills in cash section, the cashier will enter the details of bill in concerned department-wise cash books duly assigning voucher number serially. The cashier has to check for the arithmetical correctness of gross, net amount of the bill and recoveries.

After entering details in cash book, the cashier will log on as a Maker to <https://www.onlinesbi.com> with his login Id and password provided. Cashier will tab the payments and transfers after login and selects one of the following options.

- Inter bank transfer for making transactions to other than SBI and associate banks.
- Third party transfer for making transactions to SBI and associate banks.

Under either of the above options there will be three more options and one of them is to be selected depending on the requirement for the transaction.

- State Bank group (for the banks under state bank group (GRPT))
- RTGS (Minimum transaction amount is 2.00 lakhs )
- NEFT( No minimum transaction amount)

After selection of one of the above, two options will be available for

selection of transfer mode

- Send immediately on authorisation
- Schedule for later date

The above choices can be opted as per necessity. If a transaction is to be scheduled for a later date, the date and time are to be selected and such transaction will be processed after the scheduled date and time only.

Next, the OD account number of the PAO is to be selected.

Then the debit amount as per the voucher entry details is to be entered in the box provided.

A list of beneficiary accounts already added through Administrator login will be displayed

The beneficiary account is to be selected as per the name and account mentioned on the check slip by the pre check section.

In the remarks column, the following is to be indicated containing 15 numerical digits. The significant indication of these digits is as follows:

- The first two digits indicate the PAO code
- Next three digits indicate the head of account (102 for PWD cheques and 103 for Forest cheques)
- Next two digits indicate Department/Account type code: 01

for irrigation, 02 for projects, 03 for R&B, 04 for PR &RWS and 07 for Fin & Corporations.

- Next four digits indicate starting voucher number for that cheque. For example If voucher number is 34, it is to be mentioned as 0034.
- Next four digits indicate ending voucher number if the cheque is a single cheque for multiple vouchers and same voucher number as above if cheque is single cheque for single voucher.
- Space is to be given for each code.

After entering remarks, the Maker should verify all the entries once again and same is to be confirmed if satisfied with the entries.

After confirmation the Maker has to click on 'I accept terms and conditions'

The Maker may cancel, edit and delete the already made transaction before entering transaction password in token of confirmation.

The cashier is to make e-cheque again in case of cancelled transaction.

An e-cheque will be generated with a reference number and the same is to be entered under respective column of cash book

against the voucher/vouchers written.

A copy of the e-cheque generated thus is to be taken print out and the same is to be enclosed along with cash book and bill vouchers while submitting to PAO for further authorisation.

STEP-2:- The PAO shall again verify the entries with reference to voucher and cash book and to ensure correctness of the figures.

The PAO will log on to SBI site as an Authoriser and tab “manage transactions” and has to select the option “view inbox”. A list of e-cheques made and confirmed by the cashier/Maker will be displayed. The PAO selects the e-cheque one by one and verify the correctness of the amounts to be transacted with reference to cash book and the e-cheque copy furnished by the Maker. PAO then clicks the option ‘authorise’ for processing the transaction or ‘cancel’ for cancellation of transaction in case mistakes are found.

The PAO can schedule the transaction as per the necessity.

After clicking ‘authorise’ button transaction password is to be entered and the e-cheque will be authorised .the debit status will appear as ‘success’. This indicates that the authorisation is successful.

In case of scheduled transaction, the debit status appears as ‘e-cheque authorised successfully. It will be processed shortly’.

Occasionally a transaction may fail. A message appears under



debit status as 'failure, sorry unable to process. Try later.' Such e-cheques are to be treated as cancelled and another fresh e-cheque is to be generated by the maker for authorisation again.

Three copies of authorised e-cheque are to be taken print outs.

One copy is to be signed by PAO for office record.

One copy is to be sent to concerned DDO along with cheque forwarding slip as is in the existing procedure.

One copy is to be sent to Treasury along with day scroll in the prescribed proforma.

- The date of authorisation should be the criteria for recording in the cash book.

STEP-3:- All the authorised transactions will be processed and amounts credited to beneficiary's accounts as per specified time schedules of RTGS/NEFT transfers.

The Maker can take reports to confirm/to know the status of transactions.

The Maker will download day wise payments from SBI site and prepare day scroll furnishing details of e-cheque reference number, amount, DDO code and head of account (as mentioned previously on physical cheques.)

The day scroll along with copies of e-cheques generated on that particular day, are to be submitted to Treasury concerned on the next working day.

While the routine procedure is as above, in case of transfer of funds from one PAO to another PAO or from one DDO to another DDO under same PAO is to be dealt as follows:

(i) In case of funds transfer from one PAO to another PAO :-

The PAO on which bill transmitted by the DDO should create e-cheque as per the above procedure by giving credit to the DDO account number of other side PAO to whom the funds are to be transferred. The receiving PAO should draw the amount by physical cheque and credit to deposits by sending challan to the treasury bank.

(ii) In case of funds transfer from one DDO to another DDO of same PAO;-

Suppose PH Dept/RWS Dept during their work execution along a road will cut the road and for which some amount is to be deposited with concerned R&B division. In such case upon receipt of bill from the DDO (say PH/RWS), the e-cheque should be prepared debiting the expenditure to the head of account of DDO and issue e-cheque in favour of PAO giving credit to the other DDO account (R&B in the above case) of PAO. Then the amount should be drawn by means of a physical cheque and challan is to be sent to treasury bank for crediting to the deposits in favour of DDO.

**FAILED TRANSACTIONS:-** The e-cheque which was prepared by

maker may be treated as failed for various reasons. All transactions that are cancelled or failed or returned after generating e-cheque reference number may be treated as failed transactions. They are categorised as follows:

1) **Transaction cancelled at the time of authorisation:-** The maker after making e-cheque online will send a copy to PAO along with Cash Book and Vouchers. During the verification of details,if any mistakes are found on e-cheque by PAO (which could not be recognised by the Maker at the time of preparing e-cheque), such transaction is required to be cancelled by PAO duly mentioning reasons in the box provided and to be confirmed by giving transaction password. This type of e-cheque will not reflect in cash credit and OD statement and only appears in the reports for knowing status of e-cheques as “cancelled”. The Maker has to make such transactions again as per the above STEP-1 procedure after confirming the failure status from the PAO and also from reports. Such fresh transaction will be again assigned a new reference number online and same is to be entered in Cash Book duly deleting the previously entered e-cheque number. The PAO has to authorise the e-cheque again as per the procedure in STEP-2 above.

2) **Transaction failed at the time of authorisation:-** This type of

failure may occur at the time of authorisation itself. As per the procedure described in STEP-2 above, the PAO will authorise the e-cheques made by the Maker after ensuring correctness of amount. At the time of authorisation, some times the transaction will fail and a message appears on e-cheque as “failure, unable to process. Try later”. Such e-cheque will not appear in authoriser’s inbox for e-cheques. It only appears in the Reports for knowing credit status. This will not reflect even in ‘cash credit and OD statement’. Only when clicked in the reports through query by entering e-cheque reference number the status appears as failure.

The Maker has to make e-cheque again as per the above STEP-1 procedure and same is to be authorised by the PAO in the usual procedure.

The above types of cancelled/failed e-cheques need not be sent to Treasury through day scroll as the said transactions are not successfully authorised transactions.

**3) Returned Transactions:-** When an e-cheque is authorised and processed online, the cheque amount will be debited to the OD account of PAO. In case of failed transactions, the amount will be again credited to OD account. This will reflect in the cash

		<p>credit and OD statement and can be downloaded from the SBI website. Return of a transaction and re-crediting may take place/appear within time ranging from 2 hours to 5/ 6 days if not re-credited by the processing bank by the time day scroll is sent to Treasury duly incorporating the e-cheque amounts which are returned at a later time. The procedure to be followed is as follows.</p> <p>After confirming the return transaction for the reasons viz, due to mismatch of account numbers, wrong account number, discrepancy/difference in beneficiary's name and due to non-existence of account number etc.. In such cases, as the original e-cheque reference number and amount was already reported to the Treasury, a fresh e-cheque is to be made after correcting the required details as mentioned in the reasons for return. The e-cheque now prepared is to be treated as "fresh cheque" and the same is to be mentioned as FC in remarks column and also to be mentioned in the day scroll submitted to Treasury giving cross reference of earlier already reported.</p>	
	9-1-2	The division is the unit of expenditure. The claims presented by the various Divisional Officers are Pre-checked by the pre-check	

	<p>section concerned duly following the procedure stipulated in the Bills Monitoring System for receipt and disposal of bills as communicated in Govt. U.O.Note no. 3928/F7 (A1)/2011 dt. 19-11-2012. The making of cheques and the maintenance of cash book is centralized in the Cash section.</p>
9-1-3	<p>(a) Drawing account on the treasuries in respect of Pay Accounts Officers (W&amp;P) is communicated by the Accountant General Andhra Pradesh every year based on the sanction of Govt, for the continuance of staff of PAO (W&amp;P) organization to honour e-cheques issued by the Pay &amp; Accounts Officers (W&amp;P). Action should be taken to obtain this authorization for drawing account well in advance.</p> <p>(b) The Specimen signature of the PAO/APAO duly attested by an officer whose specimen signature is already available in the Treasury /Bank shall be communicated to the Treasury Officers and Banks with which the pay &amp; Accounts Officer / is placed in account.</p>
9-1-4	<p>Whenever there is a change in incumbency of a PAO / APAO (W&amp;P) his specimen signature shall be cancelled under intimation to all the Treasuries / Banks.</p>
9-1-5	<p>In case where the PAO / APAO (W&amp;P) issues authorizations to officers vested with limited cheque drawing powers such as Land Acquisition Officers and DFOs on a number of Treasuries /Banks,</p>

	separate cheque series shall be used for each Treasury or Bank.
9-1-6	As soon as new cheque series is issued to the officers with limited cheque drawing powers, the PAO / APAO (W&P) shall notify the Treasury or Bank concerned, the number of cheques along with their distinguishing numbers. The fact of cheque series being brought into use for drawing cheques on it should ordinarily be sent through the District Treasury. If it needs to be sent urgently, the Pay and Accounts Officer / Assistant Pay and Accounts Officer (w&p) may send it direct to the Sub - Treasury and forward a copy simultaneously to the District Treasury Officer.
9-2-1	<p>The functions of the Cash Section in a Pay and Accounts Office are as follows:-</p> <ul style="list-style-type: none"> <li>(i) Indenting receipt and safe custody of blank cheques to the extent required for issue officers vested with limited cheque drawing powers.</li> <li>(ii) Drawal, delivery and dispatch of e-cheques and maintenance of Cash Books.</li> <li>(iii) Receipt and disposal of valuables.</li> <li>(iv) Receipt, custody and disposal of securities.</li> <li>(v) May be Omitted</li> <li>(vi) May be Omitted</li> <li>(vii) Passing on of recoveries effected from the bills.</li> </ul>

	(viii) Miscellaneous
9-3-1	The staff of the Cash Section consists of Superintendent, Cashier, and Assistants wherever necessary. The Cashiers make <b>e-cheques</b> and maintain the Cash Books. The Cashier's work is supervised directly by the PAO/APAO (W&P). The Superintendent of the Cash Section supervises the items of work other than the drawal of e-cheques.
9-4-1	<p>Selection of Cashiers:-</p> <p>A Cashier is generally selected from among the Senior Assistants of the Office. The conditions stated below should be kept in view while selecting a Cashier:-</p> <p>(i) He/She should be absolutely honest in money matters and diligent in dealing cash connected transactions, accounting and disposal of valuables.</p> <p>(ii) His/Her integrity should be unquestionable.</p> <p>(iii) His/Her private financial position should be sound and he should be free from pecuniary difficulties.</p>
9-4-2	The post of a Cashier is not a promotion post and it is, therefore, not necessary that the senior most Senior Assistant should be appointed to it.
9-4-3	May be Omitted (for discussion)
9-4-4	May be Omitted (for discussion)
9-5-1	PAO/APAO (W&P) is responsible to see that the work in the cash



section is carried out according to the rules and procedures prescribed and that there is no delay in completing the prescribed items of work on the due dates. He/she is personally responsible for the safe custody of the blank cheques/cheque pads/cheque books. The Cashier is responsible for the safe custody of securities and other valuables received in the office till they are disposed off in accordance with the existing procedures.

ii). The Pay & Accounts Officer is personally responsible a) for the accuracy of the amount mentioned in an e-cheque as compared with the Pay order and b) for prompt drawal and issue of e-cheques. It is his/her duty to bring to the notice of the Joint Director of Works Accounts, any act of omission or commission in the correct working of the cash section.

iii) The Cashier is responsible for the accurate and proper maintenance of the Cash Book, prompt and correct making of e-cheques, prompt Receipt, diarizing disposal of the valuables received by him/her and the watching of the receipt of challans in support of the remittances into the Bank /Treasury. The Cashier is responsible for maintaining the DDO Current Account Cash Book and for the safe custody of DDO cheque Pad. The Cashier should review the bill transit registers received from the pre-check sections intelligently to ensure that e-cheques have been made and drawn in respect of all the bills authorized for payment as sent by the pre-

	check sections.
9-6-1	All cheques shall be made by the Cashier and authorized by the PAO in the CINB portal of SBI. The Cashier and the PAO shall be very careful and diligent in performing their functions as Maker and Authorizer while pursuing the day to day transactions so as to avoid over draws and wrong transfers. They shall ensure that all the transfers made in the CINB do not fall out of the transactions made in the concerned Cash Books. To ensure this, the list of transfers made during the day should invariably be matched with the day's transactions as per the Cash Books by downloading relevant statements from the CINB portal.
9-6-2	<p>Indents for Printing of cheque pads required to the extent of cheques to be issued to the officers with limited cheque drawing powers are placed by the Director of Works Accounts.</p> <p>The expenditure in this regard is debited to the office expenses of the Pay &amp; Accounts Office. The requirement of cheques for an year is assessed based on previous year's actual and with reference to changes anticipated in the ensuing year and indents for the required number of cheques are placed on Central Stamp Depot of Indian Security Press, Nasik. The Cheque pads received are counted and verified individually for the total number of cheques and certificate of count is recorded over the dated signature of the PAO/APAO (W&amp;P) in the stock register. The cheque books/cheque pads are then taken</p>

	<p>to stock by filling in the relevant columns of the stock register. The stock register of receipts and issues of cheque books is maintained in form PA0.32.</p> <p>The PAO/APAO (W&amp;P) should invariably keep the unused cheque in his personal custody under lock and key. Whenever there is a change in the PAO/APAO (W&amp;P), a note should be recorded over the signature of both the relieving and the relieved PAO/APAO (W&amp;P) showing the number of unused cheques handed over. The note should be made in Stock Register of cheques.</p>
9-6-3	<p>If a blank cheque is lost, the PAO or the officer vested with limited cheque drawing power should at once inform the Treasury Officer /Bank concerned furnishing the numbers of the lost cheques. The officer with limited cheque drawing powers should also intimate the fact to the PAO/APAO (W&amp;P) immediately.</p>
9-7-1	<p>May be Omitted</p>
9-7-2	<p>All cheques drawn by the the officers vested with limited cheque drawing powers should always be crossed with the wording "Account Payee "</p>
9-7-3	<p>May be Omitted</p>
9-7-4	<p>May be Omitted</p>
9-7-5	<p>May be Omitted</p>
9-7-6	<p>Cheques issued by the officers vested with limited cheque drawing powers are valid for one month only from the date of issue</p>

9-8-1	<p>As far as possible all the cheques in respect of the Bills transacted in the cash book on a particular day, should preferably be authorized by 4.00 pm on the same day so that they are debited to the Government account on the same day in order to minimize the need for reconciliation.</p> <p>However it is imperative to complete the authorization of all cheques on the same day on which the passed Bill is incorporated in the Cash Book as only Bills authorized for payment are received in Cash section from the pre-check sections after completing the procedure outlined in BMS.</p>
9-8-2	<p>The passed bills should be sent to the Cash section through a bill transit register (Form P.A.O. 33) columns 1 to 5 shall be filled in by the pre- check section while sending the passed bills authorized for payment to the Cash section. The passed bills are received by the Cashier and acknowledged in column 6 of the transit register.</p> <p>The pre-check sections while passing the bills should clearly indicate the name of the party /firm on whose behalf the e-cheque is to be made as well as the bank/treasury on which the e-cheque is to be drawn. The amount of the e-cheque will be entered with reference to the amount noted in the pay order recorded on the bill by the pre-check section over the signature of the PAO/APAO (W&amp;P). Cheques shall be made in the name of the original</p>

	<p>contractor only even in cases of power of attorney or subcontracts.</p> <p>Payments due to a contractor may be made direct to a financing bank provided that the department concerned has obtained (1) a legally valid document, such as a power-of-attorney or transfer deed signed by the contractor and authorizing the bank to receive the payments due to him by the Government, and (2) the contractor's written acceptance of the correctness of the account prepared to show what is due to him by the Government or his signature on the bill or other claim preferred against the Government on his behalf settlement of the account or claim by payment to the bank. A receipt given by a bank in favour of which a contractor has executed a power of attorney or transfer deed authorizing it to receive payments due to him by the Government constitutes a valid discharge for the payment due to him, but contractor should as far as possible, be induced to present their bills duly receipted and discharged through their bankers.</p>
9-8-3	May be Omitted
9-8-4	<p>The Cashier scrutinizes the e-cheques made, carefully to ensure that it is correct in all respects. The name of the payee and the amount of the cheque should be carefully verified with that of noted by the pre - check sections in the pay order. It should also be ensured that the Bank and account particulars are correct with reference to the bank details furnished by the DDO with reference to</p>

	the bank pass book/bank statement furnished by the payee.
9-8-5	<p>The cash book in the PAO/APAO (W&amp;P) Office is maintained in the normal form of cash book applicable to a Public Works Division. The Payments are recorded on the right hand side of the cash book while receipts are recorded on the left hand side. The Cashier transacts the authorized bills received from the pre-check sections in the Cash book. The cheque number is entered in the Cash book after the cheque is authorized by the PAO/APAO (W&amp;P).</p> <p>The pay order in the Measurement Book is then cancelled and an enfacement by means of a rubber stamp is made on relevant page of the Measurement Book to indicate the fact of payment, cheque number and date and voucher number over the initials of the Cashier. A similar enfacement is made on the voucher also.</p>
9-8-6	<p>The Cash book, connected bill and copies of e-cheques made by the Cashier are then placed before the PAO/APAO (W&amp;P). The PAO/APAO (W&amp;P) after ensuring the correctness of the cheque made with reference to the amount, name of the payee, account particulars, will authorize the e-cheque, The pay order on the bills will also be cancelled by the PAO/APAO (W&amp;P) simultaneously to ensure that a second cheque is not made in respect of the same pay order. Wherever the PAO/APAO (W&amp;P) finds incorrectly made cheques, such cheques will be cancelled by the PAO/APAO (W&amp;P). Such cheques will be got made out again correctly and authorized</p>

	following the above procedure. The corresponding entries in the Cash book are attested by the PAO/APAO (W&P)
9-8-7	May be omitted
9-9-1	<p>The delivery /despatch of the copies of authorized e- cheques drawn during a day is watched through a separate register in form P. A.O. 34 called the cheque despatch register.</p> <p>Copies of authorized e-cheques along with the Cheque forwarding slip are transmitted to the DDOs through the messengers who have been specifically designated by the DDO in /form PAO.35 Any subsequent changes in the panel of authorized messengers should be promptly intimated to the Pay and Accounts Officer (w&amp;p).</p>
9-9-2	May be omitted
9-10-1	May be omitted
9-10-2	<p>In order to ensure that cheques have been drawn in respect of all the bills received in the Cash Section, it will be necessary for the Cashier to review the bill transit registers of the pre- check sections. Before returning the bill transit registers to the pre check sections, the Cashier should note against each bill the voucher number assigned to it in the Cash book to ensure that all the passed bills are covered.</p> <p>Acknowledgements for copies of e-cheques are to be obtained in the cheque dispatch register ensuring that all the copies of e- cheques drawn on a particular day are dispatched to the DDOs</p>

	<p>concerned without any delay.</p> <p>A certificate to the effect that all the cheques drawn for the day are included in the despatch register and that with the exceptions detailed all the drawn cheques to the end of the day have been delivered /dispatched should be recorded by the Cashier in the cheque despatch register. The register should be submitted to the PAO/APAO (W&amp;P) daily for review.</p>
9-10-3	<p>The cheque forwarding slips for the e-cheques authorized by the PAO/APAO (W&amp;P) should be sent at the close of each day to the concerned Divisional Officer daily for his information. The cheque forwarding slips as furnished by the pre - check sections should contain full details of the payment.</p>
9-10-4	<p>After the e-cheques are authorized by the PAO (w&amp;p), the vouchers are transmitted to the compilation section for online posting of vouchers in the BMS module and compiling the accounts.</p>
9-11- 1	<p>All payments relating to works other than those made out of imprests held by the Divisional Officers are made by the PAO/APAO (W&amp;P) after cent percent pre check. For this purpose the Measurement Books wherein detailed measurements are recorded have also to be received in the PAO/APAO (W&amp;P). The Measurement Books returned to the division after the bills received along with them are disposed off. Along with the passed bill all the measurement books received from the division in respect of the bill</p>



are also sent through the bill transit register duly indicating the measurement book numbers in the columns provided in the bill transit register. While acknowledging receipt of the passed bill in the bill transit register, the Cashier should verify the measurement books received along with the bill the entries noted into he transit register as well as the cheque forwarding slip attached to the passed bill and indicate discrepancies in the bill transit register clearly..The cashier should verify the measurement books received with those noted in the cheque forwarding slips to ensure that all the measurement books indicated in the cheque forwarding slip are duly received by him. After the e-cheques are authorized by the PAO/APAO (W&P), the copies of e-cheques along with cheque forwarding slips are transmitted to DDOs through the messengers who have been specifically authorized by the DDO and the M.Books are returned to the pre-check section through separate Register either for return to the Division or for post check by the JDWA as the case may be.

Acknowledgment for the returned measurement books should be insisted from persons not below the rank of a Junior Assistant.

It is the responsibility of the precheck section to return the M.Books to the divisions concerned with remarks of JDWA duly observing precautions of returning of MBs as laid down in para 23 and 419 of PAO Manual."

9-11-2	May be omitted
9-12-1	<p><b>Statement of Bills Paid:-</b></p> <p>The PAO/APAO (W&amp;P) shall send every month to each division a statement of bills paid (in duplicate) in form 'PAO 39' which shall be verified by the Divisional Officers to ensure that the bills paid by the PAO/APAO (W&amp;P) do not include any bills not either presented or accepted by him. The Divisional Officer will return one copy of the said statement to the PAO/APAO (W&amp;P) concerned within a week from the date of receipt with a certificate to the effect that all payments mentioned in the statement relate to his division and indicating items which do not relate to his division.</p> <p>(Govt, Projects Wing Memo. No. 175 -E/66-3, dt. 29-3-1966)</p>
9-12-2	It should be watched that one copy of the statement is received back promptly from the division by maintaining register in form 'PAO. 40' by having one folio for each division. Any delay in the return of the duplicate copy of the statement should be pursued vigorously with the departmental Officers till the statement is received back with the certificate.
9-13-1	<p><b>Receipt and Disposal of Valuables</b></p> <p>The valuables that are received in the PAO/APAO (W&amp;P) Office</p>

	<p>consist of the following two categories</p> <p>(i) Those to be dispatched to the parties or to be sent to Bank/ Treasury for collection immediately on their receipt after due action in the Pay and Accounts Office.</p> <p>(ii) Those received for safe custody</p>
9-13-2	<p>The first category consists of the following classes of valuables:-</p> <p>(a) Cheques</p> <p>(b) Bank drafts.</p> <p>(c) Omitted.</p>
9-13-3	<p>The second category consists of</p> <p>(a) Securities and</p> <p>(b) Bank Guarantees.</p>
9-13-4	<p>The valuables should be sent in sealed covers to the PAO/APAO (W&amp;P). They are received by the Cashiers directly. If they are received in some other section along with other documents, they should be sent to the Cashiers immediately on their receipt. All the valuables received by the Cashiers are entered in the register of valuables in form PAO '41'as and when received. The cheques and bank drafts are transacted in the cash book and sent to the Bank along with the challan, for realization. In order to ascertain the head of account to which such cheques /Bank drafts are to be credited the forwarding letter received from the division sent to the pre - check section concerned with a request to indicate the</p>

	<p>classification. The pre check section should return the forwarding letter within three days duly indicating the classification. Other documents like the Bank Guarantees which are received for safe custody are entered in separate register of Bank Guarantees or the register of interest bearing securities as the case may be. In all cases, the details of disposal should be noted in the register of valuables.</p>
9-13-5	<p>In order to watch the realization and credit to Movement of all the amounts covered by the cheques and Bank drafts sent to the Bank remittance register in form 'PAO 42' is maintained in the Cash Section. As and when the cheques are sent to the Bank for collection the columns in the register are filled in. The receipt book of the challan from the bank in proof of realization of the amount is watched and on receipt of challan, the remaining columns in the register are filled in. The challan number is noted in the cash book against the voucher already noted therein while transacting the cheque. The challan is then sent to the compilation section. The remittance register should be closed on every Monday indicating the number of challans due from the Bank in respect of cheques/ Bank drafts dispatched for realization and submitted to the PAO/APAO (W&amp;P) for review.</p>
9-14-1	<p>Transactions connected with interest Bearing Securities do not pass-through the cash book and consequently the regular accounts</p>

	of the PAO/APAO (W&P). A register of receipt and disposal of these securities should be kept in form PAO 43.
9-15-1	<p>Periodical Verification of the securities:-</p> <p>The PAO/APAO (W&amp;P) should verify periodically and at least once in an year in May all securities which he/she has in his/her custody and report the result to the <b>JDWA</b></p>
9-16-1	May be omitted
9-17-1	<p>Bank Guarantees can be accepted from contractors for the following purposes.</p> <p>Bank Guarantees can be accepted against performance security (EMD) for works costing more than Rs.50.00 lakhs (Note (d) under Annexure I (10) of G.O.Ms.No.94 I&amp;CAD dated 1-7-2003 &amp; amended in G.o.Ms. No. 142 dt.20-12-2004</p> <p>Bank Guarantees are to be produced by the contractors for obtaining mobilization advance/equipment advance payable to them. (Note (d) under Annexure I (17) of G.O.Ms.No.94 I&amp;CAD dated 1-7-2003</p> <p>In respect of tenders which are less by more than 25% of the estimate, a bank guarantee for the difference between the tendered amount and 85% of the estimate value is to be taken from the contractors. Annexure I (13) of G.O.Ms.No.94 I&amp;CAD dated 1-7-2003 and amended in G.o.Ms.No.17 dt. 6-2-2004</p> <p>In respect of certain works under specific Government orders,</p>

	<p>contractors are given the facility of substituting the Retention money (withheld amounts) /with Bank Guarantees when specific conditions to the effect are provided in the agreement.</p> <p>Note. 1</p> <p>The tender receiving Officer should verify the wording, clauses of the Bank Guarantee to ensure enforcement in case of default.</p> <p>Note -2</p> <p>The Tender accepting authority should certify that he has obtained confirmation of the Bank Guarantee from the issuing bank . He should also record his acceptance of the Bank /Guarantee</p> <p>Note-3</p> <p>The Bank Guarantee accepting authority should check and verify the Bank Guarantee whether it is in the form prescribed and conform to the instructions issued by Government.</p> <p>(vide G.O. Ms. No. 5, Fin. &amp; Pig. (proj. Wing) Dept.dt. 25. 1.96)</p>	
9-17-2	<p>After receipt of the Bank Guarantees in Cash Section they have to be checked to see that they are in the prescribed form and conform to instructions issued by the Government from time to time and entered in the Register of Bank guarantees and put up to the PAO/APAO. After approval by the PAO/APAO, they should be sent to the concerned pre-check sections for noting in the relevant records of the sections and they should be lodged in safe custody with the Cashier. The cashier should verify the register weekly and</p>	

	intimate in sufficient time the concerned authorities who have accepted the bank guarantees in regard to their renewal where necessary. All the Bank Guarantees whose validity is to expire within the next 30 days should be returned to the DDO to facilitate him to obtain extension of the validity to the extent required under the Agreement conditions so that the interests of the Government are adequately protected.
9-18-1	May be omitted
9-18-2	May be omitted
9-18-3	May be omitted.
9-18-4	May be omitted..
9-18-5	May be omitted..
9-19-1	Passing on of deductions from Bills is mainly by book adjustment. Bills for such deductions if any to be passed on are drawn by the compilation section and processed in the normal course, by debit to PAO Deposits. Hence the responsibility of passing on deduction from Bills initially by credit to PAO Deposits and to the respective departments by debit to PAO Deposits shall be dealt by the compilation section. Deductions credited to PAO Deposits during a month shall be passed on to the respective departments in the first week of subsequent month by the compilation section by drawing miscellaneous bills.
9-19-2	Omitted

9-19-3	<p>The credit on account of deductions shall be passed on to the respective Officers either through cheques or through remittance in treasury / bank in their favour. The fund schedules detached from pay bills regrouped together category wise and an abstract of the schedules is prepared on a separate sheet. The total as per the abstracts in respect of each category of deductions should then be tallied with the totals under each category of deductions shown in the register of deductions. If any of the amounts on account of the fund deductions is not to be passed on, the concerned schedule should be retained and such schedules shouldn't be included in the abstract of the schedules. In the register of deductions an abstract should be prepared showing the amount of the deductions category wise for the period in question, the amount passed on and the balance. Full details for the balance of the amount not passed on should also be abstracted in the register of deductions. If all the fund recoveries for a period in question are passed on at the end of the period, there will be no balance in the abstract referred to above. Otherwise the balance would represent the amount of the fund deductions to be passed on and for this the corresponding schedules should also be available</p>
9-19-4	As detailed in 9.19.1.
9-19-5	As detailed Para 9.19.1.
9-20-1	<b>Register of miscellaneous deposits of P. A. O.</b>



	<p>The Register of Miscellaneous Deposits of PAO is maintained by the Compilation Section. When the bills for passing on of deductions are actually raised by the compilation section, their amounts should be compared to the entries in the Register of miscellaneous deposits of PAO and should be rounded off indicating the actual clearance. Hence, the maintenance and review of the balances in the Register of Miscellaneous Deposits will be the responsibility of the Compilation section. Cash Section deals with the payment of bills raised by the compilation section in the usual course in respect of PAO Deposits.</p>
9-20-2	<p>The register of PAO Deposits should be closed every month duly reconciling the debits and credits for the month with the compiled account figures. The outstanding items should be scrutinized diligently to ensure that no items not creditable to miscellaneous Deposits of PAO have been credited erroneously under this head and that there is no delay in passing on the items to the officers concerned. The Superintendent of the Compilation Section is personally responsible for this work. The Pay and Accounts Officer/ Assistant Pay and Accounts Officer while reviewing the registers every month should ensure that no item is kept outstanding without sufficient justification.</p>
9-21-1	<p>In cases where the departments/service providers have no facility for taking online credits, the payments may be made to the DDO</p>

	<p>account of the Officers concerned against specific written requests.</p> <p>The DDOs shall then make payment to the appropriate beneficiary by means of DDs or cheques from their DDO accounts.</p> <p>In all such cases, receipts/acknowledgements (unstamped) issued by the beneficiary should be furnished within 10 working days from the date of payment to the DDO. No further payments of this kind should be allowed to the DDO unless the receipts for the previous payments are received.</p>
9-22-11	<p>Since there is no possibility of cheques getting time barred in e-cheque system, the officers vested with limited cheque drawing powers have to follow the procedure as envisaged in para 144 of APWA Code while dealing with time barred cheques.</p>
9-23-1	<p>When an officer vested with limited cheque drawing power receives a report that a cheque drawn by him has been lost, he should at once report the fact to the Treasury/ Bank and request for stopping payment of the cheque. On receipt of a certificate from the Treasury / Bank to the effect that the cheque has not been paid and that it will not be paid, if presented thereafter, the Officer should cancel the original cheque in his cash book and make necessary entries in the accounts and then issue another cheque and make necessary entries in the accounts (S. R. 50 under T. R. 16).</p> <p>Such instances have to be reported to the PAO/APAO (W&amp;P) immediately and invariably before the new cheque is issued.</p>

9-24-1	<p><b>Cancelled Cheques</b></p> <p>The officer vested with limited cheque drawing powers should cancel any cheque which has remained unpaid for twelve months from the date of issue and write back the amounts in the accounts. Before cancelling the same it is desirable to ascertain from the Bank /Treasury concerned whether the cheque has been encashed or not. The cheque, if it is in the possession of the officer with limited cheque drawing power, should be destroyed. If the cheque is not in possession, he should promptly request the treasury/Bank to stop payment of the cheque and after obtaining a certificate under Para above, he should write back the entry in the cash book by exhibiting the amount of the cheque as a minus figure on the payment side in the Bank or Treasury' column. A Counter reference should be given in the Cash Book, against the original to the second entry of the cheque. ( para 145 of APPWA Code ).</p>
9-25-1	<p>The officers vested with limited cheque drawing powers viz, Land Acquisition Officer and other Civil Department officers specially entrusted with Project Works can draw cheques for limited purposes to the extent of powers delegated to them from time to time. The Cash Book extracts received from these Officers should, after scrutiny, be incorporated in the Cash Book of Pay and Accounts Officer/ Assistant pay and Accounts Officer.</p>

9-26-1	<p>The cash Book should be closed monthly. The monthly closing should be done on the last day of the month, giving the balance of imprests outstanding against each officer.</p> <p>(Para 37 (3) of Accounting &amp; Financial instruction Part I)</p>
9-27-1	<p><u>Bills Returned with Objections</u></p> <p>The bills returned unpassed with objections will not be routed through Cash Section, but will be returned directly by the pre-check sections concerned. While returning the bills, all precautions in the return of measurement books to Divisions should be observed by the pre-check section concerned. The measurement books and bills of out-station offices should be sent through the authorized messenger of the DDO under proper acknowledgement or by Registered Post through the Central Dispatch unit of the Administration Section.</p>
<p>Forms referred in Chapter Nine</p> <p>FORM 32</p> <p>FORM 33</p> <p>FORM 34</p> <p>FORM 35</p> <p>FORM 36</p> <p>FORM37</p> <p>FORM 38</p> <p>FORM 39</p>	

FORM 40

FORM 41

FORM 42

FORM 43

FORM 44

FORM 45