CIRCULAR NO. 177

SUBJECT :- Voucher for payments

During the inspection of one of the Regional Offices it is noticed that the payments are made without obtaining pay order on the form of voucher. As a result in a number of cases the vouchers is a serious irregularity included in the Audit Reports of various Regions.

2. A form of voucher that is being used in the Head Office is, therefore, sent herewith and you are requested to instruct the Accountant dealing with payments out of P.T.A. Fund to obtain pay orders of the Regional Officers on the vouchers before making any payment. All such vouchers should then be tagged in one file serially and must be accompanied by stamped receipts where necessary. The procedure of preparation of vouchers should be brought in force with immediate effect.

Please acknowledge receipt of this circular and intimate the date from which the procedure has been implemented in your office.

Dated: 5th November, 1973. ————

For Charity Commissioner

Maharashtra State, Bombay
Public Trusts Registration Office Region,

Deposit Refund Order and Voucher
Miscellaneous Payments

Personal Ledger Account – Charity Commissioner, Maharashtra State, Bombay Public Trust Administration Fund.

Voucher No. for 19 of the Register of payments.

<table>
<thead>
<tr>
<th>Deposit Item No.</th>
<th>Date of Deposit</th>
<th>Amount originally deposited</th>
<th>Name of Depositer</th>
</tr>
</thead>
</table>

Details of payment. Passed for Payment to Rs.

Certified that the notes of refund/payment have been made against original entries in the Register of Deposit/Advances at Item No. ______________ Page No. ______________ Part ______________ and in the Ledger Accounts/R.B.P. ______________ on page No. ______________

Accountant Superintendent (A&E) Dy./Asstt. Charity Commissioner

Received this day of 19 the sum of Rs. being the amount payable to on account of the deposit described above.
Claimant’s Signature.