

## **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 i 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 :5<sup>th</sup> November, 1973.

For Charity Commissioner  
Maharashtra State, Bombay

Public Trusts Registration Office

Region,

Deposit Refund  
Miscellaneous Payments

Order and Voucher

Personal Ledger Account – Charity Commissioner, Maharashtra State, Bombay Public  
Trust Administration Fund.Voucher No. \_\_\_\_\_ for 19 \_\_\_\_ of the  
Register of payments.

## Reference to Register of Deposits

Deposit Item No.	Date of Deposit	Amount originally deposited	Name of Depositer

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&amp;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.