

**CIRCULAR NO. 200**

SUBJECT :- Payment of Pay and Allowances to the Staff through the Inspectors of the Sub-Regional Offices.

As per the present practice the payments to be made to the staff working in the Sub-Regional Offices is made through the Inspectors. Similarly in some cases payment to be made to the landlord towards rent of the accommodation or payment of the electricity charges is also arranged through the Inspector. Through the cash is handed over to the Inspector personally or payment is made to the Bank for obtaining a Demand Draft in favour of the Inspector, the transaction should not be shown in the cash column of the cash book till such time as the payee's acknowledgement (stamped where necessary) is received. Till that time the amount handed over to the Inspector or paid in the Bank should form part of the book balance as shown in the cash book. At the end of the month the book balance of the cash book should be explained by note as under :-

	Rs.
(a) Amount of pay and Allowances handed over to Inspector Shri _____ on _____ for disbursement as per his receipt dated _____	
(b) Amount remitted by D.D. No. _____ dated _____ in favour of Shri _____ for disbursement.	
(c) Cash in Hand _____	-----
Total Book Balance	-----

The Regional Office should record the certificate regarding physical verification of the cash in hand as per "C" above

2. On receipt of the stamped acknowledgement from the parties the transaction should be entered in the cash book thus reducing the book balance. Adoption of this procedure will ensure that no payment enters the cash book unless the final quittance from the party to whom the payment is to be made is on record.
3. This procedure should be implemented from 1<sup>st</sup> April 1976, in respect of Regions where this procedure is not already in vogue.

P.S. DHAMANE  
Charity Commissioner, Bombay

Dated : 16<sup>th</sup> April 1976