

OFFICE CIRCULAR No. 330.

It has been brought to the notice of undersigned that at some offices cash exceeding Rs.500/- is kept at the office without depositing it with the Banks and without order to that effect from the Head of the Office.

It has also been brought to the notice of the undersigned that cheques tendered by the parties/charitable trusts towards P.T.A. Fund are either not accepted for one reason or other or kept without presentation to the Banks concerned for encashment on the very day or on the following date and remain lying for number of days, even without making entries or keeping proper record in that regard.

So, it is hereby informed to all the concerned that –

- i) Cash in hand exceeding Rs.500/- should not be kept in hand by any concerned, but to be deposited with the Banks daily or on following day, unless specific order in that regard is taken from Head of the Office.
- ii) It is directed to all the concerned that cheques tendered by the parties/public charitable trusts should be accepted with remarks on their letter/application to the effect –
“Cheque/Draft accepted subject to realization and verification of compliance of pending requirements/directions”.

- iii) Cheques soon after receipt be presented to the Banks concerned on following day or next working day without fail and proper, up-to-date record be maintained of the same.
- iv) All the concerned are also required to submit weekly statements, with remarks of Head of the Department/Office as the case may be, on it being correct, to this office about pending deposits whether it is cash or cheques and reason for not depositing and/or presenting for encashment, soon after receipt of the same from the parties.
- v) It is also hereby directed to all the concerned that Cash Book should be written daily.

Directions given herein are to be followed scrupulously by all the concerned and any lapses in not following the same will be viewed seriously.

(S.D. Mohod)
Charity Commissioner,
Maharashtra State, Mumbai.

Mumbai,
Dated : 27-11-2007.

To

The Joint Charity Commissioner,
Greater Mumbai Region/Nasik/Pune /Kolhapur/ Aurangabad/
atnr/Amaravati/Nagpur.
The Deputy Charity Commissioner,
Maharashtra State, Mumbai/Greater Mumbai
Region/Nasik/Pune/Kolhapur/Aurangabad/Latur/Amravati.
The Assistant Charity Commissioner,
Maharashtra State, Mumbai/Greater Mumbai
Region/Thane/Raigad/Nasik/Dhule/Jalgaon/Pune/Ahmednagar/
Satara/Sangli/Ratnagiri/Sindhudurg-

rg/Aurangabad/Jalana/Parbhani/Nanded/Latur/
Solapur/Osmanabad/Beed/Amravati/Akola/Buldhana/Yeotm
al/Nagpur/Wardha/Bhandara/Chandrapur/Gadchiroli.

Director of Accounts, H.O.
Asstt. Director of Accounts, G.B.R.