

**GOVERNMENT OF ODISHA  
WORKS DEPARTMENT**

No. 12382 /W., Bhubaneswar.  
07 23 20 0007 2017

Dated: 19.8.17

From

Shri A. Khatua,  
A.F.A-cum-Under Secretary to Govt.

To


The Engineer-in-Chief (Civil), Odisha, Bhubaneswar  
Chief Engineer, DPI & Roads, Odisha, Bhubaneswar.  
Chief Engineer, Buildings, Odisha, Bhubaneswar.  
Chief Engineer, World Bank Projects, Odisha, Bhubaneswar.  
Chief Engineer, National Highways, Odisha, Bhubaneswar  
Chief Architect, Odisha, Bhubaneswar

Sub: Improper management of Cash by the DDOs and non-reconciliation of closing Cash Balance of Cashbook with Bank

Sir,

In inviting a reference to the subject cited above, I am directed to send herewith the copy of the Finance Department O.M. No. 23502/F dated 09.08.2017 for information and necessary action. You are further requested to communicate the same to the DDOs under your administrative control for strict adherence to the principles laid down in the Odisha Treasury Code and O.G.F.R. to streamline the Cash Management System and to avoid mis-utilisation of Government money.

Yours faithfully,

  
A.F.A-cum-Under Secretary to Govt.

Memo No. 12383 dated: 19.8.17

Copy along with copy of the enclosure forwarded to Under Secretary, D.D.O.-cum-Under Secretary of Works Department: Bill Section of this Department for information and necessary action.

  
A.F.A-cum-Under Secretary to Govt.

20110-301-01 See  
17-8-17

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GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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OFFICE MEMORANDUM

(A) CR-6286W  
10-8-17  
D.S.M.  
10/8/17

No. 23502 /F., Dated the 9th August, 2017  
IAMC-FIN-EAO-0001-2017

From

Shri T.K.Pandey, IAS,  
Principal Secretary to Government.

To

All Departments of Government.  
All Heads of Departments/



**Sub:- Improper management of Cash by the DDOs and non-reconciliation of closing Cash Balance of Cashbook with Bank.**

The Odisha General Financial Rules and Odisha Treasury Code are the two basic pillars which defines the general system of Financial Management and Control, Fund Management entails strict adherence to prescribed rules and procedures in handling and retention of funds. The procedure for the safe custody of moneys in the hands of Government Servant has been prescribed in the OGFR as well as in the Odisha Treasury Code, where due importance has been given for proper maintenance of cash book and verification of cash balance kept either in the cash chest of the office or with the banks. The Head of Department has been made responsible for observance of all relevant financial rules and regulations by his own office or by subordinate disbursing officers. Every officer incurring or authorising expenditure from public money should be guided by the principles of financial propriety laid down therein.

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of 8

2. As per the subsidiary Rule 242 of OTC-Volume-I, no money shall be drawn from the Treasury unless it is required for immediate disbursement. It is not permissible to draw money from the Treasury in anticipation of demands or to prevent the lapse of budgetary grants.

3. As per subsidiary Rule-37 of OTC-Volume-I, all monetary transactions should be entered in the Cash book as soon as they occur and attested by the Head of office in token of check, Cashbook should be closed regularly and completely checked by the Head of Office after verifying the totalling of the cash book or have these done by some responsible subordinate other than the writer of the cash book


D.S.M.

and initial it as correct and at the end of each month the cash balance in the cash book should be verified and signed by recording a certificate to that effect.

4. In respect of the closing cash balance, bill wise analysis with date of drawal is required to be entered in the cash book at the end of each month. Further, the balances shown in the cash book should also be reconciled with the balances reflected in the Bank pass book/statement and in case of any discrepancy, the same should be reconciled.

5. In spite of these codal provisions and rules, It has however been observed that the above provisions of the Odisha Treasury Code and Odisha General Financial Rules are not being followed with due diligence. Neither the cash book is maintained on daily basis nor is the same being checked by the Head of Office. As a result, cases of incorrect depiction of the Opening and closing balances, unauthorised retention of cash, recording of expenditure twice in the cash book leading to temporary misappropriation of Government money etc. have been noticed. Similarly, instance of misappropriation of Government money with forged signature have also been noticed due to non-reconciliation of the cash book with the bank pass book / statement. These irregularities have been commented in the Report of the C&AG of India as well as Internal Audit Reports of the Common Cadre Auditors functioning in different Departments of the Government. This is indicative of serious deficiencies in management of cash.

6. Therefore, it is now impressed upon all concerned to issue necessary suitable instructions to the DDOs under their administrative control to scrupulously adhere to the principles laid-down in the Treasury Rules as well as in Odisha General Financial Rules, so that proper cash management can be made and mis-utilisation of Government money can be avoided. In the event of any breach of the rules leading to mis-utilisation or misappropriation, appropriate disciplinary proceedings should be initiated against the erring officials.




Principal Secretary to Government

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Memo No. 23503 /F., dt. 09.08.2017

Copy forwarded to the Principal A.G.(A&E), Odisha, Bhubaneswar / Principal A.G. (E&RSA), Odisha, Bhubaneswar / Accountant General (G&SSA), Odisha, Bhubaneswar for favour of kind information.

  
Under Secretary to Government.

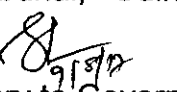
Memo No. 23504 /F., dt. 09.08.2017

Copy forwarded to the Private Secretary to Principal Secretary, Finance / Private Secretaries to Special Secretary, Finance / Private Secretaries to all Additional Secretary, Finance for kind information of Principal Secretary, Finance / Special Secretaries/ all Additional Secretaries respectively.

  
Under Secretary to Government.

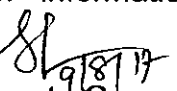
Memo No. 23505 /F., Dt. 09.08.2017

Copy forwarded to CCT, Odisha/ DTI(O)/ Director, LFA/ Controller of Accounts/ Director, MDRAFM and Registrar, Sale Tax Tribunal, Odisha for information and necessary action.

  
Under Secretary to Government.


Memo No. 23506 /F., Dt. 09.08.2017

Copy forwarded to the Financial Advisors/Assistant Financial Advisors of all Departments of Government/All RDCs and All Collectors for information and necessary action.

  
Under Secretary to Government.

Memo No. 23507 /F., Dt. 09.08.2017


Copy forwarded to all Branches of Finance Department for information and necessary action.

  
Under Secretary to Government.

Memo No. 23508 /F., dt. 09.08.2017

Copy forwarded to the PAS and Portal Head, CCF, Secretariat for information and necessary action.

It is requested to launch this Office Memorandum in the web-site ([www.odisha.gov.in/Finance/Index.htm](http://www.odisha.gov.in/Finance/Index.htm)) for general information.

  
Under Secretary to Government.

GOVERNMENT OF ODISHA  
WORKS DEPARTMENT

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No. Con (G)-7/2017 12385 W., Dated, the 19th Aug, 17

From:

Sri L. Naik,  
Under Secretary to Government.

To

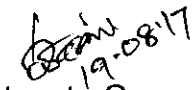
The E.I.C(C) Odisha, BBSR.

Sub:- Charges framed against Sri Ananda Gopal Roy, Ex-J.E(C) retd. as A.E(C) vide  
No. 34629 dtd.11.06.1999.

Sir,

In inviting a reference to your letter No.19746 dtd.20.05.2017 on the subject noted above, I am directed to say that E.E, Mayurbhanj (R&B) Division, Baripada has not furnished any Inquiry Report in respect of proceedings No.34629 dtd.11.06.1999 drawn against Sri Ananda Gopal Roy, Ex-J.E(C) retd as A.E(C).

Yours faithfully,

  
Under Secretary to Government