

Government of Odisha  
Panchayati Raj Department.

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**C I R C U L A R**

No. 13000 /PR Bhubaneswar dated the  
17-Plan-08-2139

25/7/12

It has come to the notice of the Government that the instruction issued in the Scheme Guidelines (Central Plan, Centrally Sponsored Plan & State Plan) to maintain a single account for each Scheme has not been followed meticulously by the PD,DRDAs/BDOs/DPOs who very often operate more than one account in different Banks for a particular Scheme and that too outside their headquarters / jurisdiction. Such maintenance of multiple accounts poses difficulty in smooth reconciliation of Bank account with the Scheme Cash Book. Further, some DDOs are also drawing heavy amount from the bank through Self-Cheque / Bearer Cheque without any justification and the Bank Pass-Books are not reconciled with Cheque Book Register and Cash Book on regular basis which leads to serious financial irregularities.

In order to streamline the financial management system, and to take advantage of e-banking facilities now available with all the nationalized Banks including Regional Rural Banks, the following guidelines are hereby prescribed:

- (i) The DDOs shall maintain and operate one Saving Bank account only for each scheme. The other bank accounts shall be closed forthwith and the closing balance be transferred to the single account of the concerned Scheme under intimation to Government.
- (ii) The bank accounts shall be maintained in the nationalized/ scheduled banks situated in the headquarters of the concerned Head of Office / DDO.
- (iii) The No. of bank accounts maintained with account number scheme wise, shall be intimated by the DDOs Panchayati Raj Department through the Collectors /PD,DRDAs of concerned

districts, with reasons of opening bank accounts if any, beyond the headquarters.

- (iv) **Withdrawal of money from bank accounts for petty contingent expenses upto Rs.1,000/- shall be in shape of bearer cheques to be issued in the name of a responsible Government employee of the concerned office. Such bearer cheque should be signed by the DDO and countersigned by the PD,DRDAs in case of DRDA, by the ABDO and BDO in case of Blocks, by the Head Clerk and DPO in case of DPO Office and by the Gram Panchayat Executive Officer and Sarpanch in case of Gram Panchayat.**
- (v) **All payment / transfer of fund above Rs.1,000/- shall be made by e-transfer / Real Time Gross Settlement (RTGS) to the bank accounts of the payee.**
- (vi) **The copy of the 1<sup>st</sup> page of the bank pass-book of the payee containing account number, photograph, specimen signature etc. shall be obtained and kept in the concerned records of the payer's office after cross-verification of its authenticity from the concerned banks recording a certificate to that effect by the DDOs.**
- (vii) **The specimen signature of the officer signing and countersigning the cheques shall be sent to the concerned banks with copy to be pasted in the Guard File of concerned office. Transfer / retirement / joining of any such officer should be promptly intimated to the concerned banks.**
- (viii) **Reconciliation of office cash book with bank pass-book and Cheque Register for receipt / withdrawals shall be made in the 1<sup>st</sup> week of every month. It shall be done by the APD (Finance) in case of DRDAs, by the ABDOS in case of Blocks and by the concerned Extension Officer in case of GPs and by the DPOs in case of DPO office and a certificate to that effect**

should be recorded in the cash books. It shall be countersigned by the DDOs every month. Discrepancy, if any, should be brought to the notice of the next higher authority and corrective measures should be taken promptly. If any misappropriation/fraud is detected, it should be brought to the notice of the Government immediately.

- (ix) The accrued interest should be taken to the Cash Book of the concerned Scheme periodically.

The above instruction should be strictly adhered to by all concerned and any deviation will be seriously viewed.

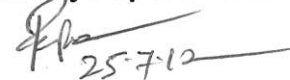


(P.K.Jena)

Commissioner-cum-Secretary

CC: For kind information.

1. The Principal Secretary, Finance Department.
2. Accountant General, Odisha, Bhubaneswar.
3. P.S. to Hon'ble Minister, Panchayati Raj Department.
4. P.S. to Commissioner-cum-Secretary, Panchayati Raj Department.
5. P.S. to Commissioner (NRLM/TRIPTI), Panchayati Raj Department.
6. P.S. to Director (Special Projects), Panchayati Raj Department.
7. P.S. to Director (Panchayati Raj), Panchayati Raj Department.
8. All Collectors/ All PD,DRDAs/ All BDOs/ All DPOs.
9. Director, S.I.R.D.
10. Director, TRIPTI.
11. Executive Director, ORMAS.
12. F.A.-cum-Joint Secretary (Shri P. K. Panda), Panchayati Raj Department.
13. F.A.-cum-Joint Secretary (Smt. N. Mallick), Panchayati Raj Department.
14. All Branch Officers/All Desk Officers/ All Section Officers, Panchayati Raj Department.
15. Audit Section, Panchayati Raj Department.
16. Five Spare Copies (O.M. Section), Panchayati Raj Department.



(P.K.Panda)

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

