

CHAPTER VII

CASH

A—INTRODUCTORY

125. The term "cash," as used in this chapter, includes legal tender coin, currency notes, cheques payable on demand, remittance transfer receipts and demand drafts. A small supply of one-anna revenue stamps may, when necessary for use as receipt stamps, be kept as part of the cash balance. Government securities, deposit receipts of banks, debentures and bonds, accepted as security deposit under the provisions of paragraph 612 are not to be treated as cash. (See also paragraphs 23, 25 and 25A of Volume V of the Handbook.) **P.W.A.O. 216.**

126. Primarily the divisional officer is the responsible disbursing officer of the division, but he may delegate this function to his subordinate officers in certain cases, *vide* paragraph 427. **P.W.A.C. 127.**

127. Every government servant is personally responsible for the money which passes through his hands and for the prompt record of receipts and payments in the prescribed account as well as for the correctness of the account in every respect. The private cash or accounts of members of the department may not be mixed up with the Government money or Government accounts. **P.W.A.C. 128.**

128. The instructions for the safe custody of cash contained in paragraph 28 of Volume V of the Handbook should be very carefully observed.

B—CASHIERS

129. Cashiers may be appointed whenever, in the opinion of the local Government, the cash transactions of a division or sub-division are sufficiently extensive to require it. **P.W.D.C. 341 and P.W.A.C. 170-B.**

130. One cashier may make the cash payments of two or more sub-divisions, or throughout the whole of a division, whenever such an arrangement is found to be practicable. **P.W.D.C. 342 and P.W.A.C. 170-C.**

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P.W.D.C.
348 and
P.W.A.C.
170D.

131. The divisional officer will count the cash in the hands of each cashier at least once a month; or in the case of out-stations, he or the assistant engineer will count it whenever he may visit them. He will on such occasions record a note in the cash book showing the date of examination and the amount (in words) found.

P.W.D.C.
161.

132. Cashiers, whether appointed permanently, or temporarily, must furnish security, the amount being regulated according to the circumstances of each case, under the sanction of the Chief Engineer (*vide* paragraph 69 of Volume V of the Handbook). Store-keepers, sub-store-keepers, lower subordinate, members of the subordinate engineering service and other members of the clerical, petty, plantation and revenue establishments, entrusted with the custody of cash or stores, may be required to furnish security at the option of the superintending engineer, who will determine whether the amount shall be paid in a lump sum or by instalments.

C—MODES OF OBTAINING CASH FROM TREASURIES

I—General

P.W.A.C.
29.

133. Disbursing officers of the department obtain cash for disbursement in two ways, *viz.*, directly by bills drawn on the treasury or by means of cheques. For payment of pay and allowances of government servants on the regular establishment not charged directly to works, heads of offices and other officers draw bills on treasuries in prescribed forms in accordance with the rules in Chapter XXI. All other disbursements are made by divisional officers, who may empower sub-divisional officers to make disbursements on their behalf. For this purpose, divisional officers are ordinarily placed by the Principal Auditor in account with one or more treasuries within their jurisdiction and they may either authorize sub-divisional officers to obtain money from the treasuries within the jurisdiction of the latter by drawing cheques or place them in funds by means of a fixed imprest or by transfer of cash from the divisional cash chest.

P.W.A.C.
130.

134. The appropriation of departmental receipts to expenditure in the department is strictly prohibited

except in the cases provided for in paragraph 152. See paragraph 21 of Volume V of the Handbook.

135. Sub-treasuries are collecting depots and not disbursing treasuries, but to meet the convenience of officers of the department it has been arranged that funds required for disbursement may be obtained by means of cheques drawn on sub-treasuries subordinate to a treasury with which a disbursing officer has been placed in account. See also paragraph 63 of Volume V of the Handbook. P.W.A.C.
131.

NOTE—The term "treasury" as used throughout this volume includes the sub-treasury, unless the contrary is evident from the context.

136. The procedure prescribed for accounting for cash obtained from treasuries on bills for pay and allowances of establishment not charged directly to works is detailed in Chapter XXI. Undisbursed balances of cash thus obtained may be kept in departmental cash chests, but they should not be mixed up with the regular cash balances of the department, accruing from money obtained on cheques, which are dealt with and accounted for in accordance with the rules in the following paragraphs. P.W.A.C.
132.

137. Without making previous arrangements through the Principal Auditor no officer is authorized to draw cheques on a treasury situated outside the limits of the Province, even though his own jurisdiction may extend beyond those limits. P.W.A.C.
133.

138. When for the convenience of work, it is necessary that the divisional officer or any of his subordinate disbursing officers should be authorized, either occasionally or as a standing arrangement, to draw cheques on a treasury situated outside the limits of the division, such an arrangement may be sanctioned by the Principal Auditor on the recommendation of the superintending engineer. Similarly, the divisional officer, may, if necessary, specially authorize any of his sub-divisional officers to draw cheques on treasuries situated outside the jurisdiction of the latter but within the limits of the division. P.W.A.C.
134.

This rule is intended to be applied with special care and only to cases of real necessity. Payments to contractors should, as far as conveniently practicable, be made by cheques on the nearest treasury and a stipulation to the effect that payments shall be so made should be inserted in the contract agreement where necessary.

II—Limits on sub-divisional officers' drawings

P.W.A.C.
136.

139. If the divisional officer considers it necessary for the maintenance of efficient control over the disbursements of his division, to set a monthly limit on the drawings of any of his sub-divisional officers, he may do so, fixing either a standing limit or a fresh limit either every month or whenever necessary. All such limits may be raised or lowered subsequently. Intimation of every limit when fixed or changed should be sent both to the sub-divisional officer and to the treasury officers concerned.

1. For this purpose, the divisional officer may require the sub-divisional officer to submit, by a convenient date, an estimate of his probable requirements in a suitable form.

2. The limit when fixed should be for the account month of the sub-division and the dates of the commencement and termination of the month must be specified in the intimation to the treasury officer.

3. At the option of the divisional officer, the limitation may not be intimated to the treasury officer, if the check exercised by the divisional accountant over the sub-divisional cash accounts, after the expiry of the month, is considered sufficient for the purposes of the divisional officer. See paragraph 100.

III—Cheques

P.W.A.C.
137.

140. Petty sums under ten rupees should not be paid by cheques and for the disbursement of these and other charges which naturally are paid in cash, e.g., the wages of labourers and of establishment charged directly to works, and value-payable postage, it is permissible to draw money from time to time from the treasury by cheques to replenish the cash chest. Whether there be a guard or not, disbursers must draw cheques for the minimum of cash actually required to meet current disbursements, and if it is found at any time that the balance in hand, is larger than is required to meet the anticipated expenditure of the next month, or of the next fifteen days if the treasury is not situated at an inconvenient distance, the surplus should be returned into the nearest treasury.

P.W.A.C.
138.

141. In drawing cheques (Form No. 6) drawing officers should be guided by the general rules laid down in Chapter III of Volume V of the Handbook. The special rules applicable to the department are set forth in paragraphs 142 to 147.

P.W.A.C.
139.

142. Before a cheque book is brought into use, all the cheque forms in it should be marked by a distinguishing letter. Cheques drawn by a disbursing officer

on any treasury should be distinguished by a different letter from those drawn by other disbursing officers of the division on that treasury and also from those drawn by himself on any other treasury.

143. In the case of sub-treasuries the advice of the number of the cheque book to be used (*vide* paragraph 56 of Volume V of the Handbook), should ordinarily be sent through the district treasury; but in cases of urgency, it may be sent direct to the sub-treasury, a copy being forwarded simultaneously to the district treasury. P.W.A.C.
140.

144. In the Buildings and Roads Branch of the department where sub-divisions have been abolished, a divisional officer may authorize one or more assistant executive engineers or assistant engineers or sub-engineers in charge of sections to sign cheques on his behalf subject to the following conditions :

(i) It is left entirely to the discretion of the divisional officer to make the delegation or not, to make it for an indefinite or a definite period, and to prescribe any limit on the drawing power of the authorized officer or not.

(ii) When a gazetted officer is given powers to sign cheques, specimen signatures and the notice of the delegation must be sent to the treasury officer concerned.

(iii) It must be remembered that the delegation shall not in any way lessen the responsibility placed upon the divisional officer by the standing rules and regulations.

145. If a limit has been set by the divisional officer on the drawings of a sub-divisional officer under the provisions of paragraph 139 the limit prescribed for the drawings on each treasury during a month should be entered on the reverse of the counterfoil of the cheque book for that treasury before any cheques are drawn during that month, and the sub-divisional officer should watch that the limit is not exceeded, by deducting from it, on the reverse of the counterfoils, the amount of each cheque as it is drawn. The undrawn balance at the close of the month should not be carried forward to the next month. P.W.A.C.
141.

In the absence of a monthly limit on his drawings, the drawing officer should record on the reverse of the counterfoil of each cheque the amount

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of the next cheque drawn and the total of the drawings during the month, and carry forward their total to the next counterfoil, thus enabling himself, from time to time, to exercise an independent check on the postings in his book.

P.W.A.C.
142.

146. If the currency of a cheque should expire owing to its not being presented at the treasury for payment within three months from the date of its issue (*vide* paragraph 62 of Volume V of the Handbook), it may be received back by the drawer who should then destroy it and draw a new cheque in lieu of it. The fact of the destruction and the number and date of the new cheque should be recorded on the counterfoil of the old cheque, and the number and date of the old cheque that is destroyed should be entered on the counterfoil of the new one. The fact of the new cheque having been issued should be entered on the date of issue in red ink in the cash book but not in the column for payment, a note being made at the same time against the original entry in the cash book.

For procedure relating to lost cheques, *see* paragraph 65, of Volume V of the Handbook.

P.W.A.C.
143.

147. When it is necessary to cancel a cheque, the cancellation should be recorded on the counterfoil, and the cheque, if in the drawer's possession, should be destroyed. If the cheque is not in his possession, he should promptly request the treasury officer to stop payment of the cheque and, on ascertaining that payment has been stopped, he should write back the entry in his cash book by exhibiting the amount of the cheque as a *minus* figure on the payment side in the "Bank or treasury" column. A counter-reference should be given in the cash book, against the original, to the second entry of the cheque. A cheque remaining unpaid from any cause for twelve months from the date of its issue should be cancelled and its amount written back in a similar manner.

D—RECEIPT OF MONEY

I—Account Procedure

P.W.A.C.
144.

148. When money is received by a government servant on behalf of Government, it should at once be brought to account in the cash book and a receipt in form no. 1 of Volume V of the Handbook, should invariably be granted to the payer. If, however, the amount be realized by recovery from a payment made on a bill

or other voucher setting forth full particulars of the deduction a receipt should be granted only if specially desired by the payer but the fact of the recovery having been made by deduction from the payment voucher should be clearly recorded on the receipt. See also rule 1 to paragraph 149.

1. Final acquittance for private cheques and drafts on local banks accepted under proper authority (*vide* paragraphs 25 and 26A, of volume V of the Handbook) should not be given to the payer until they have been cleared.

2. Before an officer signs a receipt in form no. 1 of volume V of the Handbook, for cash actually received by him, he should see that receipt of the money has been duly recorded in his cash-book, and in token of this check the entry in the cash book should be initialled and dated at the same time.

3. As an exception to the rule in this paragraph, earnest money received from and returned to contractors on the same day the tenders are opened, need not pass through the divisional accounts provided that the contractors concerned are required to give a stamped receipt for the money in the register of tenders maintained in the divisional office and that the register is to that extent treated as a subsidiary cash book and consequently as an accounts form.

NOTE—The total gross receipts and payments recorded in the subsidiary cash book in full detail in accordance with the above rule should be shown as single items without any details at the foot of Public Works Department form no. 78/79 to be sent to the Accountant General.

4. The procedure laid down in paragraph 439 of Manual of Orders, Buildings and Roads Branch, Public Works Department, Uttar Pradesh, will, however, be followed with regard to the accounting of sale-proceeds of tender forms in the Building and Roads Divisions.

149. Receipts in form no. 1 of Volume V of the Handbook, can be issued by divisional officers, sub-divisional officers, and other government servants specially authorized by Government. All persons regularly or frequently receiving money on behalf of Government should keep a cash book in form no. 1. P.W.A.C.
145.

1. In the Irrigation Branch divisional accountants are authorized to issue receipts in form no. 1 of volume V for amounts not exceeding Rs.500 in each case and ziladars in vernacular (I. B. form no. 69V) for amounts received by them in accordance with the rules contained in the Irrigation Manual of Orders.

2. In the Buildings and Roads Branch each cashier of a divisional office or a head clerk of a district office is provided with receipt books with foils in duplicate and he is authorized to grant receipts for the sums received by him. But he should have each receipt issued by him countersigned by a gazetted officer, who will also initial the entry in the cash book. But if no gazetted officer, is present in the headquarters, the cashier should on return of the first gazetted officer to headquarters, get the duplicates of his receipt book and the entries in his cash-book initialled by him. The divisional officer should at the time he verifies the cash chest balance ascertain that the entries of all receipts in the cash-book have been initialled by a gazetted officer.

3. The duplicate copies of receipts should be made out by using carbon paper of the double-sided variety in order that there may be carbon impressions on the reverse of the original receipt as well as on the obverse of the duplicate.

150. If a government servant who is not in charge of a cash book receives money on behalf of Government at exceptional times, he should not mix it up with the P.W.A.C.
146.

imprest or any other cash in his charge, but pay or remit it, at the earliest opportunity, to the nearest officer having a cash book or direct into a treasury, accompanied by a *chalan* in duplicate (*vide* paragraphs 31 to 33 of Volume V of the Handbook). The acknowledgment of the treasury (with an intimation of the full particulars of the receipt including the date of its realization) should be forwarded immediately to the next superior officer having a cash book, to enable him to make the necessary entries therein. The record of the transaction will be in the correspondence and not in the imprest account of the receiving officer.

151. In Buildings and Roads Branch of the department upper or lower subordinates or overseers of the subordinate engineering service are also authorized to issue receipts with foils in triplicate in form no. 3; whenever money is received by them on behalf of Government. The money thus received, should be deposited in the nearest treasury or the divisional or sub-divisional cash chest, whichever is nearer, within three days of its receipt. The subordinate granting the receipt should send with the treasury *chalan* or cash, as the case may be, the duplicate of that receipt to the cashier of the divisional office or the head clerk of the district office, who will in turn issue to the subordinate a receipt in form no. 1 of Volume V of the Handbook for each duplicate sent. The cashier or the head clerk will paste the subordinate's duplicate against the duplicate of each receipt granted to the subordinate and the subordinate will paste against the triplicate copy of each receipt issued by him the cashier's or head clerk's receipt. The triplicate copies of receipts issued by the subordinates will be examined and initialled by the assistant engineer on each visit. The divisional officer should see that this is regularly done and should in token of his examination initial the triplicate copy of the last receipt issued.

NOTE—The receipt books will be supplied with foils in triplicate. Copies will be made out by using carbon paper of the double-sided variety in order that there should be carbon impressions on the reverse of the original receipt as well as on the obverse of the duplicate and triplicate.

II—Disposal of Receipts

152. Cash realized by officers of the department should be paid, as soon as possible, into the nearest treasury, for credit as miscellaneous receipts of the department. Should a divisional officer or sub-divi-

sional officer, however, require to make use of cash receipts temporarily for current expenditure, he may do so instead of obtaining fresh cash by cheques; but before the end of the month he must send to the treasury a cheque for the amount thus utilized, drawn in his own favour and endorsed by himself with the words "Received payment by transfer credit to the Public Works Department."

NOTE—This rule does not apply to receipts realized by short payment on bills or other vouchers.

E—PAYMENTS

I—Manner of Payment

153. All payments which officers authorized to draw cheques have to make, should, as far as possible, be made by cheques; but see also paragraph 140. P.W.A.O.
148.

154. It is permissible to make payments to suppliers of stores by obtaining remittance transfer receipts from the district treasury in accordance with the rules in paragraph 323 of Volume V of the Handbook. Remittances for such purposes of amounts less than Rs.25, for which remittance transfer receipts cannot be issued by treasury officers, may be made by postal money order at Government cost. P.W.A.C.
149.

NOTE—Regarding the procedure for making payments for purchases made in the United Kingdom, see rule 8 of Appendix X of Volume V of the Handbook.

155. As a rule no cheque should be drawn until it is intended to be paid away and cheques drawn in favour of contractors and others should be made over to them by the disbursing officer direct; but the disbursing officer may be assisted in making disbursements by a cashier appointed for the purpose under paragraph 129. The occasional delivery of cheques through a subordinate may be permitted at the discretion and on the responsibility of the disbursing officer. In such cases the subordinate should make no entry in any accounts which he keeps, as a payment made by cheque should appear in the cash account of the disbursing officer who draws the cheque, and the subordinate's record will be in his correspondence. P.W.A.C.
150.

1. In the Buildings and Roads Branch of the department, divisional officers who are unable to hand over cheques directly to the contractors concerned may if so desired by the contractors send them by registered post.

2. It is a serious irregularity to draw cheques and deposit them in the cash chest at the close of the year for the purpose of showing the full amount of grant as utilized.

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3. For rules regarding prohibitory orders or injunctions of a court, see rule 4 under paragraph 50 of Volume V of the Handbook.

P.W.A.C.
150A.

156. Payments due to contractors may be made to financing banks instead of direct to contractors provided that (1) an authorization is obtained from the contractor in the form of a legally valid document like a power of attorney or transfer deed conferring authority on the bank to receive payment, and (2) the contractor furnishes his own acceptance of the correctness of the account made out as being due to him by Government, or his signature on the bill or other claims preferred against Government, before settlement of the account or claim by payment to the bank. While the receipt given by the bank holding a power-of-attorney or transfer deed from the contractor constitutes a full and sufficient discharge for the payment, contractors should wherever possible, be induced to present their bills duly receipted and discharged through their bankers.

II—Vouchers

P.W.A.C.
154.

157. General instructions regarding the preparation and completion of vouchers are given in Chapter III of Volume V of the Handbook. The following supplementary instruction should also be observed :

The disbursing officer is responsible that the full name of the work as given in the estimate (and other particulars specified in paragraph 423) or the head of account to which the charges admitted on a voucher are debitable, or to which the deductions or other credits shown in the voucher are creditable, is clearly indicated on it in the space provided for the purpose or in some prominent position.

F—REMITTANCES TO TREASURIES

P.W.A.C.
155.

158. The officer in charge of a cash book should keep a treasury remittance book in form no. 4, in which he should enter all his remittances to the treasury as they are made; *vide* paragraphs 150 and 152. This book should accompany the cash.

Remittances made to the Bank of cheques paid in as Public Works receipts should be entered in the remittance book, but in the place for the treasury receipt should be entered "By Bank cheques" and the book need not be sent with the remittance, provided that the cheques are always endorsed as prescribed in paragraph 152.

G—CASH ACCOUNTS

I—Cash Book

(a) UPKEEP

159. An account of their cash transactions should be maintained in the cash book, form no. 1, by all government servants authorized, as a regular arrangement, to receive money on behalf of Government, as well as by those entrusted with making disbursements out of cash received by them in transfer from the divisional cash chest or obtained by drawing cheques on the treasury. Government servants entrusted with fixed imprests or temporary advances should maintain and render accounts of their disbursements in imprest cash account, form no. 2. P.W.A.C.
156.

160. The cash book is one of the most important account records of the department. The detailed instructions prescribed for writing it up are given in the notes on form no. 1, and disbursing officers are required to observe them strictly in practice. P.W.A.C.
157.

(b) BALANCING

161. The cash book must be balanced on the date prescribed for closing the cash account of the month, but when the transactions are numerous, a weekly or even a daily balance is recommended, and it is advisable to count the cash whenever a balance is struck, or at convenient intervals, as this affords an independent check on the accuracy of the postings. The results of such intermediate counting should be recorded in the form of a note in the body of the cash book (column S), so as not to interfere with the up-to-date totals; the actual balance of cash in the chest should invariably be stated in the note both in words and figures, and the outstanding balances of imprests and temporary advances should be taken into consideration when certifying to the accuracy of the cash chest balance. P.W.A.C.
158.

In divisions to which a cashier is attached, all entries in the cash-book whether relating to receipts or to expenditure, must be made by him, but they should be reviewed by the divisional accountant, before the accounts of the month have been closed to see that the classification has been correctly noted.

(c) RECTIFICATION OF ERRORS

162. An erasure of an entry once made in the cash book is strictly prohibited. If a mistake has been made and it is discovered before the copy of the cash book P.W.A.C.
159.

has been submitted to the divisional office, the mistake should be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. The disbursing officer should initial every such correction and invariably date his initials. When the mistake is discovered too late for correction in this way, an intimation of the necessary corrections should at once be sent to the divisional office, accompanied by a proposed transfer entry if necessary. Except as indicated above, no correction of an entry once made in his cash book should be made by a sub-divisional officer, unless authorized by the divisional office to do so.

The same principles should be observed in correcting errors noticed in the divisional cash book. If the accounts of the month have been closed, no corrections of errors in amount, classification, or name of work, should be made in that book. A suitable remark in red ink (quoting reference to the correction in accounts) should, however, be recorded against the original erroneous entry.

(d) VERIFICATION

P.W.A.C.
160.

163. The disbursing officer is required to check all the entries in his cash book as soon as possible after the date of their occurrence, and he should initial the book, dating his initials after the last entry checked. The cash book should be signed by him at the end of the month and such signature should be understood as fixing responsibility for all the entries of the month inclusive of the closing balance.

1. The following are the more important details of the verification to be made:

The disbursing officer should—

(1) compare each entry of payment with the gross amount chargeable as shown in the connected voucher, seeing, at the same time, that it bears (i) a payment order recorded by himself or the divisional officer, and (ii) the certificate of disbursement signed by himself or by an authorized subordinate, and ticking off each voucher as it is passed;

(2) see, whilst examining the postings of vouchers on the payment side, that all deductions shown in the vouchers (other than deductions creditable to the head of account or work to which the payment relates) are posted as receipts on the receipt side of the cash book;

(3) verify the totalling of the cash book or have this done by some principal subordinate (other than the writer of the cash book) who should initial (and date) it as correct; and

(4) verify the total of the postings in the "Bank or treasury" column on the payment side by reference to the memoranda recorded by himself on reverse of the counterfoils of cheques.

164. The actual balance of cash in each chest should be counted on the last working day of each month (i.e., immediately after closing the cash account of the

month under paragraph 161,) but where this is not possible, the cash balance may be counted on the first working day of the following month before any disbursement is made on that date. A statement of the details of the actual balance should be prepared in form no. 5, and a certificate of the count of cash specifying both in words and figures the actual cash balance (exclusive of imprest and temporary advances), should be recorded below the closing entries in the previous month's cash book. This certificate should be signed by the disbursing officer who should invariably date his signature.

Should it not be possible for the disbursing officer, owing to his absence, to make the count on the dates prescribed in this paragraph, he should do so at the earliest opportunity, recording the reasons for the delay on the cash balance report.

165. Whenever, on the contents of the cash chest being counted the balance as per cash book is found to be incorrect, it must, unless the error can be detected and set right at once under paragraph 162, be rectified forthwith by making the necessary receipt or payment entry—"To cash found surplus in chest" under Deposits, or "By cash found deficient in chest" under Miscellaneous P. W. Advances, as the case may be. The administrative action to be taken on the occurrence of a deficiency must depend on the nature of each case. P.W.A.C.
162.

II—Imprest Account

166. An imprest is a standing advance of a fixed sum of money given to an individual to enable him to make certain classes of disbursements which may be entrusted to his charge by the divisional officer or the sub-divisional officer. The amount of an imprest should be kept down as far as possible to the amount actually required for current expenses and must not exceed Rs.1,000 in any case, without the special sanction of the local Government. P.W.A.C.
163.

167. It should be borne in mind that the imprest system is only suitable in cases where small payments have to be made by single individuals. In cases where heavy payments have to be made, the disbursing officer should be furnished with a cash book and supplied by the divisional officer with such funds as may from time to time

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be required and this course should invariably be followed where an imprest within the limit of Rs.1,000 is found to be insufficient.

168. Imprest should be entrusted to those members only of the temporary or work-charged establishment of whose character the divisional or sub-divisional officer has had opportunity of judging favourably. In the case of any irregularity, the divisional officer will be held responsible that all requisite precautions have been taken. Imprests can only be given with the express sanction of the divisional officer.

P. W. A. C.
164.

169. The account of imprest cash should be kept in duplicate in accordance with the instructions printed on form no. 2, imprest cash account. The counter-foil should be retained by the imprest-holder and the original, supported by the necessary vouchers, should be forwarded to the officer from whom the imprest is held, whenever the imprest-holder finds it necessary to have the account recouped, or it is proposed to increase or decrease the amount of the imprest or to close the account altogether. The account must, in any case, be rendered so as to reach the officer from whom the imprest is held, in time to enable him to incorporate the account in his cash book before it is closed for the month on the date fixed for the purpose.

P. W. A. C.
165.

170. The recouping officer should examine the imprest cash account and the supporting vouchers, initial and date the vouchers in token of approval and by a formal pay order (*vide* paragraph 49 of Volume V of the Handbook) recorded on the account authorize the recoupment, enhancement, reduction or closing of the imprest, as the case may be. The account should then be abstracted and incorporated in the cash book in the manner prescribed in notes on form nos. 1 and 2.

Should any item in an imprest account appear to the recouping officer to be open to objection, the imprest should nevertheless be recouped in full, and the item under objection should be classified under the head "Miscellaneous P. W. Advances" for watch under that account until either the objection is removed or the amount is made good by the imprest-holder.

P. W. A. C.
166

171. The imprest-holder is responsible for the safe custody of imprest money and he must at all times be ready to produce the total amount of the imprest in vouchers or in cash.

III--Temporary Advance Account

172. When a disbursing officer makes a remittance to a subordinate officer to enable him to make a number of specific petty payments on a muster roll or other voucher which has already been passed for payment, the amount remitted should be treated as a temporary advance and accounted for in the same way as an imprest. The account of a temporary advance should be closed as soon as possible. P.W.A.C.
167.

This rule applies also to cash taken out of the chest by the disbursing officer himself for making payments at a distance.

H—CHEQUE BOOKS AND RECEIPT BOOKS

173. Cheque books in the prescribed form required by divisional and sub-divisional officers authorized to draw on treasuries and sub-treasuries are obtained by them from the district treasury concerned, *vide* paragraph 54 of Volume V of the Handbook. Receipt Books in form no. 3 of this volume and form no. 1 of Volume V of the Handbook are similarly obtained by them from the treasury of the district within which their respective headquarters are situated. P.W.A.C.
168.

174. Cheque (or receipt) books should on receipt be carefully examined by the divisional or the sub-divisional officer concerned who should count the number of forms contained in each and record a certificate of count on the fly-leaf. P.W.A.C.
169.

175. Counterfoils of used books should be returned promptly to the divisional office for record. P.W.A.C.
170.