

of application, drawal of the advances by the A/D and report on drawal of advances to the Finance Department as fixed in the 6th paragraph therein have been extended as follows:—

- | | |
|--|-----------|
| (1) Last date of submission of application | 31-1-1991 |
| (2) Date by which the Drawing and Disbursing Officers will report the total amount of advance drawn and disbursed to their respective administrative Department. | 10-2-1991 |
| (3) Date by which the A/D shall report the amount of advance drawn and disbursed to the Finance Department. | 15-2-1991 |

Other terms and conditions of the O. M. will remain unaltered.

R. N. RAJGURU

Deputy Secretary to Government

FINANCE DEPARTMENT

No. 19645(230)-T.R.B-30/90-F.

The 7th June 1990

From

Shri N. K. Mishra

Deputy Secretary to Government

To

All Secretaries, Departments of Government/All Heads of Department/All Collectors

Subject—Issue of fresh cheque book in case of loss of cheque book or printed requisition slip

Sir,

I am directed to say that proposal for issue of a fresh cheque book is sent to this Department. Consequent on loss of a cheque book or printed requisition slip by a D. D. O. This puts Government to an embarrassing situation as issue of fresh cheque books in these cases leaves scope for fraudulent use of the lost books/requisition slips.

S. R. 114 provides that the Drawing & Disbursing Officer should keep the cheque book in lock and key and is personally responsible for its safe custody. S. R. 115 also provides that in case of loss of cheque book/requisition slip, the Drawing and Disbursing Officer should report the fact to the concerned Treasury Officer/Sub-Treasury Officer. Accordingly, it is clear that the Drawing & Disbursing Officer is personally responsible for the loss of cheque book/printed requisition slip.

It is, therefore, reiterated that utmost caution should be exercised by the Drawing & Disbursing Officers in handling the cheque books in future. Any loss arising in this regard will be treated as gross dereliction of duty on the part of the Drawing & Disbursing Officer concerned and individual cases on this score should be referred to Finance Department by the Administrative Department after they are examined on their respective merit.

Yours faithfully,

N. K. MISHRA

Deputy Secretary to Government