

2. It has been envisaged in S. R. 69 of the Orissa Treasury Code, Vol.-I that moneys received by a Government servant on behalf of Government, if not immediately remitted to superior authority or a Treasury should be lodged in the cash chest provided in the office. For the safety and security of the cash kept in the office cash chest, necessary arrangement is required to be made by the officer concerned. In the note under S. R. 69, it has been envisaged that if considered desirable, the duplicate keys of the cash chest may be placed under the seal of the officer-in-charge in the custody of the Treasury Officer.

3. The aforesaid provision which is of a precautionary nature is intended to ensure safety and security of the Government cash lodged in cash chests. Accordingly, it is impressed upon all concerned that the duplicate keys of the office cash chests should be deposited in the strong room of the Treasury in due compliance with the provisions contained in the note below S. R. 69 of the Orissa Treasury Code, Vol.-I.

4. This may be brought to the notice of all concerned under their administrative control.

N. R. DUBEY

Additional Secretary to Government

FINANCE DEPARTMENT

Memo. No. 39399 (236)-TRB-20 / 91-F.

The 24th October 1991

To

All Departments of Government/all Heads of Department/all Collectors

Subject—Precautions to be observed for fetching or carrying of Government money

The undersigned is directed to say that several instances of theft / burglary of Government money from the hands of Peons / Treasury Sarkars while fetching the same from Bank to Office have come to the notice of Finance Department. This has resulted in huge loss of Government money due to lack of observance of precautions while fetching or carrying Government money from Bank to Office and *vice versa*. In supersession of this Department letter No. 21079-F., dated the 12th June 1961 it is hereby informed that the following procedures be followed in the matter in order to avoid theft / loss of Government money.

(a) For amount up to Rs. 5,000 the Treasury Sarkars / Peons may be allowed to carry the amount.

(b) For amount exceeding Rs. 5,000 and up to Rs. 25,000 the Treasury Sarkars / Peons should be accompanied by a Class-III employees who may be the Cashier / Assistant Accountant or any other Clerk.

(c) For amount exceeding Rs. 25,000 and up to Rs. 1.00 lakh, the Treasury Sarkars / Peons should be accompanied by two Class-III employees who may be Cashier / Accountant or any other employee.

(d) For amount exceeding Rs. 1.00 lakh, the Treasury Sarkars / Peons should be accompanied by two Class-III employees in the above manner and in addition, a Gazetted Officer of the office should also accompany.

(e) For amount exceeding Rs. 5-00 lakhs, special arrangements as envisaged in the OTC Vol may be made for safe carrying of Government money.

Vehicles available in the office of the Drawing and Disbursing Officer should invariably provided for fetching or carrying of the money from Bank to Office or *vice versa* for amount exceeding Rs. 25,000 .

These guidelines may be scrupulously followed.

The receipt of this letter may please be acknowledged.

N. R. DUBEY

Additional Secretary to Government

FINANCE DEPARTMENT

No. 44036—TRC-50/91-F.

The 30th November 1991

From

Shri B. K. Mohapatra, Deputy Secretary to Government

To

The Director of Treasuries and Inspection, Orissa, Bhubaneswar.

Subject—Manner of drawal of stipend for stipendary Engineers—Clarification.

Ref. Your letter No.17907,dated the 14th October,1991.

Sir,

I am directed to invite a reference letter mentioned above and to state that the manner of drawal of stipend for Stipendary Engineers shall be as follows :—

The stipend for Stipendary Engineers may be drawn in Form No. OTC-40-A as prescribed under S. R. 353 of the Orissa Treasury Code Volume-I. These bills are not required to be countersigned and as such the same may be entertained by the Treasuries, when presented for payment by the Drawing Officers.

Yours faithfully,

B. K. MOHAPATRA

Deputy Secretary to Government