

the money collected at the sub-treasuries may be available at once for transfer through currency. Treasury Officers are authorised to open temporary chest at sub-treasuries, when required, but they should report the opening of each chest and the amount of the first deposit into it by telegram to the Currency Officer.

5.10. On each day on which the chest is opened a slip in Form S.T.R. 45 serially numbered and signed by the two Government officers in charge of the chest or the officer-in-charge of the Bank, as the case may be, must be sent at the close of the day to the Currency Officer.

Note 1.—In the case of chests at sub-treasuries where there is no branch of the Bank, the slip should be sent in duplicate to the Treasury Officer who should retain one copy and send one copy to the Currency Officer.

Note 2.—Detailed instructions regarding the transfers to and from currency chests and the issue of chests slips are given in Appendix D to Volume II of this Handbook.

5.11. The rules regulating the transfer of funds between treasuries and sub-treasuries are given in the following rules. There are separate rules for treasuries at which there is a branch of the Bank and for treasuries where there is no such branch.

C.—TREASURIES WHERE THERE IS A BRANCH OF THE BANK

5.12. The Bank is entirely responsible for the provision of funds for meeting Government disbursements at the district treasury. To enable it to make the necessary provision the Treasury Officer should send it on Saturday each week a statement showing as accurately as possible for the following two weeks, separately, (i) probable receipts and disbursements on Government account at the district treasury, and (ii) probable receipts from or remittance to sub-treasuries. The Treasury Officer should also inform the Bank at once of any expected payment exceeding Rs 20,000 in amount as soon as he receives information that the payment will have to be made.

5.13. The Treasury Officer should watch the balances at sub-treasuries where the work is not conducted by the Bank carefully and keep them as low as possible in order that money may not be locked up unnecessarily.

The Bank supplies funds for maintaining the necessary balances at sub-treasuries and surpluses accumulating at sub-treasuries should be remitted to the district treasury either through currency or by actual remittance of notes or coin and paid into the Bank.

5.14. At sub-treasuries where there is a currency chest the transfer of funds is made through currency, the opposite payment being made by the Currency Officer through the agency of the Banking Department of the Bank. The procedure is as follows :—

(i) If a Sub-Treasury Officer requires funds he should withdraw the required amount from the currency chest with the previous permission of the Treasury Officer, where necessary, under the existing rules and orders, and report the fact forthwith to the Currency Officer direct (by wire, or by letter if it can reach its destination within 24 hours) on the day of the transfer. The Currency Officer will, on receipt of the intimation from the Sub-Treasury Officer, arrange for the necessary opposite payment through his daily memorandum of currency transfers.

Note.—The Currency Officer may, on the recommendation of the Treasury Officer permit a Sub-Treasury Officer to transfer funds from the chest without the sanction of the Treasury Officer subject to such conditions as he may impose regarding amounts and the period of such sanction.

(ii) Similarly when surplus funds accumulate at a sub-treasury the Sub-Treasury Officer will deposit them into the currency chest and communicate the fact forthwith to the Currency Officer (by wire, or by letter if it can reach its destination within 24 hours) on the day of the transfer, an intimation being sent to the Treasury Officer also by post. The Currency Officer will arrange for the opposite payment in the manner stated above.

(iii) In districts where a branch of the Bank doing Government business is situated at a place where there is a sub-treasury instead of at the headquarters, the opposite payments in respect of currency transfers at the head treasury and the other sub-treasuries in the district should be arranged for in the same way as explained in sub-paragraphs (i) and (ii) above.

Note.—Chest slips should be submitted by the Sub-Treasury Officer to the Currency Officer through the Treasury Officer.

5.15. At sub-treasuries where there is no currency chest, transfer of funds is made by the remittance of notes or coin from the Bank to a sub-treasury or *vice versa*. The Bank provides the funds for remittances to sub-treasuries at the request of the Treasury Officer.

D.—TREASURIES WHERE THERE IS NO BRANCH OF THE BANK

5.16. The Treasury Officer is responsible for keeping sufficient funds at the district treasury and sub-treasuries to meet all Government disbursements and at the same time for maintaining the balances as low as possible in order that money may not be locked up unnecessarily. Transfer of funds should ordinarily take place through currency, currency chests being maintained at sub-treasuries for this purpose and the actual remittances of coin and notes should be reduced to a minimum.

5.17. The Treasury Officer obtains funds from outside the district and disposes of his surpluses in accordance with the following rules :—

(a) The Treasury Officer may at any time deposit surplus funds into the district currency chest and when owing, either to receipt at the treasury or to transfer from sub-treasuries made in accordance with rule 5.18(a) his treasury balance exceeds by any appreciable amount the normal balance, the excess should be deposited into the currency chest.

(b) When the Treasury Officer requires funds either to meet disbursements at the treasury or to supply sub-treasuries with funds in accordance with rule 5.18(b) below he should make the necessary transfer from the currency chest to the treasury balance.

(c) Every transfer from the treasury balance to the currency chest or *vice versa* must be reported at once by telegram (or by letter if the treasury is close to headquarters) to the Currency Officer in addition to sending slips in Form S.T.R. 45 as prescribed by rule 5.10 above unless a corresponding transfer is made at a sub-treasury.

5.18. Transfer of funds to and from sub-treasuries where there is a currency chest should be made through

currency, the opposite payments being made at the district treasury or at another sub-treasury so as to retain the total balance in the currency chest of the district unchanged. The procedure is as follows :—

- (a) When a surplus accumulates at a sub-treasury, the Sub-Treasury Officer should deposit the surplus into the currency chest and, in particular, when the sub-treasury balance exceeds by any appreciable amount the normal balance laid down by the Treasury Officer in accordance with rule 5.3, the excess should be transferred to the currency chest unless heavy payments are expected to absorb it within the next two or three days. On receipt from the Sub-Treasury Officer of the slip in Form S.T.R. 45 reporting the transfer, the Treasury Officer should make the corresponding transfer from currency to treasury at the district treasury.
- (b) When a Sub-Treasury Officer requires funds, he should apply to the Treasury Officer for sanction to a transfer from the sub-treasury chest. If the Treasury Officer considers that the transfer is necessary, he should make a transfer of the amount from treasury to currency at the district treasury and order the corresponding transfer from currency to treasury at the sub-treasury. The Sub-Treasury Officer should report in accordance with rule 5.10 when the transfer has been effected.

Note.—The Currency Officer may, however, on the recommendation of a Treasury Officer, permit a Sub-Treasury Officer to transfer funds from the chest without the sanction of the Treasury Officer, subject to such conditions as he may impose regarding amounts and the period of such sanction.

N.B.—It is the duty of Treasury Officers to see that Sub-Treasury Officers deposit surplus promptly into the currency chest in accordance with sub-paragraph (a) above. If at any time it appears to the Treasury Officer that the balance at a sub-treasury is unnecessarily large, he should order a deposit of the surplus into the currency chest.

5.19. Transfer of funds to and from sub-treasuries where there is no currency chest is made by remittance of notes or coin as laid down in the succeeding rules. Such remittances should not be made except under the instructions of the Treasury Officer.

SECTION II—REMITTANCES

A—KINDS OF REMITTANCES

5.20. Remittances of moneys standing in the public account of the State are of the following kinds :—

- (1) Money is sent from the Bank to a treasury or *vice versa*.
- (2) Money (including small coin) is sent from the treasury balance at one treasury to the treasury balance at another treasury. This method of remittance should be used only for remittances to or from sub-treasuries where there is no currency chest and for the remittance of small coin, uncurrent coin and foreign coin.
- (3) A transfer of money is made between the treasury balance and the currency chest at one place in consideration of an opposite transfer of the same amount being made at another place.

Note.—Other remittances which do not relate to the public account of the State are also governed by the rules in this section. Such remittances are :—

- (i) currency remittances, i.e., from one currency chest or office to another;
- (ii) from the Bank to the currency chest, or currency office, or small coin depot or *vice versa* ;
- (iii) remittance of small coin from a small coin depot or treasury to another small coin depot or treasury.

5.21. A remittance of any of the kinds specified above is classed as a "Local cash remittance" if the two treasuries between which a remittance has taken place are situated in the Haryana. They are treated as an operation against the balances of the State. If one of the treasuries involved be outside the Haryana, the transaction will be treated as a "Foreign cash remittance" and will be an operation against the Central Balances. See Articles 17 to 21 of Account Code, Volume II.

Note 1.—When there is any possibility that a Treasury Officer will be in doubt regarding the classification of a remittance, the Currency Officer will state in his remittance order, whether the remittance is "local" or "foreign".

Note 2.—Remittances between two sub-treasuries in the same district or between treasury and sub-treasury subordinate to it are neither local nor foreign cash remittances and check over these remittances is kept by means of the Accountant's balance sheet. If however, there is a branch of the Bank at the remitting or receiving treasury or sub-treasury, the remittances should be treated as local cash remittances,—*vide* rule 5.20(1).

5.22. The rules 5.23 to 5.59 below apply primarily to district where there is no branch of the Bank. The modifications of these rules for districts where there is a branch of the Bank are given in rules 5.60 to 5.63.

B—DESPATCH OF REMITTANCES

5.23. (a) No remittance of cash or notes from a sub-treasury or treasury to a treasury or sub-treasury in another district or to currency office should be made except in accordance with the special or general orders of the Currency Officer. When a surplus of coin or notes accumulates in the district, the Treasury Officer should report the details of the surplus to the Currency Officer and obtain his orders for remittance to another Treasury or currency office. Uncurrent coin and notes unfit for issue should, however, be dealt with in accordance with the rules in Appendix E, to this Handbook.

(b) Remittances within the district, i.e., between two sub-treasuries in a district or between a treasury and a sub-treasury subordinate to it should be made under the orders of the Treasury Officer who is entirely responsible for such remittances and need not obtain the sanction of any higher authority before ordering them.

5.24. (a) All remittances despatched by rail, river or road must be escorted by a guard except remittances of nickel, bronze or copper coin during transit by rail (*vide* rule 5.58).

(b) Immediately on receipt of remittance order from the Currency Officer or as soon as the Treasury Officer decides to make a remittance to a sub-treasury, the Police Department should be informed of the kind and amount of the treasure to be remitted and asked for a sufficient escort, which it will supply according to the scale laid down by the Government. Any officers on the line of march from whom any assistance may be required should be advised by the despatching office.

(c) The receiving office should be informed in advance in Form S.T.R. 46 of the particulars of the remittance to be despatched in order that necessary arrangements may be made for receiving it.

A remittance should not be sent at such a time that it will be in transit at the end of a month or that

it will reach its destination on a Sunday or other authorised holiday.

5.25. (a) As soon as a remittance is despatched it should be entered in the cash-book if it is a treasury remittance.

(b) The Treasury Officer should advise the Currency Officer of every despatch of a remittance to a place outside the district on the same day on which it is despatched. If the treasury is so situated that the advice cannot reach the Currency Officer within 24 hours, if sent by post, the Treasury Officer should send the advice by telegram. The advice should state the nature of the remittance and should give the name of the treasury to which it has been despatched.

C.—REMITTANCES OF COIN

5.26. Coin should be packed for remittance in stout bags, tied and sealed after a slip in Form S.T.R. 13 has been placed in each bag. The Treasury Officer must satisfy himself generally of the contents of the bags, and must see that the proper number of bags is placed in each box.

*Note 1.—For remittances of withdrawn and uncurrent coins to Calcutta, Bombay and Hyderabad Mints, the rates applicable for bagging shall be as shown in the table given below. Each denomination of coins should be in separate bags.

Table

Denomination	Withdrawn coins		Uncurrent coins	
	Value per bag	Tale per bag	Value for bag	Tale per bag
One Rupee	Rs. 2000	2,000	Rs. 2000	2,000
50 paise	Rs. 2000	4,000	—	—
25 paise	Rs. 500	2,000	—	—
20 paise	Rs. 400	2,000	—	—
10 paise	Rs. 200	2,000	—	—
5 paise	Rs. 100	2,000	—	—
3 paise	Rs. 75	2,500	—	—
2 paise	Rs. 50	2,500	—	—
1 paisa	Rs. 20	2,000	—	—

Note 2.—In case of a remittance sent without a potedar the despatching officer should examine a certain percentage himself and place a private mark upon the ticket of the bags so examined and the special attention of the receiving officer should be drawn to the necessity for protecting the interest of the absent remitting officer.

*Substituted vide 1540-2FR-74/12365 dated 15-4-74.

5.27. For journeys by road the bags may be packed in treasure tumbrils or in large chests placed in carts, at the door of the treasury in the presence of the Treasury Officer; for journeys by rail or boat, and also (if convenient) for journey by road, they should be packed in stout boxes capable of containing Rs 4,000 to Rs 6,000 each, nailed down and bound with iron without gunny covering or ropes, and the hoops should be rivetted or nailed together where they cross. Every box should bear the name of the despatching treasury cut into, or painted on it with a number.

Note 1.—It is economical, safe and convenient to pack all remittances in patent Venesta Boxes. Special seals and sealers should also be obtained and in no case should any molten lead or other metal be poured into the sealing socket.

Note 2.—If in any district for any reasons coin remittances are packed in padlocked boxes the rule is given in Appendix E to Volume II of this Handbook should be carefully observed.

Note 3.—Remittances of coin from currency offices are usually sent in patent remittance boxes. Special instructions regarding the method of dealing with such boxes will be given by the remitting officer.

5.28. For military expeditions the treasury bags should be packed in deal-wood, boxes of the standard pattern, of which a specimen has been furnished to the currency offices.

5.29. To each box, designed for river conveyance or to cross any unfordable stream by a ferry, should be fastened a buoy, formed of a piece of unsplit bamboo or other floating material, the rope of the buoy should be at least ten yards long, and the police officer in charge is responsible for seeing that it is never detached from the box, nor, so long as the box is on board or on any boat, knotted or entangled in any way.

5.30. Invoices will be prepared in triplicate in Form S.T.R. 47; one copy should be retained, another should be despatched by post on the same day to the receiving treasury, and the third made over to the escort officer. The weights entered in the invoice shall be those ascertained by weighment in the presence of the escort officer.

Note.—Separate invoices must be prepared for treasury and currency remittances, the words "Treasury Remittances" or "Currency Remittances", as the case may be, being written on the top.

In the case of treasury remittances the invoices should show separately uncurrent (1) Silver, (2) Nickel, and (3) Copper or Bronze coins, giving separate totals for each group of coins.

D—REMITTANCES OF NOTES

5.31. All notes unfit for issue which may have accumulated at a treasury should be sent to the Currency Officer (or treasury named by the Currency Officer), on each occasion on which a remittance of notes or coin is sent to or received from the currency office. Advice of the remittance giving details of the denominations and value of the notes should be sent by post to the Currency Officer.

5.32. New notes or notes fit for re-issue should never be cut for remittance. When the value of the notes to be remitted does not exceed Rs 2,000 and the notes cannot conveniently be included in a specie remittance they should be sent by post insured upto their full value. When the value exceeds Rs 2,000 the notes should be sent in charge of a potedar and police guard.

5.33. The following are the rules for packing parcels of notes :—

Notes of each denomination must be arranged in separate bundles stitched by one edge into books of 100 each, any excess over multiples of 100 being made into one book. To each bundle of books should be attached a slip in Form S.T.R. 14 stating the number of pieces it contains and bearing the full signature of the official who last counted them and made up the bundle before despatch.

For remittances in charge of a potedar and police guard the bundles should be packed in parcels of ten bundles each and the parcels should be placed in strong wooden-boxes which should be securely fastened and sealed. The boxes should be weighed in the presence of the escort officer and the weight and contents of each box should be entered in the invoice in Form S.T.R. 47.

5.34. In the case of remittances sent in charge of a police guard an invoice in Form S.T.R. 47 should be prepared in triplicate, one copy being sent by post to the receiving officers, one given to the police officer in charge of the escort and the third retained by the despatching officer for record. The escort officer should sign a receipt on each copy of the invoice stating that he has received the boxes of the marks and weight detailed therein.

E—ESCORT OFFICER'S DUTIES

5.35. The escort officers will see the boxes of notes and coin weighted or in the case of chests or tumbrils containing bags of coin will count the number of bags. He will sign the receipt at the foot of each copy of the invoice; the blanks will be filled up in words, and if the escort officer be ignorant of English, he should be required to write the number of the bags or boxes which

he has received in the vernacular on the copy of the invoice to be retained by the Treasury Officer.

5.36. The escort officer will wire to the receiving officer the number of the train (Passenger or Goods) conveying the remittance and its hour of departure and will also wire again *en route* if any change in the train has been made or if anything has occurred to delay its arrival.

5.37. When the escort officer is relieved in the course of the journey, he will obtain a receipt for "_____ tumbrils in good order said to contain _____ coin to the value of Rs _____ in _____ bags _____" or for "_____ boxes or for sealed wagons in good orders said to contain _____ coin (or notes) to the value of Rs _____". When the remittance reaches the addressee the latter will count the bags and weigh the boxes, and give a receipt for "_____ bags said to contain _____ coin to the value of Rs _____", or for "boxes of marks and weights detailed in the invoice said to contain _____ coin (or notes) to the value of Rs _____". If any box be of short weight, or show signs of having been tampered with, it should be opened in the presence of the escort officer; otherwise he should be allowed to return at once.

F—POTEDARS

5.38. (a) Treasurers should send in charge of silver coin or note remittances at the expense of the Bank, potedars who will remain in charge while the treasurer is being examined and who will take back the locks and, if convenient, the bags. If the guard be returning to the station of original despatch, tumbrils, or chests, should be sent back under his charge; otherwise they should wait for the potedar.

(b) For coin remittances the following scale should be followed :—

1 potedar up to 10 lakhs.

1 potedar for every additional 10 lakhs or a fraction of it upto a maximum of three in all

Note.—The Currency Officer may sanction the deputation of a second potedar for journeys occupying such a long time that one man cannot be expected to exercise the necessary supervision.

(c) For note remittances one potedar is usually sufficient, but the Currency Officer may sanction the deputation of a second potedar for journeys occupying such a long time that one man cannot be expected to exercise the necessary supervision.

(d) In cases of heavy remittances whether of coin or notes, or of both, the Currency Officer may sanction the deputation of one or more clerks in addition to the usual escort of potedars.

5.39. A potedar should on no account, be sent either to accompany remittance of nickel, bronze or copper coin or to watch the examination of such coin at the receiving treasury or branch of the Bank.

(1) When the remittance is not at Railway risk, a potedar may accompany a remittance of nickel, bronze or copper coin but he should not be required to watch the detailed examination of such remittance. On receipt of the remittance, the boxes should be opened immediately and the bags taken out after which the potedar should be relieved. If, however, any bag containing coins shows signs of damage or of having been tampered with, it should be opened and its contents examined in his presence.

(2) Potedars accompanying remittances of withdrawn silver alloy and pure nickel coins, and remittances for special examination to the mints shall be released by the mint authorities as soon as the number of sealed boxes in the remittance have been checked with the relative invoices, and preliminary weighments of such coins are recorded by the mint, in their presence. In case of combined remittances from the Reserve Bank treasuries, branches of the State Bank of India the accompanying potedars shall be relieved as soon as the number of the sealed boxes in the remittances have been checked with the relative invoices, and found satisfactory. The opening and preliminary weighments of such remittances shall be supervised by a potedar deputed by the Local Head Office of the Reserve Bank or the State Bank of India as the case may be. On no account shall they be detained to watch the examination, and tallying of any remittance at the mints.

5.40. When potedars accompany treasury or currency remittances, they should be furnished by the remitting Treasury Officer with a certificate in Form S.T.R. 48 with columns 1 to 8 filled in. The Treasury Officer receiving

the remittance should complete the certificate and return it to the potedars. The certificate should be attached to all bills for travelling and other allowances, special or otherwise, admissible to them when accompanying treasurer.

5.41. (a) If any chest, tumbril or wagon be secured by double locks, one key should be held by the potedar, and the other by the escort officer; if there be only one lock the key should be held by the potedar, but the escort officer is responsible for not allowing the chest or wagon to be opened before arrival at destination, save in case of a break-down, when the treasure must be removed to another chest or wagon in his presence. In the case of remittances sent without potedars single locks should be used and the keys should be entrusted to the escort officer in a sealed cover which he should not open except when absolutely necessary in the case of a break-down on the road.

(b) When a potedar, as representative of the treasurer, accompanies a remittance, i.e., when he travels along with it, he is responsible during the whole course of the journey. The escort accompanies the remittance because the potedar in himself is not capable of guarding the treasure. The mere fact that the rules provide for the keys of vans or tumbrils remaining in the possession of the potedar, is sufficient to define clearly the potedar's responsibility. It is not necessary for him to issue any instructions or to interfere in any way in the performance by the escorts of their legitimate duties, but it will certainly be incumbent on him to report any neglect of duty on their part. If in the course of transit a box or boxes should get broken the potedar should arrange for their proper protection and for guarding against the loss of their contents. If in an accident, a box is split and rupee fall out, the duty of counting rupees and verifying the correctness of the contents of the broken bag falls on the potedar. In fact, from the time a remittance leaves one office until it is received into another the potedar is entirely responsible. The escorts are responsible, for guarding the treasure and cannot be responsible for a shortage in the contents of the boxes unless this can be shown to be due to neglect of duty on their part, a neglect which the potedar should be in a position to report and to substantiate.

5.42. Extra shroffs or potedars may be engaged, whenever necessary, with the special sanction of the head

of the district to deal with heavy receipts, or to accompany remittances, or to take the place of permanent shroffs or potedars who do so. They will be paid at such rate as may be determined by the Government and will be entitled to the ordinary and special rates of travelling allowance admissible to permanent potedars. Temporary potedars may be engaged from outside the district when it is not possible to procure men locally, they will be entitled to the ordinary travelling allowance for their journeys between their homes and the places of their appointment.

G—RECEIPT OF REMITTANCES

5.43. (a) Immediately on the arrival of a remittance credit for the invoiced amount should be given in the cash-book or currency chest register, as the case may be, and in the case of a remittance received from a place outside the district an advice should be sent to the Currency Officer stating the name of the treasury or currency office from which the remittance has been received and whether it is treasury or bank remittance. The advice should be telegraphic if a postal advice will not reach the currency officer within twenty-four hours.

(b) The remittance must then be examined. The first step in this examination is the weighment of each box in the presence of the escort officer and the Treasury Officer and the comparison of this weight with that shown in the invoice. A receipt should then be given to the escort officer and a copy of this receipt sent by post on the same day to the despatching treasury.

When the weight of each box is not given in the invoice the boxes must be opened and the contents examined in the presence of the escort officer. The infraction of the rule requiring the weight to be stated should be brought to the notice of the remitting officer. If any box be short weight or show signs of having been tampered with, it should similarly be opened and its contents examined before the escort is released.

If coin or notes received in the remittance are required for despatch to another treasury within a few days of its receipt, the boxes may be deposited unopened in the strong room; provided they are in good order and that they are in charge of potedar who will be available to accompany them to their final destination.

In all other cases the boxes should be opened immediately whether remittance is accompanied by a potedar or not. When a potedar accompanies, the boxes should be opened in his presence. Unless the detailed examination of the whole remittance is immediately proceeded with the bags of coin or parcels of notes should be deposited in the strong-room under double locks, care being taken as far as practicable to place them apart from other treasure. To guard against abstraction of coin from remittances which may remain unexamined in the strong-room for some time, and which cannot be separately secured in a chest or chests, it should be arranged, when the amount of the remittance does not exceed five lakhs and when the procedure will not cause practical inconvenience, to weight the entire contents of each bag by emptying them into the scales before depositing the remittance in the strong-room. This weightment must be supervised by the Treasury Officer, the case of larger remittances similar care must be exercised though it will usually be impossible for practical reasons to examine them in the same detail. The Treasury Officer in such case must satisfy himself that the remittance has not been tampered with by personally picking out a number of boxes and bags from time to time, and having the contents of these weighed under his supervision. In the case of remittances exceeding five lakhs, or when it is not found practicable to weigh out smaller remittances, care should be taken to cover completely all bags forming parts of the remittance with tarpaulins, the notes being secured in a chest or chests or replaced in the original boxes with the lids securely fastened.

(c) The detailed examination of the remittance should be conducted in the presence of the potedar from the remitting treasury and under the supervision of the Treasurers of the receiving treasury or some other responsible person acting on his behalf. If, however, the remittance is not accompanied by a potedar from the remitting treasury, the detailed examination must be made in the immediate presence and under the personal supervision of the Treasurer of the receiving treasury who should see that the interests of the remitting treasury are adequately safeguarded.

Every facility must be given to the potedar of the remitting treasury to watch the examination. Any complaints which he may make should be reported at once

to the Treasury Officer. If any fraud is suspected, arrangements should be made for the search of the examining potedars in the presence of the potedar of the remitting treasury.

Only such portion of remittance should be taken out of the strong-room as can be examined during the course of the day. When any portion remains unexamined, the attending potedar may, if he so wishes, be allowed, at the time of the closing of the office, to place one lock of his own on the chest, containing the unexamined portion, or if this is not possible on the outside door of the strong-room.

The notes and the coin composing the remittance should be counted and examined in detail so as to ensure not only that they are all genuine but also that each bundle of notes or bag of coin contains the alleged number. In the case of remittances of fresh notes from the currency office sent in bundles of 1000 pieces, the bundles should be split up into packets of 100 notes each. Any light weight or other uncurrent or defective coin found in the course of the detailed examination of a remittance of current coin should be separated and dealt with under the rules in Appendix 'E' to this Handbook, while deficiencies whether in tale or due to bad or counter notes or coin should be dealt with in the manner prescribed in rule 5.46.

As the examination of each bundle or bag is complete the relative slips, in form S.T.R. 13 or 14 as the case may be, contained therein should be taken out and replaced by fresh slips prepared by the receiving treasury. The slips of those bags and bundles the contents of which have been found correct should be made over to the Treasury Officer for immediate destruction, while the rest should be attached to the report to be made to the remitting treasury under rule 5.46.

The Treasury Officer should supervise the examination of the remittance generally. He should put away the examined notes and coin under double locks of the treasury or of the currency chest, as the case may be, following the procedure laid down in rule 3.18. On completion of the detailed examination he should send a formal receipt to the remitting officer showing the result of the examination.

5.44. (a) All contingent charges incurred at the receiving station, such as coolie, cart or boat hire should be paid by the receiving officer and charged finally in his accounts

against the Reserve Bank. The remitting treasury should refuse to pay such charges. The travelling allowances, which the men in charge of a remittance are likely to incur in respect of a journey should be advanced to them by the remitting treasury. If, in any case, the amount proves insufficient, the receiving treasury should, on application, pay them such further advance as may be necessary. This should not be paid out of the Collector's permanent advance but should be drawn from the treasury and charged in the cash-book. The amount advanced by the receiving treasury should be reported to the remitting treasury where it should be recovered in full on submission of the officer's travelling allowance bills.

(b) In cases where the currency office receiving a remittance grants an advance of travelling allowance to a potedar accompanying the remittance from a treasury or from the Bank the amount so paid will be noted on the potedar's certificate under the signature of the Currency Officer. The remitting treasury or the Bank will deduct this amount from the travelling allowance bill of the potedar on the authority of the note recorded on the potedar's certificate and will pass on the net amount of the bill for payment. A Treasury Officer or the Bank will in no circumstances grant an advance of travelling allowance to a clerk or potedar of the Reserve Bank accompanying a remittance of treasure.

5.45. No time should be lost in examining a remittance both in order to set the potedar at liberty (and so reduce the cost of remittance) and in order that any deficiency may be recovered from the remitting Treasurer. To deal with heavy remittances additional shroffs may be engaged with the special sanction of the head of the district who will be paid at such rates as may be fixed by the Government. Men entertained specially for the purpose of shroffing heavy remittances should not be entrusted with other work which prevents their devoting their whole time to their proper duties. The minimum amount of coin and notes of each denomination which one man should examine in a day is as follows :—

<i>Coins</i>	<i>Rs</i>
New rupees	2,00,000
Old rupees	8,000
New 1/2 rupees of the value of	50,000
Old 1/2 rupees of the value of	4,000

Coins

	<i>Rs</i>
New 1/4 rupees of the value of	24,000
Old 1/4 rupees of the value of	2,000
New 1/8 rupees of the value of	7,000
Old 1/8 rupees of the value of	1,000
New 4 annas nickle of the value of	18,000
Old 4 annas nickle of the value of	2,500
New 2 annas nickle of the value of	7,000
Old two annas nickle of the value of	2,000
New one anna nickle of the value of	3,500
Old one anna nickle of the value of	1,000
New half anna nickle brass of the value of	1,750
Old half anna nickle brass of the value of	500
New single pice of the value of	750
Old single pice of the value of	400
New 1/2 pice of the value of	500
Old 1/2 pice of the value of	250
New pie-pieces of the value of	200
Old pie-pieces of the value of	150

Notes

	<i>Pieces</i>
New notes of all denominations	15,000
Old Re. 1 and Rs 2-8 notes	6,000
Old notes of higher denominations	2,500

5.46. (a) If any deficiency is found in the detailed examination, and is not immediately recovered from the potdar in charge, it is to be charged in the cash-book as a distinct item with full particulars and the Treasury Officer of the remitting treasury requested to recover the amount and credit it in his own treasury.

A deficiency discovered at the currency office or at a branch of the State Bank will be made good from the cash balance held by it and will be shown as an expenditure on Government account under advice to the remitting treasury. On receipt of the intimation, the defaulting treasury will arrange for the recovery of the amount from the treasurer and for its credit in the treasury account. Similarly, a deficiency discovered at a treasury will be made good from the treasury balance under advice to the remitting office, which will credit the amount to Government account. Recoveries of such deficiencies will be watched by the Accountant-General.

(b) All excesses above Rupee one found in a remittance should be returned to the remitting treasury through the attending potdar or if this is not possible by registered post or by money order, the cost being borne by the remitting

treasury. Excesses of Rupee one and under should be credited in the account as receipts of the Reserve Bank.

(c) Every defect or deficiency discovered during examination should be entered on the slip pertaining to the bag of coin (rule 5.26) or bundle of notes (rule 5.33) concerned and must be specially reported to the remitting officer, the slips being attached to the report. If a potedar of the remitting treasury is present to witness the examination he should be required to attest the entries as they are made, and if he can make good the deficiency, the report and the slips should be delivered to him. Any bad coin or notes which have to be returned to the remitting treasury should be made over to the potedar, or in his absence remitted by insured post at the cost of the remitting treasurer. If there is no potedar in charge, the report must state the name and rank of the officer who personally supervised the examination, and must be sent, together with the attached slip, immediately on the close of the examinations (or, if it is prolonged one, at the close of the day) to the remitting officer. The object of this rule is to enable the treasurer of the remitting treasury, for his own purposes, to fix responsibility for the deficiency which he is obliged to make good. If any bag or bundle of notes is received without a slip, and is in any way short or deficient, an immediate special report should be sent to the remitting officer.

(d) The rule in the preceding paragraph regarding the return of the potedar's slips applies also to cases in which a penalty is leviable under paragraph 28 of Appendix F to this Handbook in respect of rupees and half-rupees which have lost more than 2 per cent in weight but not more than $6\frac{1}{4}$ per cent, and $12\frac{1}{2}$ per cent, respectively. In these cases, the number of such light weight coins detected should be noted on the slips attached to these bags in which they exceed half per cent of their contents and the slips returned to the remitting treasury.

(e) When new copper, nickel or bronze coin is received either directly from the Mint or from another treasury in the original mint boxes, any excess or deficiency found on examination should be immediately reported and the printed slip of contents should be forwarded to the mint Master concerned. The report should state the number of the box in which the excess or deficiency was found and the condition of the boxes on delivery.

H—ADDITIONAL RULES FOR REMITTANCES BY RAILWAY

(i) *Previous Notice to Railway Authorities*

5.47. When large remittances are made notice should be given some time before hand to the railway authorities at the station of despatch in order that wagons of convenient sizes may be brought together.

(II) *LOADING*

5.48. When Government treasure is loaded for despatch by rail, the doors on one side of the wagons should, if possible, be secured from inside, and all doors that can be opened from outside should be secured by good padlocks.

1. Small remittances need not be forwarded by wagons, but can be sent in the same compartment in which the guard incharge travels.

2. It is the duty of the remitting Treasury Officer to supply the padlocks and there should be a sufficient stock in a treasury whence frequent remittances are sent by rail. The Treasury Officer should take the receipt of the escort officer for the padlocks. If the escort is returning, the receiving officer should return the padlocks through the officer-in-charge of the escort; otherwise, a receipt should be given to the police and the locks returned as soon as possible by parcel-post or by rail or through the potedar.

5.49. The Treasury Officer jointly with the Police Officer, who is to travel in charge, shall superintend personally or by substitute the loading of vans, and shall hand over to the Police Officer a memorandum of instructions (in Form S.T.R. 49) and as many blank receipts as there will be reliefs. The Treasury officer shall take a receipt for these documents.

(III) *ESCORT*

5.50. The escort accompanying the treasure to the station and protecting the loading should be of the strength which may be fixed by the Government for the escort of such a sum by road or for the special purpose, and a new one of corresponding strength should meet the treasure at the station of delivery. During the railway journey, it should be protected by a guard of reduced strength accommodated in an adjoining brake-van, if the remittance is

carried by goods train, or in the end compartment of the carriage next adjoining the treasure van; neither door of the compartment occupied by the escort should be locked. The strength of their escort also will be fixed by the Government; there should never be less than a petty officer with two men; and when the treasure is loaded in more than one wagon, the scale should allow two men to each. When a wagon containing treasure is detached from the train for any reason the Station Master, or the guard in charge of the train will warn the police guard in charge of the treasure, in order that the necessary arrangements may be made to guard it.

5.51. As the rules for the guidance of the guard (see Form S.T.R. 49) require the men to be constantly on duty, arrangements should be made to relieve them at convenient points, giving to each party, a stage of about twelve hours. The exact length of each stage should be laid down by local orders.

(ii) *Through Railway ticket for Police escorts*

5.52. As the railway authorities object to book remittances of treasure beyond the station for which escorts are supplied with passenger tickets, but have consented to the transfer of through tickets to relieving guards, the Police Department should supply through passenger tickets for the ultimate destination of remittances on the line of rail to escorts, with instructions to make them over the relieving guards *en route*.

It may sometimes happen that such an addition is made to the original remittance at the relieving or other intermediate stations as may necessitate to the employment of an increased guard. In such cases additional tickets should be procured for the additional men required at the station where the strength of the escort is increased.

Duplicate railway receipts, as well as invoices of the original and of any intermediate remittance, will be made over to the escort, and should be passed on to each relieving escort, and finally made over to the consignee.

5.53. Arrangements for the relief of the guard will be made by the Police Department. The Officer-in-charge, when starting with the remittance will telegraph to his relieving officer the probable time of his arrival at the relief station

(v) *Payment of freight*

5.54. The railway fare and freight may not necessarily be paid in cash. For this purpose, credit notes and railway warrants may be issued by the bank which will bear the entire charges for the remittance. In the case of cash payments the Police or other officer may obtain from the treasury a sufficient amount as an advance to be accounted for afterwards. A requisition should be made on the railway authorities in the following form :—

To the Station Master, Gurdaspur.

Conveyance by railway to Amritsar is required for treasure to the value of——lakhs of rupees loaded for Amritsar and contained in—— wagons.

The Station Master will give the officer commanding the guard a paper notifying that he is in-charge of treasure loaded in so many wagons.

1. The requisition mentioned above must not be confounded with the notice to be sent before hand to the railway authorities in order that the necessary wagons may be provided, vide rule 5.47.

2. Treasure should always be booked through to the final station, and the officer who makes the requisition should inform the railway authorities that he has provided reliefs for the guard at specified stations.

3. All remittances intended for the Ambala treasury should be booked to the Ambala City Railway Station.

5.55. On all railways administered by the State, and all railways over which Government may hereafter reserve control in such matters, the undermentioned are the rates and conditions for the carriage of treasure, including specie, bullion, etc., the property of the State :—

Rates.—(1) The minimum charge per consignment is Re. 1. The minimum weight for charge is 40 kilograms.

(2) Crushed and defaced copper coins are charged at full rates.

(3) Fractions of a quintal will be charged as follows :—

Not exceeding 5 kilograms as 5 kilograms.

Exceeding 5 kilograms, but not exceeding 10 kilograms as 10 kilograms.

- Exceeding 10 kilograms, but not exceeding 15 kilograms as 15 kilograms.
- Exceeding 15 kilograms, but not exceeding 20 kilograms as 20 kilograms.
- Exceeding 20 kilograms, but not exceeding 25 kilograms as 25 kilograms.
- Exceeding 25 kilograms, but not exceeding 30 kilograms as 30 kilograms.
- Exceeding 30 kilograms, but not exceeding 35 kilograms as 35 kilograms.
- Exceeding 35 kilograms, but not exceeding 40 kilograms as 40 kilograms.
- Exceeding 40 kilograms, but not exceeding 45 kilograms as 45 kilograms.
- Exceeding 45 kilograms, but not exceeding 50 kilograms as 50 kilograms.
- Exceeding 50 kilograms, but not exceeding 55 kilograms as 55 kilograms.
- Exceeding 55 kilograms, but not exceeding 60 kilograms as 60 kilograms.
- Exceeding 60 kilograms, but not exceeding 65 kilograms as 65 kilograms.
- Exceeding 65 kilograms, but not exceeding 70 kilograms as 70 kilograms.
- Exceeding 70 kilograms, but not exceeding 75 kilograms as 75 kilograms.
- Exceeding 75 kilograms, but not exceeding 80 kilograms as 80 kilograms.
- Exceeding 80 kilograms, but not exceeding 85 kilograms as 85 kilograms.
- Exceeding 85 kilograms, but not exceeding 90 kilograms as 90 kilograms.
- Exceeding 90 kilograms, but not exceeding 95 kilograms as 95 kilograms.
- Exceeding 95 kilograms, but not exceeding 100 kilograms as 100 kilograms.

Escort.—(1) Free conveyance of escort in third class at the following scale both on the outward and return journey will be allowed only when treasure is carried in separate vehicles (other than in reserved passenger compartments or carriage) inspection of whether the escort returns with or without treasure—

- (a) One man when the consignment of treasure is over 20 and under 50 quintals.
- (b) Two men when the consignment is from 50 to under 100 quintals.

- (c) Four men when the consignment is 100 quintals and over.

Miscellaneous Additional Rules Applicable to Government Treasure only

1. *Requisition.*—(a) When consignments of Government treasure are tendered for despatch requisition must be obtained either from the Government official consigning or from the person in charge of the treasure.

(b) Freight will be calculated separately on each consignment to station of destination and on the receipt, full particulars of all the way-bills should be entered.

(c) The number and dates of the paper tickets excess fare receipts and way-bills must also be quoted on the requisition for the information of the Accounts Officer.

2. *Police Escort.*—(a) Police escorts of treasure are permitted to transfer tickets held by them to relieving escorts *en route* at stations short of destination.

(b) In the event of two or more consignments of Government treasure being booked to different stations in charge of the same escort on the same date and by the same train, weighing in the aggregate above 20 quintals, one requisition only will be issued. The weight of each consignment will be entered separately on the requisition, and separate way-bills will be issued to each of the stations to which the consignments are to be conveyed.

(vi) *Coolie hire for the transhipment, etc., of treasure*

5.56. The loading, unloading and transhipment of treasure, while in transit over the Northern Railway, should be done by the porters employed by the Railway Department, under the supervision of the potedar in charge and of the Police Guard escorting the remittance. Coolies should not, therefore, be employed by the potedars for this purpose. The concession made by the railway authorities does not, however extend to the stations of despatch and destination of the treasure. At these places, coolies may, as heretofore, be employed by the potedar.

I.—*Transport of Treasure at the Destination*

5.57. Necessary arrangements for the transport of treasure at the destination ought to be made by receiving

Treasury Officer so as to save delay at the railway station and inconvenience to the Police Department. The Police Guard escorting the remittance should not be required to make arrangements for carts and coolies as this is strictly against the rules of the Police Department.

J.—*Small Coin Remittances*

5.58. Remittance of nickel, bronze or copper coin should be booked at railway risk, as far as possible.

K.—*Note Remittances*

5.59. A guard travelling in charge of currency notes should have the box in the same carriage, and should sit in the end compartment of the carriage with the box under the seat against the outer planking; if the box be too large to go under the seat, accommodation should be reserved on the terms usually charged.

L.—*Special Rules for Remittances to and from the Bank*

5.60. Rules 5.23 to 5.59 apply *mutatis mutandis* to remittances to and from the Bank subject to the modifications in rules 5.61 to 5.63 below.

5.61. (a) When the Agent of the Bank wishes to remit away surplus notes or coin from the currency chest or surplus small coin from his balance or desires a remittance of notes or coin to be sent to his branch, he reports to the local Head Office to which he is subordinate. The local Head Office communicates with the Currency Officer and orders for the remittance are issued simultaneously by the Local Head Office to the Agent and by the Currency Officer to the Treasury Officer.

(b) The Agent of the Bank supplies the Treasury Officer with the notes and coin required for sub-treasuries in the district, except in those cases in which it is more convenient to supply a sub-treasury direct from the currency office.

(c) The charges in connection with remittances of coin and notes to and from a branch of the Bank are borne by the Bank.

5.62. The rules regarding packing and despatch of remittances in rules 5.24 to 5.41 should be observed by the Bank, but in the absence of special arrangements to the contrary made with the Agent, the Treasury Officer should arrange for the actual conveyance and where necessary, escorting of

the remittances. The power to sanction the entertainment of extra potedars vested in the head of the district by rule 5.42 does not apply to treasuries where there are branches of the Bank.

The cost of potedars engaged to deal with heavy receipts should be borne by the State Bank of India, but potedar to accompany remittances may be entertained by them at the cost of the Reserve Bank on the scale prescribed in rule 5.38 the sanction of the Currency Officer being obtained in the cases specified in that rule.

5.63. The following rules are to be observed in the examination of remittances of coin or notes made to the Bank from Government treasuries. They should be fully explained to the potedars in charge of every remittance made to the Bank :—

- (a) Weighment of boxes must be made when practicable, on receipt of a remittance. The result of this weighment must be entered on the receipt given to the officer or potedar delivering over the remittance.
- (b) All remittances will be examined in a room separate from the general business of the Bank, or if a separate room cannot be made available, at some distance apart from the place where the ordinary banking transactions are taking place.
- (c) The contents of each bag of coin are to be emptied into another and passed through the scales. Potedars must see that the index of the scales is steady before the contents are thrown out.
- (d) The treasure should then be secured in separate chests and kept distinct from other treasure, under the joint keys of the Bank's agent and of the remitting treasurer's agent until regularly examined and brought to account.
- (e) Nothing must intervene between the remitting treasurer's agent and the Bank's examining potedars, so that an uninterrupted view may be obtained by the former of the examination of the treasure. The remitting treasurer's agent should sit within the railed enclosure along with the Bank's examining potedars.
- (f) Upon completion of examination of a remittance, light weight coin should be weighed against full weight coin and a certificate of the result granted on the spot to the remitting treasurer's potedar.

- (g) Weighing and examining a remittance must be conducted separately, not simultaneously; the one must be completed before the other is commenced except when two potedars are deputed to represent a treasury.
- (h) If the work of weighing or examining be not finished within the day, the bags or parcels of notes not finally taken over by the Bank will be placed in chests under double keys, the one to be retained by the remitting treasurer's agent, the other by the Bank authorities.
- (i) The Bank potedars who commence weighing and examining a remittance must continue at the same duty untill completion of the examination of the remittance: or such portion of it as has been taken over for examination, their places must not be filled by others unless through unavoidable sickness.
- (j) When a remittance is not accompanied by a potedar the examination will be proceeded with by the Bank's officer but the Bank's agent must ask the local Treasury Officer to depute, a subordinate to be present at the examination, and to see that it is carried out by the Bank with sufficient precautions. The Treasury Officer should depute for the purpose a subordinate or some standing and not a low-paid clerk.
- (k) The potedar accompanying the remittance must, before finally leaving the Bank, sign in a book, kept for the purpose, a memorandum of the uncurrent and spurious coins and of any deficiency found after examination of their respective remittances.
- (l) Should potedars accompanying a remittance find any of the above rules not complied with, or should impediments of any kind be placed upon a free and open scrutiny of the proceedings during the examination by the Bank's officers or potedars they are immediately to report the same to the Bank's agent.

M—Charges for Remittance of Treasure, Telegrams, etc.

5.64. All charges in connection with the remittance of treasure such as cart and coolie hire, cost of boxes other than padlocked boxes, pay and travelling allowances of potedars

accompanying remittance, railway freight, etc. etc., will be borne by the Reserve Bank. Treasury Officers will incur the expenditure as detailed in the preceding paragraphs and debit the amount in the treasury accounts with full details supported by vouchers. Railway freight may be paid in cash or through credit notes.

All charges for telegrams sent by the treasury or sub-treasury officers in connection with resource and currency work, such as telegrams authorising or intimating telegraphic transfers, telegrams reporting receipt and despatch of remittance and telegrams reporting actual transfers between currency and treasury or authorising such transfers should be debited against the Bank's accounts.

CHAPTER VI—Responsibility for Money Withdrawn

SECTION I. RETRENCHMENTS ORDERED BY THE ACCOUNTANT-GENERAL AND THE DUTY OF THE TREASURY OFFICER IN RESPECT THERETO.

(Orders issued under Treasury Rule 31)

6.1. When the Accountant-General disallows a payment as unauthorised, the Treasury Officer is bound not only to recover the amount disallowed without listening to any objection or protest, but to refuse to pay it in future till the Accountant-General authorises the payment to be resumed; that no warning slip has been received by the Government employee retrenched, or that being received, it has been answered, are facts with which the Treasury Officer has no concern. The Accountant-General is responsible for seeing that Treasury Officers carry out his instructions.

Note.—If an officer, from whom a recovery is ordered, has in the meantime been transferred to another district, the Treasury Officer should, without delay, pass on the order for recovery to the other treasury.

Note 2.—A Treasury Officer must not, when a retrenchment is ordered, enter into any correspondence with either the Accountant-General or the officer placed under retrenchment, it is his duty simply and promptly to carry out the orders he has received and to leave the person aggrieved to refer the case to Government through the proper channel.

Note 3.—Representations and protests against retrenchments ordered by the Accountant-General are not ordinarily considered by the administrative authorities if submitted later than three months after the date of receipt of the intimation by the aggrieved officer. This provision does not remove from the Treasury Officer the duty of enforcing immediately recovery of a retrenchment order under rule 2 above.

Note 4.—While a Government employee is under suspension and is in receipt of subsistence, grant the retrenchment order in respect of any over payment caused to him in the past shall be issued by the Accountant-General in consultation with the authority competent to place the Government employee under suspension. The aforesaid administrative authority will exercise discretion whether recovery should be held wholly in abeyance or it should be effected at full or reduced rates depending on the circumstances of each such case.

Where recoveries of overpayments from the subsistence allowance of a Government employee under suspension are to be made, these should not ordinarily be made at a rate greater than one-third of the gross amount of subsistence and other allowances admissible under rule 7.2 of Punjab C.S.R., Volume I, Part I.

**Note 5.*—Recoveries may not ordinarily be made at a rate exceeding one-third of pay, unless the officer affected has (a) in receiving or drawing the excess acted contrary to orders or without due justification or (b) taken an advance for a specific purpose, not utilised it for the purpose for which the advance was sanctioned within the prescribed period and failed to refund the outstanding amount within the stipulated period."

Note 6.—A register should be maintained at the treasury for recovering all retrenchments ordered by the Account Office. It should contain columns specifying the name and office of the person from whom the recovery is to be effected, the nature and amount of the overpayment, and the method by which the over-payment has been adjusted.

Note 7.—The Retrenchment Register should have certain pages allotted to each office or department, preceded by a general index. As such order of retrenchment is received

*Substituted vide No. 124-2FR11-76/2759 dated 4-2-76.

either through the objection statement, a special letter, half margin or retrenchment slip, it should be recorded at once in the appropriate page.

Note 8.—When a claim from any office is received, the relevant page should be referred to, the retrenchment, if any, effected, and the fact recorded in the register against the entry concerned.

Note 9.—The Treasury Officer should arrange to bring this register regularly before his review to ensure that all entries which should find a place therein are promptly recorded and that their adjustment is systematically watched.

Note 10.—Ordinarily the recovery of a sum retrenched from pay-bill need only be made from the next pay-bill and of a sum retrenched from a travelling allowance bill, from the next payment of travelling allowance; but retrenchments of travelling allowance must be recovered in cash or from pay-bill when the officer concerned does not, within a month present a travelling allowance claim from which they can be recovered. Similarly recoveries of amounts retrenched from contingent bills will ordinarily be made from the next contingent bill of the department or office concerned.

SECTION II—RESPONSIBILITY OF A GOVERNMENT EMPLOYEE IN RESPECT OF FUNDS SUPPLIED TO HIM FOR EXPENDITURE.

(Orders issued under Treasury Rule 32)

6.2. A Government employee supplied with funds for expenditure is responsible for their proper disposal. Such funds generally partake of the nature of amounts payable to the subordinate staff on account of pay, allowances, etc., or to private persons or parties on account of contingent charges, other expenditure, refunds, etc., To discharge this responsibility the drawing officer should see that payments are made to the person or persons entitled to receive them and that undisbursed funds are either repaid into the treasury (adjusted by short drawal in the next bill or bills and are not retained in his hand for a period longer than is absolutely necessary or is permissible under the rules. Thus—

- (1) as regards pay, travelling allowances, etc., of the staff, the acquittance rolls or the office copies of the bills, as the case may be, should be duly signed by the payee (with a stamp where necessary) in token of their having received the amount;
- (2) as regards payments to private parties, he should obtain for every payment (including repayment of money previously lodged with Government for whatever purpose) an acknowledgement of the payment setting forth full particulars of the claim. Where any particular form has been prescribed, it should be used as far as possible. The acknowledgement should always be taken at the time of payment and should be signed by the person by whom or on whose behalf the claim is put forward.

(1) If a disbursing officer anticipates any difficulty in obtaining from the person to whom money is due a receipt in the proper form it is open to him to decline to hand him the cheque or cash, or to make a remittance to him, as the case may be, until the acknowledgement of the payment, with all necessary particulars, has been given by him. In all cases of payment by remittance, a note of the date and mode of remittance must be made on the bill or voucher at the time of remittance. In cases of remittance by postal money order, the purpose of the remittance should be briefly stated in the acknowledgement portion thereof.

2. "When it is not possible to support a payment by a voucher a certificate of payment, duly typed, setting forth full and clear particulars of the claim and all information necessary for its proper classification in the accounts: duly signed by the Disbursing Officer and endorsed, if necessary, by his superior Officer, should always be placed on record, and where it necessitates the use of a regular bill form the certificate itself may be recorded thereon.

Note.—The detailed instructions given in the Punjab Financial Rules relating to (i) form, completion, examination and custody of sub-vouchers and acquittance rolls and (ii) de-facement of sub-vouchers should be closely observed by all drawing officers in order to discharge effectively the responsibility enjoined by this rule.

6.3. A Government employee supplied with funds for expenditure is responsible for rendering an account of such funds to the satisfaction of the Accountant-General. He has, therefore, to see not only that the rules governing the withdrawal of money from the Consolidated Fund, the Contingency Fund and the Public Account as laid down in Section VII of the Treasury Rules and Chapter IV of the Subsidiary Rules are duly observed but also that all objections raised by the Accountant-General are attended to promptly. Further in respect of any over charges the responsibility will rest primarily with the drawer of the bill and (failing recovery from him) the overcharges will be recovered from the Treasury Officer, or from the countersigning officer, only in the event of culpable negligence in either of them.

Note.—For further detailed rules including those relating to receipt and handling of cash, i.e., the carrying or fetching of money from the treasury or the Bank, recording of cash transactions in the relevant accounts, safe custody of cash, etc., see Chapter II of the Punjab Financial Rules and Chapter II of this Hand book.

CHAPTER VII—Inter-Government transactions

SECTION I—INTER-STATE TRANSACTIONS

(See Treasury Rules 33 and 35)

Extract from the instructions issued by the Comptroller and Auditor-General of India

7.1. The accounts between different Governments will partake of the nature of suspense account requiring periodical clearance by adjustments through the Central Accounts Office of the Reserve Bank. This suspense account will be termed "Inter-State Suspense Account". Suitable sub-heads will be provided under this head to accommodate transactions on behalf of different Governments.

7.2. The Accountant-General will arrange with the Central Accounts Office of the Reserve Bank to have the requisite adjustment made monthly in the course of the next month by advising the necessary transfers to the Central Accounts Office of the Reserve Bank.

SECTION II—RECEIPTS AND PAYMENTS RELATING TO UNION GOVERNMENT.

(See Treasury Rule 34)

7.3. In exercise of the powers conferred by clause (1) of Article 258 of the Constitution of India the President has entrusted officers in charge of the treasuries and sub-treasuries in the Haryana with the functions of receiving and disbursing, and authorising the Bank to receive and disburse moneys of the Union Government. He has further directed that in respect of these transactions the treasury and sub-treasury officers should act in accordance with the rules made by him under clause (1) of Article 283 of the Constitution of India, and that pending the issue of such rules the existing Treasury Orders and the Subsidiary Rules framed thereunder shall continue to be in force, in so far as these rules or directions are special to Central transactions and do not refer to procedure already provided for in this Handbook.

SECTION III—PAYMENT OF LEAVE SALARY OF GAZETTED GOVERNMENT EMPLOYEES AND PENSIONS OF ALL GOVERNMENT EMPLOYEES BELONGING TO THE UNION AND OTHER STATE GOVERNMENTS AT TREASURIES IN THE HARYANA AND *vice versa*.

7.4. The Haryana Government have agreed to the payment of leave salary of gazetted Government employees and pensions of all Governments employees belonging to the Union and other State Governments being made at any treasury in the Haryana. The Union Government and other State Government have also agreed to similar payments being made to Government employees of the Haryana Government at treasuries within their respective jurisdiction.

Note.—The following procedure has been prescribed for the payment of pension in India of the personnel paid from the Burmah Defence Service Estimates :—

The Controller of Military Accounts, Burma will forward the pension papers of the person concerned to the Accountant-General in whose jurisdiction the treasury at which the payment is to be made, is located. They will be transmitted by him to the treasury officer with the necessary authority for payment. The Treasury Officer will maintain separate schedules for payments made on behalf of the Burmah Government and the Accountant-General will, in the usual course arrange for adjustments of these transactions with the Accountant-General, Burma.

CHAPTER VIII—Currency Chests Coin, Notes and Currency Transfers

SECTION I—CURRENCY CHEST

A—General

8.1. Under paragraph 9 of its agreement with the Government,—*vide* Appendix A, the Bank is required to maintain currency chests at such places as the Government may, with the previous sanction of the Union Government, prescribe and to keep the said chests supplied with sufficient notes and coin to provide currency for the transactions of the Government. On its own part, the Government is to provide sufficient accommodation for these chest and is responsible to the bank for the safe custody of these chests, notes and coin and for the supply to the Bank of such information and returns as the Bank may from time to time require as to the composition of the balances in these chests and the amount and the nature of the transfers to and from these chests.

B—CUSTODY OF CURRENCY CHESTS AND THE PROCEDURE FOR MAKING DEPOSITS THEREIN AND WITHDRAWALS THEREFROM

8.2. At places where the treasury business is conducted by the Bank and currency chest is kept in the sole custody of the Bank. The Bank is responsible for keeping the currency chest stocked with notes and rupees and for keeping a sufficient supply of small coin. The Bank is also responsible for the examination and correctness of coin or notes at the time of deposit or withdrawal from the chest which are governed by the following rules :—

- (a) Deposits and withdrawals may be made at any time provided that the amount is not less than Rs. 10,000 and is a multiple of Rs. 1,000. In the case of branches of the State Bank of India an intimation of the total amount deposited or withdrawn should be sent at once to the Local Head Office or Link Branch by telegram (or by letter in the case of branches close to headquarters). The Local Head Office or the Link Branch will effect opposite payments in respect of these transfers and of its own transfers through the local offices of the Reserve Bank of India.
- (h) Every transfer from the currency chest to the Bank or *vice versa* should be reported to the Currency Officer as prescribed in rule 5.10.

- (c) The above rules apply *mutatis mutandis* to sub-treasuries whose business is conducted by the Bank.

Note.—Currency chests are also maintained at some branches of the State Bank of India which do not conduct treasury business as agents of the Reserve Bank. A list of such branches is given in the List of Treasuries and Sub-Treasuries in India issued by the Union Government.

8.3. At treasuries and sub-treasuries whose business is not conducted by the Bank, an entirely separate receptacle or receptacles must be set aside for the contents of the currency chest, which should be kept under double locks. One key of this chest should be held by the officer-in-charge of the treasury or the sub-treasury and the other key by the treasurer of the treasury or the sub-treasury, or by such other person as may be selected by him for the purpose, subject to the approval of the Finance Secretary to Government, Haryana. The notes and coin held in the chest must be kept quite distinct from the treasury balances and must not be touched except in accordance with these rules or the instructions of the Currency Officer.

The procedure laid down in rule 3.18 for receiving money into and giving it out of double locks should be followed in making deposits in or withdrawals from the currency chest.

Note.—While receiving money into and giving it out of the Currency Chest, the Treasury Officer should not hand over the cash and the Currency Chest Slip to the treasurer, under any circumstances. The Currency Chest Slip should positively be handed over by Treasury Officer or Superintendent, Treasury Office, himself or through his peon to the Accountant.

8.4. The following rules are applicable to all currency chests :—

- (a) Silver eight, four and two annas pieces, copper bronze or nickel should never be deposited in the chest, except in the case mentioned in sub-paragraph 8 of paragraph 6 of appendix F.
- (b) A currency chest book in form S.T.R. 50 should be kept in the chest and the balance proved and signed at every transaction by the officer-in-charge of the chest.

They should satisfy themselves that the transaction has been correctly entered and the balances correctly worked out.

Note.—The chest books should be retained for 3 complete account years.

- (c) Transactions should always be in even hundreds of rupees.
- (d) Notes may be deposited in a chest in exchange for

coin or notes of other denominations or *vice versa* by the officers-in-charge of the chest. These exchanges should not ordinarily be of small sums and should be avoided as far as possible during the last week of the month. If important exchanges take place during the last three days of the month, the transaction should be telegraphed to the Currency Officer.

- (e) The chest slips should be despatched, to the Currency Officer as laid down in rule 5.10 and the notes thereunder.

Note.—The chest slips may be destroyed three months after the balances have been verified.

C—VERIFICATION OF CURRENCY CHEST BALANCES

8.5. The rules for the periodical verification of the currency chest balances are as follows :—

- (a) In the case of chests in the custody of the Bank, the Reserve Bank of India will conduct through its own officers such verification as it considers desirable.
- (b) At district treasuries whose business is not conducted by the Bank the balance should be verified at the close of each month by the Government employee who verifies the treasury balance under rule 1.8. subject to the conditions therein stated.
- (c) At sub-treasuries whose business is not conducted by the Bank the balance should be verified by the Sub-Treasury Officer at the close of the last day of the month the accounts of which are incorporated in the district treasury accounts and a verification certificate forwarded to the Treasury Officer.
- (d) At every change of incumbency of the immediate charge of currency chest not in the custody of the Bank, the balance should be verified by the incoming officer and a report of the correctness of the balances of notes and coin sent to the Currency Officer through the head of the district or Treasury officer.
- (e) The currency chest balances at sub-treasuries business is not conducted by the Bank should also be verified by inspecting district officers, who