

r/c

RAJASTHAN FINANCIAL CORPORATION
(Accounts Section)

Udyog Bhawan,
Tilak Marg,
JAIPUR-302 005

Ref. No. RFC/F.11(148)/446

Dated:- 03/11/2009
२५

C I R C U L A R

The AG Audit Team, while conducting audit of books of account of the Corporation for the financial year 2008-09, has observed certain discrepancies in following the system and procedure laid down. The discrepancies observed are basically related with non mentioning of the total amount of vouchers in words and figures, signatures of all concerned authorities on the vouchers, maintenance of Cheque Inward Register and Cheque Issue Register, Error in recording the date of issue of cheque in the Cheque Issue Register etc.

In order to ensure that the guidelines already exist, should be followed in letter and spirit, the following guidelines are issued for strict compliance:-

1. It should be ensured by the Head of the Branch or Section at Head Office that vouchers are prepared as per the format and the total of the voucher should invariably be mentioned in figures and words.
2. The vouchers should be signed by the concerned officers on the space provided for.
3. The Cheque Inward Register should be properly maintained and all column prescribed therein should be properly filled in. The emphasis should be on mentioning the date of deposition of the cheque in the bank, realization of the cheque and date of preparation of the voucher. If a cheque is returned unpaid, the same should be mentioned and if re-lodged, it should be re-entered in the register.

Contd...2

-: 2 :-

4. The cheques should be issued in serial order and in no case no leaf of the cheque book should be left blank. The cancelled cheque should also be entered in the register.
5. The amount mentioned on cheque, cheque issue register and on the voucher should be identical and in no case there should not be any variation in the amount mentioned on any of these three documents.

Therefore, all concerned are advised to ensure that vouchers are prepared according to the format and all columns are filled in duly signed by the authorities concerned, cheque issue and cheque inward registers are maintained with each and every column having full information and date of the cheque is according to the date of voucher.

*31 - 3rd 21
WAT. 2119*
(Suresh Singhal)
Financial Advisor

Copy to:-

1. BO/SO/A&I Zones
2. Standard Circulation at Head Office