

Lalmandi Srinagar.

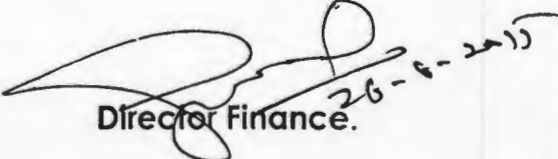
C I R C U L A R

Subject: Proper maintenance of Accounts Record.

In continuation to instructions issued on the subject, following instructions are re-iterated for compliance by all DDOs and the respective accounts clerk of the division.

1. The DDO must ensure that TDS is deducted and deposited in Govt. account wherever the rules governing the TDS are applicable.
2. The account of the supplier and the customer must be reconciled. The PAN number and TIN number of the supplier and the customer should be recorded in the books of accounts. No case of release of payment shall be accepted by Head Office, unless a certificate is recorded that party account of the firm in whose favour payment has been recommended is reconciled.
3. The approval of the competent authority for each and every transaction should be attached with the debit/credit/journal voucher. The transaction without the approval/supporting document shall be treated as in-complete.
4. The voucher books from 1999-2000 onwards should be kept in safe custody of the concerned cashier/accounts clerk of the division after their proper binding. It shall be responsibility of the concerned divisional accounts clerk to produce accounts record in proper shape before the auditor.
5. Regular print out of cash book, ledger and other accounts record should be taken out and signed by the DDO to authenticate the books of accounts. Besides daily backup should be taken for the day's transaction.
6. The accounts of the employee should be reconciled and debit balance if any should be recovered immediately.
7. The practice of advance against salary shall be henceforth discontinued.
8. The process for issuance of computer generated challan and computer generated sales bills should be initiated to ensure timely completion of books of accounts.

9. The quarterly performance report should be prepared and sent to head office by end of next month following the close of quarter.
10. The code in respect of each head of expenditure has been communicated earlier to all the divisions. To bring about uniformity in the accounting head the accounting codes for each head of expenditure should be followed.
11. The discounts offered to distributor/dealer etc. should be reduced from the sale bills or alternatively TDS be deducted if it is being shown separately. This instruction is as per the requirement of income tax department.


26-6-2015
Director Finance.

No: Agro/DF/961/2181-93

Dt: 26-06-2015

Copy to the:

1. Managing Director, JK AIDCL, Srinagar for his kind information please.
2. General Manager, (HO) AIDCL, Srinagar for information. He is requested to kindly ensure that all DDOs follow the instructions.
3. General Manager, CFP, Baribrahmana Jammu.
4. All Divisional Managers _____
5. M/S Say Technology for uploading the circular on the website of the Corporation and also create a separate folder for circular file.
6. All Accounts Clerks/Cashiers _____