

POLICE CIRCULAR ORDER No. 20

Safety of Govt.
case.

The instructions contained in the above P. M. Rule should be strictly observed. If sufficient room is not available in the magazine to keep the cash chest of the Reserve Office, it should be embedded in a position of security, under the protection of the Magazine guard, in the magazine verandah, on the lines of the instructions contained in P. M. Rule 933.

2. The Sergeant-Major is directly responsible for the disbursement and safe custody of Government cash, vide p. M. Rule 623 (i).

3. Private funds should not be kept in the Reserve cash chest. They should be kept in a separate cash chest in the magazine. (Vide rules 69 and 70, Chapter III of the Orissa Treasury Code).

4. To avoid accumulation of heavy cash at the reserve Office, the S. M. will submit M. O. forms duly filled in with the addresses of the officers and men on leave along with the P. A. R. and T. A. R. vide P. M. Rule 964(d) so that, the Accountant will fill in the amount and the reference of the acquittance rolls on the M. O. forms and transmit to post office direct. Similar action should be taken by the R. S. M. with regard to other officers and men whose dues will require to be sent by M. O.

5. While returning undisbursed cash as mentioned in P. M. Rule 976 (a) to Police Office, the S. M. will submit the M. O. forms duly filled in with an extract of the acquittance Roll, if the parent, A. R. cannot be returned immediately.

6. The S. P. and the officer in charge of the cash will be held responsible if there is any deviation from the above orders. While auditing accounts for the submission of the monthly cash certificate (vide P. M. Rule 942) particular attention should be paid to the pending A. Rs. in the Reserve Office and the S. M. should not be allowed to retain undisbursed money.

Manual Reference

Rule 976

(Previous Police Circular Order 1 of 1948)