

POLICE CIRCULAR ORDER NO. 220

SUBJECT : Preventive measures against misappropriation of Government money/property

In the recent past several cases of major misappropriations of Government money involving large amounts by police officers/men entrusted with their transactions have come to notice in some districts/establishments. On a review of the circumstances leading to such misappropriations, it is seen that due to want of correct implementation of the existing rules/procedures prescribed for proper upkeep of Government cash/maintenance of its accounts and lack of adequate control/supervision over the timely encashment of the bills and prompt disbursement of the cash received, such incidents have cropped up. It may not be altogether ruled out that want of sincerity/honesty on the part of the officers/men concerned has also given rise to such loss to Government. Hence it is high time that necessary steps are taken by you to be more vigilant over the matter and guard against such recurrences as prevention of crime is better than its cure. The following instructions are hereby issued for to guidance of all concerned. Any deviation/departure from the same will be seriously viewed in future.

1. Review of Bill Register and Look of drawal :

(a) As per note 4 below para. (4) to S.R. 235 of O.T.C. Vol. I the Bill Register is to be reviewed monthly by O.I.C. Accounts. Its idea/main object is to compare the Book of drawal with the Bill Register to find out the delay/omission if any in receipt of the money after the bills are passed in Treasury. This is being done now in a stereotyped/routine manner which does not serve any useful purpose. In some district/establishments it is not being done at all. Hence in the engaged circumstances the Bill Register alongwith book of drawal should be reviewed properly in the lines indicated above once a week by the O.I.C. Accounts and monthly by the Head of office. Any defect/irregularity noticed during the review may be recorded in the relevant registers.

The Head Clerk may not shrink their share of responsibility in this regard on the plea that they are only cashiers for the purpose as per P.M. Rule 933(a), which is not correct. They should assist the G.Os. in the matter and see that the bills are encashed in time and the amounts are correctly accounted for in the Bill Register/Cash Book.

It is also obligatory on the part of the Accountants concerned to review the Bill register and Book of drawal frequently in terms of P.M. Rule 933(d) and 934 and see that the portion of their bills are drawn and disbursed promptly.

(b) The dates of T.V.Nos. should be noted correctly/clearly in the bill Register against the encashed bills instead of noting the month and year of T.Vs. only to check the delay in receipt of the money if any. The overall responsibility for proper/correct maintenance of the book of drawal/Bill Register/Cash Book lies with the seniormost Accountant who is supposed to be in charge of these register/records.

2. Escort of Cash :

Adequate escorts should be provided for fetching/carrying money from/to the treasury/Bank in term of P.M. Rule 587-588 and Rule 37 (viii) of the O.t.C. Vol. I readwith Finance Department letter No. 21079/F., dated 12-6-61 as the case may be.

3. Records of payment of money to the cashier by the Treasury Sircar :

As per the practice in vogue the Treasury Sircar does not demand any acknowledge from the cashier (head clerk) while making over any money received by him from the bank in charge of bills/drafts. The receipt of the amounts in the Bill Register/Cash Book rests with the Accountant and Head Clerk. As some controversy/dispute has arisen at some quarters regarding transaction of such money between the cashier and the Treasury Sircar some sort of acknowledgement needs to be obtained from the cashier by the Treasury Sircar while making over any cash to him in a separate register which may be opened and brought to use atonce if not already done to avoid any further difficulty/dispute. The responsibility of making necessary entries should be entrusted to a particular Accountant and the register should be kept in safe custody of the O.I.C. Accounts who may attest the entries/payment made on the register at the close of each day.

4. Pendency of Cash :

The pendency of huge cash balance at all levels i.e. District Police Office, Reserve Office, Bg. S.I., Court Sl.S. and Police Posts etc. gives enough scope for malpractice/misappropriation of Government money. The delay in disbursement of the Government dues is also highly irregular in terms of P.M. Rule. 940 S.R. 37, 235 (a), 242 of O.T.C. Vol. I and Police Circular Order No. 209 (vii). Hence it should be avoided at all levels always. Monthly cash Accounts should be obtained regularly from all concerned as per P.M. Rule 944 to watch such pendency also.

5. Surprise check of cash balance :

Now a days it is being done in a haphazard manner which does not serve any useful purpose. In some districts/ establishments it is not being conducted regularly by the O.I.C. Accounts and Head of the Office although necessary certificate to this effect is being furnished in the monthly cash accounts certificate. Hence surprise check of cash balance has to be done in its true sense in future as per the provisions laid down in Note 6 below para. (viii) to S.R. of O.T.C. Vol. I and P.M. Rule 940 (b). In respect of cash pending with Reserve Office/ Bg. S.I./C.S.Is. etc. similar check by the G.Os./Superior officers may be conducted periodically. All kinds of cash balance i.e. Government cash, Home Guard cash in districts and private fund cash may be checked simultaneously also.

6. Disbursement of Cash :

(a) In several cases the payments have been made to the parties direct in offices before drawal of the bills and it has been attested by some Inspectors of Police who have not been authorised for the purpose in terms of P.M. Rules 935 (d) and 939 (g). In some cases of such direct payments the amounts have been received by the payees on a later date of its disbursement shown in the cash book and in some the disbursement has been shown in the cash book also without any supporting voucher which is highly irregular and can not be construed as one's honest error. Such malpractice and irregularity has to be avoided in future.

(b) In some cases the cash sent through the Escort party to other Establishments/Posts for disbursement have been misappropriated by the members of the party. Hence whenever necessary such amounts should be sent in shape of Government drafts/cash orders as per P.M. Rule 772. Only in cases of emergency it may be sent in cash under unavoidable circumstances.

7. Physical verification of Government Properties :

Proper maintenance of stock and store accounts of all kinds of Government properties i.e. clothing, stationery/forms p.O.L., other Government properties and physical verification thereof are not being done regularly which should be ensured in future as per the provisions contained in P.M. Rules 1082, 923/919 (c), P.M. Appendix 76/P.O. No. 204, P.M. Rules 1045 (d)/1125/Police Order 207 respectively to avoid any future trouble.

It is expected that all will display high standard of honesty/sincerity/efficiency in due discharge of their duties which may go a long way in prevention of misappropriation of Government cash/property.

Sd/ Illegible
Inspector-General of Police, Orissa