

830  
300Undelivered Cheques/BillsDisposal of..... pending  
at Treasury counters.GOVERNMENT OF MAHARASHTRA  
Finance Department.Circular No. TRW-2477/1222/77/ADM-9.  
Mantralaya, Bombay-400 032, Dated 24th August 1978.C I R C U L A R

The Heads of Departments/Offices are already aware that collection of cheques and objected bills lying for delivery at the counters of the Treasuries and Pay and Accounts Office is the primary responsibility of the drawing officers. The Treasury Officers and the Pay and Accounts Officer are not expected to carry on correspondence with them in regard to such bills. It has, however, been brought to the notice of the Government that a number of cheques with passed bills as also objected bills are lying undelivered at the counters of the Treasury Offices/Pay and Accounts Office and that these are not collected by the drawing officers despite instructions issued to them in the prescribed forms. This has resulted in heavy accumulation of such undelivered cheques and bills at the counters of these offices. Since no procedural rules in this regard exist at present, Government is pleased to prescribe the following procedure, in consultation with the Accountant General, Maharashtra, Bombay, in respect of the undelivered cheques and bills under objections.

(i) The passed bills with cheques/objected bills should be kept at the counter for a period of 3 months only after the month of the drawal of cheques in respect of passed bills and approval of objection memorandum. Intimation to the parties to collect these documents within this period should be issued every month. The notice should also specify the action proposed to be taken by Treasury Office/Pay and Accounts Office, viz., destruction of objected bills, and writeback of the value of cheques already issued, after cancellation of the cheque if these are not collected by a specified date.

(ii) If the bills/cheques are not collected within this period, immediate action should, thereafter, be taken to write off the value of tokens. In respect of treasuries, the Deputy Directors and Accounts and Treasuries and for the Pay and Accounts Office, the Pay and Accounts Officer should accord sanction to the write-off of the value of tokens within the powers delegated to them.

(iii) Thereafter, the tokens should be struck off from the token register and the cheques with passed bills and the objected bills should be cancelled after taking notes in the relevant records.

(iv) The bills so cancelled should be entered in a register to be maintained in the form accompanying this circular and preserved for a period of one year from the date of presentation of bills in the Treasury/Pay and Accounts Office. After the lapse of one year from the date of presentation of bills, these should be destroyed after taking relevant note in the register prescribed in this paragraph.

(v) In case payment is required to be made against such cancelled bills before these are destroyed as per paragraph (iv) above the payee should be asked to credit the value of tokens by challan and bills handed over to him. In such cases, tokens should not be accepted at the counters.

2. The above procedure would also be applicable to the claims presented at Sub-Treasuries and passed by them without intervention of the Treasury Office.

3. All the Heads of Departments/Offices are requested to draw the attention of the drawing Officers under their control to the above procedure and instruct them to ensure that there should not be any occasion for the Treasuries to use the register of undelivered cheques/objected bills. The above procedure in respect of bills presented by them at least since October 1978 onwards should be scrupulously followed.

By order and in the name of the Governor of Maharashtra,

G.B. OKE,  
Deputy Secretary to Government,  
Finance Department.

Copy for information to:--

The Accountant General, Maharashtra I, Bombay,  
The Accountant General, Maharashtra II, Nagpur,  
The Secretary to the Governor, Maharashtra, Bombay,  
The Personal Secretary to the Chief Minister,  
The Personal Assistants to all the Ministers and  
Ministers of State,  
\*The Registrar, High Court, Bombay,  
\*The Prothonotary and Senior Master, High Court, Bombay,  
\*The Registrar, Office of the Lokayukta and Upa-Lokayukta,  
Bombay,  
\*The Secretary, Maharashtra Legislature Secretariat,  
Bombay,  
The Pay and Accounts Officer, Bombay,  
The Resident Audit Officer, Bombay,  
All the Treasury Officers and Sub-Treasury Officers,  
All the Administrative Departments of Mantralaya,  
All the Heads of Departments/Offices,  
Chief Executive Officers of all the Zilla Parishads.

\*By letter

ACCOMPANIMENT TO GOVERNMENT CIRCULAR, FINANCE DEPARTMENT, NO. TRU-2477/1222/77/ADM-9,  
DATED THE 24TH AUGUST 1978.

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FORM OF REGISTER OF CANCELLED BILLS

| Sr.<br>No. | Token<br>Number and<br>date. | Designation<br>of drawing<br>officer and<br>name of<br>Officer if<br>he is a<br>Gazetted<br>Officer. | Nature<br>of<br>claim. | Amount<br>of<br>claim. | Number<br>of<br>Sub-<br>Voucher,<br>if any. | Date of<br>destruction. | Initials<br>of Treasury<br>Officer/<br>Assistant<br>Pay and<br>Accounts<br>Officer. | Remarks. |
|------------|------------------------------|------------------------------------------------------------------------------------------------------|------------------------|------------------------|---------------------------------------------|-------------------------|-------------------------------------------------------------------------------------|----------|
| 1          | 2                            | 3                                                                                                    | 4                      | 5                      | 6                                           | 7                       | 8                                                                                   | 9        |