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Security furnished by the cashiers, store-keepers, etc., entrusted with the collection or custody of cash, stores, etc.

GOVERNMENT OF MAHARASHTRA

Finance Department.

Government Circular No. PAC 1078/307/GEN-4.
Mantralaya, Bombay-400 032, Dated 4th August 1978.

C I R C U L A R

CR1978080401

Rule 51 of the Bombay Financial Rules, 1959, provides that cashiers, store-keepers, sub-store-keepers and subordinates entrusted with collection or custody of cash, stores, stamps or any other property should furnish security in one of the forms mentioned thereunder, the amount being regulated according to the circumstances and local conditions in each case, under the sanction of the competent authority.

The competent authority under this rule, inter alia, is required to —

- (a) fix the amount of security, according to the circumstances and local conditions in each case;
- (b) obtain security in any of the forms mentioned in the said rule within a period of 30 days from the date of taking charge of the post by the person concerned and
- (c) verify the solvency of the sureties every year where the security is furnished by way of sureties and call for fresh sureties, where necessary.

2. While examining the report of the Comptroller and Auditor General of India, for the year 1973-74 in respect of misappropriations/frauds by Government servants, the Public Accounts Committee desired that Government should examine whether it would be possible to obtain security, where necessary, from a Government servant through a fidelity guarantee policy alone. The matter was examined and the Government is pleased to decide that Government servants who are entrusted with collection or custody of cash, etc., may furnish security in any manner indicated in rule 51 of the Bombay Financial Rules. Government is further pleased to direct that the instructions mentioned below should scrupulously be followed by the competent authorities in the matter.

2692/ (a) It is likely that the amount of security to be furnished by a Government servant, who handles cash, stores, etc., as the case may be, has been fixed quite long ago, albeit according to the circumstances and local conditions. In view of the changed circumstances since then, it is necessary to review the adequacy or otherwise of the present limit of security fixed in each case and fix the new limits. The heads of departments, regional heads and certain other officers specified against Sr. No.2 of the Manual of Financial Powers who have been authorised to fix the limits of security under the powers delegated to them should take necessary action in this behalf.

P.T.O.

GCP.ROTA/F.D.-H-675(7,000+5-8-78)

K.W.P.C.

SAS, 21/10
for S.C.S.D.R. P.W.

SAS
for S.C.S.D.R. P.W.

(b) It is necessary to verify whether the existing securities furnished by the Government servants are in order. Where the security furnished by a Government servant is found to be not in order on account of any valid reason (such as death of one of the sureties), the concerned heads of departments/offices should obtain fresh securities for the amounts revised as (a) above. Where the security furnished earlier is found to be in order in all respects, it is necessary to obtain security for the balance of the amount in view of the revision of the amount of security as indicated at (a) above.

(c) Where security is furnished through personal security with two sureties in the prescribed form, it is necessary to ensure the solvency of the sureties every year as stipulated in the rule. For this purpose, the heads of departments/offices should, after ensuring accordingly in respect of the concerned staff working under their control, give a certificate confirming the completion of verification of the sureties by the 15th May every year to the administrative departments. Administrative departments should ensure that such certificates have been received from all concerned.

3. Government is pleased to direct that the matter relating to the verification of sureties should be taken up as an agenda item for the co-ordination meetings held at the district level twice in a year say, in the months of June and December every year.

4. The Administrative departments are requested to chalk out a programme with a view to ensure completion of action as indicated above by the end of December 1978. The administrative departments are requested to intimate the action in the matter by 15th January 1979. This issues in consultation with the General Administration Department, vide unofficial reference No.2279, dated 15th April 1978.

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

A.S. RAO,
Deputy Secretary to Government,
Finance Department.

To

The Accountant General, Maharashtra I, Bombay (160 spare copies),
The Accountant General, Maharashtra II, Nagpur (40 spare copies),
The Pay and Accounts Officer, Bombay (40 copies),
The Resident Audit Officer, Bombay,
The Chief Auditor, Local Fund Accounts, Bombay,
The Senior Deputy Director, Commercial Audit Circle, Worli,
Bombay-400 018,
The Secretary to the Governor,
The Secretary to the Chief Minister,
The Personal Assistants to all Ministers, Ministers of State,
All Divisional Commissioners,
*The Prothonotary and Senior Master, High Court of Judicature, Bombay,
*The Registrar, Office of the Lokayukta and Upa-Lokayukta, Bombay,
*The Registrar, High Court of Judicature, Appellate Side, Bombay,
*The Secretary, Maharashtra Public Service Commission, Bombay,
*The Secretary, Maharashtra Legislature Secretariat, Bombay,
The Chief Executive Officers of all Zilla Parishads,
All Departments of the Mantralaya,
All Heads of Departments and Heads of Offices under the various
Departments of the Mantralaya,
All Desks in Finance Department (5 copies to Librarian).

*By letter.

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Pune - 10-1978

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