S.O.37–

Any one who has money to pay on account of Government will tender the amount at the office of the Collector, accompanied by a chalan or memorandum (T.R. Form No 3) in duplicate (which if necessary will be prepared in the office). The officer entrusted with the duty of examining the chalans will, after examinations enter the chalan in the appropriate register of chalans issued, and will write on both original and duplicate the word “Correct”; he will then affix his initial to the chalan with date, specify the head of accounts, and return original and duplicate to the payer, who will proceed with them to the Bank. There the money will be received and credited to the proper head of account, and an acknowledgement granted to the payer on the original chalan, the duplicate being retained by the Bank and forwarded to the collector with the daily account. Chalans are valid only for such time, or exceeding 10days, as may be fixed by the collector; if they are presented after the allotted time, the money will not be received by the bank until they are revalidated by the collector.

S.O.38–

Cheques on local bank will be accepted in accordance with Rule 57 of the Assam Financial Rule. The preliminary acknowledgement for the receipt of the cheques will be in the form below:

“Received Cheque No .....for Rupees .....On account of

drawn on ..... Bank .....as per Chalan No.”

There will be a daily clearance of cheques accepted and transaction will be included in the

daily account submitted to the treasury. If a cheque is dishonored by the Bank concerned on presentation, the fact will be reported at once to the payer with a demand for payment in cash

S.O.39–

Cash received and deposits of the departments named will be received at the bank in accordance with the special Rules specified against each:

S.O.40–

In the case of all other departments, fines, forfeiture and other miscellaneous receipt of Public Officer will be forwarded by them daily to the Bank with a chalan in duplicate, describing the several items and the heads under which they should appear in the accounts. One copy of the chalan will, as directed in subsidiary order 37, be retained by the Bank and forwarded with the accounts of the day to the collector, and the other returned receipted, to the Public Officer for record in his office.

Note:-

The original chalan may be in the form of a book send daily for signature.

S.O.41–

The detailed account of local funds and register of deposit are in the Collector’s, Magistrate’s and Judge’s offices, the Bank only receiving the amounts tender in accordance with subsidiary order 37 and crediting them under their proper designation.

S.O.42–

Bank drafts and Government drafts will be issued and paid in accordance with the rules contained in Chapter XVII of the Assam Financial Rule

S.O.43—

The memorandum or chalan which should accompany the remittance shall, except where otherwise provided, be presented to the treasury Officer who shall enface it with an order to the Bank to receive the Money and to grant a receipt

ADVICES AND CERTIFICATES

S.O.44–

The advices of receipts, which according to any rule have to be send to public officer's or departments, and consolidated receipts of certificates of receipts required by any rule to be given to any Public Officer or Department shall begiven by the treasury and not by the Bank, as the point to be adviced or certified is not that the money has been received at the bank, but that the receipt has entered the treasury accounts