

The M.P. Zila Panchayats (Accounts) Rules, 1999

MADHYA PRADESH

India

The M.P. Zila Panchayats (Accounts) Rules, 1999

Rule THE-M-P-ZILA-PANCHAYATS-ACCOUNTS-RULES-1999 of 1999

- Published on 7 July 1999
- Commenced on 7 July 1999
- [This is the version of this document from 7 July 1999.]
- [Note: The original publication document is not available and this content could not be verified.]

The M.P. Zila Panchayats (Accounts) Rules, 1999 Published vide Notification No. F-1-50 (4)-(1)-95-22-P-2, dated 7-7-1999, M.P. Rajpatra (Asadharan), dated 7-7-1999 at p. 1034 (33) In exercise of the powers conferred by the sub-section (1) of Section 95 read with sub-section (3) of Section 73 of the Madhya Pradesh Panchayat Raj Adhiniyam, 1993 (No. 1 of 1994), the State Government hereby makes the following rules the same having been previously published as required by sub-section (3) of Section 95 of the said Act, namely :-

Part I – Preliminary

1. Short title.

- These rules may be called the Madhya Pradesh Zila Panchayats (Accounts) Rules, 1999.

2. Definitions.

- In these rules, unless the context otherwise requires, -(a) "Act" means the Madhya Pradesh Panchayat Raj Adhiniyam, 1993 (No. 1 of 1994); (b) "Year" means the financial year commencing on the first day of April and ending on 31st day of March next year; (c) "Form" means a form appended to these rules; (d) "President and Vice-President" means the President and Vice-President of a Zila Panchayat; (e) "Chief Executive Officer" means the Chief Executive Officer of a Zila Panchayat; (f) "Section" means a section of the Act.

Part II – General

3. Accounting Books and records.

- Every Zila Panchayat shall maintain the Accounts of all its receipts and expenditure in the manner prescribed in these rules and in the books and Forms as specified in the appendix to these rules.

4. Method of maintaining accounting records.

- The account books and registers shall be bound and pages serially numbered before being brought into use. The Chief Executive Officer or Officer nominated by him for this purpose shall authenticate and certify on the first page of each book the number of pages contained therein.

5. Corrections and Alterations.

- Corrections and alterations in the accounting records shall be neatly made in red ink and attested by the person making the corrections and alterations. Erasures or overwritings shall not be permitted in accounting statements, vouchers or accounts of any description. Corrections shall be made only by a person who is incharge of the register.

6. Waivers/write-off.

- No amount due to a Zila Panchayat shall be left outstanding without sufficient reason and where such dues appears to be irrecoverable, prior sanction of the competent authority, as per the rules, shall be obtained for their adjustment, remission, reduction of demand or write-off. Similarly, where any property or stock is to be adjusted or to be write-off, prior permission of the competent authority shall be obtained.

7. Validity of Sanction.

- Sanction of any authority to an expenditure becomes operative as soon as funds are allocated to meet it and remains in operation for the year or for a specific period if any, subject to the provision of funds from year to year, if the term exceeds one year in any particular case.

8. Control of Expenditure.

- The Chief Executive Officer shall ensure that the total expenditure is within the sanctioned budget limits and the incurred expenditure are in the best interest and purposes of the Zila Panchayat. In order to exercise proper control, he must be closely acquainted with the progress of expenditure, commitments and liabilities incurred but not paid.

Part III – Accounting Procedure and Records

9. Receipt of money.

(1) A receipt in Form No. ZP-1 shall be given for all the money received by the Zila Panchayat. The receipt shall be signed by the Chief Executive Officer or such other officers as may be authorised by him. (2) When money is received by cheque, demand draft or other money instruments, only a letter acknowledging the receipt of cheque, demand draft etc. shall be issued to the person concerned. Final receipt may however be issued, if demanded, on realisation of cheque, draft etc. No receipt need be issued in respect of receipt of funds by the Panchayat through direct bank transfer.

10. Receipt Book.

(1) All the receipt books and the receipts contained therein shall be pre-printed in serially numbered and bound in volumes containing 100 receipts in duplicate. The counter foils of the first and last receipt shall be verified and certified by the Chief Executive Officer or such other officer as may be authorised by him in this regard. (2) The blank and used receipt books must be kept under the lock and key in the personal custody of the Chief Executive Officer or such other officer as may be authorised by him. (3) Before a receipt book is brought into use, the number of receipts contained therein shall be counted. The receipt of the purchased/printed receipt books shall be verified by the Chief Executive Officer and details of receipt entered, in the stock register of receipt books shall be in Form No. ZP-2. Similarly on issue of receipt books the details of issues shall be recorded in the stock register.

11. Cash Book.

- The cash book shall be in a bounded register in Form No. ZP-3. Each page of the cash book shall be numbered serially and a certificate regarding number of pages contained therein shall be recorded on the first page of the cash book and signed by the Chief Executive Officer or Officer nominated by him.

12. Accounting of receipts and payments.

- All the receipts either by way of Cash/Cheque/Demand Draft/Money orders etc. or adjustments will be entered on the receipt side of the cash book. In the same way, the payments made in Cash or by Cheque/Demand Draft and by way of adjustments shall be recorded on payment side of the Cash Book. The accounting head of all receipts and payments shall be written first in particulars column in Red Ink and underlined. The details of receipts/payments shall be recorded there under in Blue Black Ink.

13. Accounting of deductions and adjustments.

- Where any deduction is made from payment, whether on account of salaries or expenses or advances, the net amount paid in cash/cheque shall be entered on the payment side of the Cash Book. The amount deducted/adjusted shall be shown as received in column No. (8) and the same

amount shall be shown under column No. (16) of Cash Book in Form No. ZP-3 under the appropriate accounting head.

14. Correction for wrong classification.

- Where any payment is wrongly debited or receipt is wrongly credited in incorrect account or for incorrect account the appropriate correction shall be made through adjustment columns of the cash book.

15. Closing of Cash Book.

- At the end of each day on which any money transaction takes place the cash book shall be closed and the closing balance signed by Accountant and Chief Executive Officer or such other person as may be authorised by him. -

16. Cashier and his Responsibilities.

- There shall be a Cashier in each Zila Panchayat for all receipts, payments and safe custody of cash. The Chief Executive Officer may assign the responsibilities of Cashier of any other employee, however under no circumstances the Cashier shall have an access or otherwise be responsible for writing the cash book.

17. Dual control of cash.

- The cash of the Zila Panchayat shall be kept in the safe custody under double lock arrangement. Key of one lock shall be with Cashier and the key of other lock shall be kept with some other person authorised by the Chief Executive Officer. The cash box shall be opened in the presence of both the custodians of the key. The second set of keys shall be deposited with the treasury.

18. Verification of cash.

- At all reasonable intervals but at least once in each month, the cash in hand shall be physically verified by the Chief Executive Officer and shall record the fact on the Cash Book.

19. Cash Retention Limit.

(1)The maximum cash in hand should not exceed Rs. 10,000/-. All the excess cash must be deposited on the same day or the next day in the bank accounts.(2)Deposits of Surplus Funds. - Subject to general or special orders issued by the Government from time to time all the funds of the Panchayat shall be deposited in the Treasury, Bank(s), or Post-office. The General Administration Committee of the Zila Panchayat shall decide the Treasury, Co-operative Bank, Scheduled Bank or Local Post-Office where the funds are to be kept.

20. Withdrawal of Funds.

- The amounts from the Bank, Post-office, Treasury shall be withdrawn after due authorisation by the Zila Panchayat by the Chief Executive Officer or the Officer nominated by him for this purpose.

21. Accounting of Bank Transactions.

- Separate accounts shall be maintained in the Bank Register in respect of each Treasury/Bank/Post office account, in Form ZP-4.

22. Custody of Cheque Books.

- Cheque Books and Pass Books shall be kept under the personal custody of the Chief Executive Officer or such other officer as may be nominated by him. In case of loss of cheque book, it shall be intimated to the concerning Bank/Post office immediately.

23. Deposits in Bank.

- Immediately on receipt of the Cheque/ Demand Draft or other instruments shall be deposited on the same day or the next banking day in the Bank/Post office accounts. All pay in slip acknowledging the deposits shall be preserved and kept safely.

24. Cancellation of cheques.

- When a cheque is required to be cancelled, the cancellation must be recorded on the counter foil of the cheque and the cheque so cancelled should also be attached to the counter foil. On cancellation of the cheque a reversal entry shall be made to nullify the effects of the earlier entry. Similar separate entry shall have to be made in the Bank Register also. The same procedure shall be adopted where the instructions are issued to the Bank for "Stop Payments" of a cheque issued and accounted for in the books by the Zila Panchayat.

25. Reconciliation of Bank Accounts.

(1)The aggregate balances of Bank Register at any given day must tally with the balance as shown in the Bank column of the cash book for the same day.(2)A monthly statement of reconciliation of the balances appearing in the Bank Register shall be prepared in the Form ZP-5 each Bank/Post Office Account.(3)After preparation of reconciliation statement, necessary adjustment entries shall immediately be made and the discrepancies if any on the part of the bank must be reported immediately to the Bank and got rectified.

26. Closing Bank Balance Certificate.

- A certificate must be obtained from the Bank regarding the closing balance as on 30th September and 31st March each year which should be compared with the balances in pass book as on that date and half yearly reconciliation of the Bank account(s) shall be prepared to arrive at the aforesaid balance.

27. General Ledger.

- A General Ledger in Form ZP-6 be maintained in which all the transactions recorded in the cash-book shall be posted. In addition, to the posting made in the General Ledger, the similar entries shall also be made in the Subsidiary Ledger/Register wherever prescribed under the rules. Each account shall be assigned a separate folio in the General Ledger.

28. Budgetary Provisions and Budget Code.

- On each Ledger Account along with the accounting head, at the top of the Folio the main and sub-budget head and the budget code should also be given. The amount provided in the budget for the account must be mentioned against the budget head and Code.

29. Opening Balances to be brought forward.

- The previous years closing balances, as appearing in the Balance-sheet of the preceding year shall be brought forward as the opening balances for the current year in Red Ink.

30. Posting in Ledger.

- All the entries appearing on the receipt side of the cash book shall be posted in credit column and the entries appearing on the payment side of the cash book shall be posted in the debit column of the appropriate account in the General Ledger.

31. Balancing of the Ledger.

- General Ledger shall be balanced after posting of each entry and the monthly ledger balances shall be initiated by the Chief Executive Officer or such other person as may be nominated by him.

32. Accounting of Grants.

- For all the grants received by the Panchayat a separate grantwise receipt account shall be maintained in the General Ledger. Similarly, separate account for the expenditures incurred out of each such grant shall be kept in the General Ledger under appropriate head.

33. Specific purpose grants.

(1)The Zila Panchayat shall keep a separate register of grants in Form ZP-7 of the all the specific purpose grants received from the State Government, Central Government or any other authority and the expenditure incurred against each such grant.(2)At the end of each month the individual accounts of the grant shall be totalled and the monthly and cumulative balance of the grant received and expenditure incurred as shown in the grant register, shall be compared with their respective ledger account balances.

34. Department-wise Grants Register.

- A separate register of receipt and utilisation of department-wise grants shall also be maintained in Form ZP-8. Extract from this register should be sent to the concerned department at the end of the each quarter.

35. Distribution of Grant to Panchayat.

- A separate Register in Form ZP-9 shall be maintained in respect of the grants received by the Zila Panchayat for use of Janpad/Gram Panchayat from the Government Departments, and distribution thereof to the Janpad Panchayat and Gram Panchayats for implementation of each scheme for which grant has been received.

36. Lapsing of Grant.

- Unless specifically provided otherwise, unspent balances of grants-in-aid given for specific purposes or schemes shall be deemed to have lapsed at the end of the financial year. However, there shall be no need for a physical refund of unspent amounts which will may be adjusted by the concerned authorities in the next year's grant-in-aid.

37. Rent, Rates and Taxes.

- A separate account shall be kept in the General Ledger for accounting of each type of Rent, Rates and Taxes collected by the Zila Panchayat.

38. Demand, Collection, Remission and Balances Register.

(1)For rents and taxes collect on annual basis the register of demand, collection, remission and balance shall be kept in Form ZP-10. Similarly, for rent, rates and taxes leviable on the monthly basis, a separate register shall be kept in Form ZP-11.(2)A statement of arrears shall be submitted every quarter to the General Administration Committee explaining the cause of delay against each item after personal verification by the Chief Executive Officer. It shall be the duty of the General Administration Committee to see that no item is unnecessary kept outstanding for long time.(3)An agreement or lease-deed shall be executed in all cases where any Panchayat property, movable or

immovable is given on lease, hire or rent.

39. Sanction of Expenditure and payment of Claims and Adjustments.

- No payment in any manner or adjustment of any amount/payable/recoverable by Zila Panchayat shall be made or entered in the books of accounts or subsidiary records without the prior sanction of the Chief Executive Officer or Officer nominated by him.

40. Sanction for Payments.

- The proposal for sanction and payment of all the expenditure and claims shall be prepared and made in Form ZP-12. It should contain clear particulars of the proposed payment and all other relevant informations. The voucher must also indicate the title of the Account(s) to which the proposed payment is to be debited. No payment shall be made without sanction of the competent authority. All payments exceeding Rs. 2500/- must be made through an account payee cheque only.

41. Vouchers to be signed and numbered.

- Each payment voucher shall be numbered consecutively for the year, and duly signed by the Accountant/Cashier and/or other authorised officer.

42. Documents Supporting Vouchers.

- The bills, cash memos and other documents supporting the payment shall be attached with the voucher. All documents attached with the voucher, must be sealed and written in Red Ink "Paid vide Voucher No Dated" and signed by the Authorised person to avoid double payment.

43. Payees acknowledgements.

- Every voucher shall bear payees receipt. In case of the payment for an amount of Rs. 500/- and above, a Revenue Stamp of Rupee one shall also be affixed.

44. Destruction of Vouchers.

- All the vouchers, bills, cash memo and other documents supporting the payment shall be retained for at least 3 years, after the date of acceptance by the appropriate authority, of the compliance on the audit observations by the Zila Panchayat, pertaining to that period. However, before destruction of any voucher, bills, cash memo or other document, it must be ensured that the said document is not required or is not disputed or is not likely to be required in connection with any enquiry, or legal proceedings or recovery. The Chief Executive Officer should certify and authorise the destruction of the voucher in writing. Preparation of Pay, Bills and Employees Records

45. Pay Bills.

- A separate register shall be maintained for the monthly salary bills and arrears bills prepared for the employees of the Zila Panchayat in Form ZP-13. Every pay bill shall be verified, certified and passed for payment by the Chief Executive Officer or Officer nominated by him.

46. Increment certificate.

- The bill in which the periodical increment is drawn, an increment certificate shall be attached with the pay bill.

47. Deductions from pay.

- It shall be the duty of the Chief Executive Officer and the Accountant to ensure and certify that proper deductions on account of Provident Fund, Income Tax, professional and other taxes, and recovery of loan and advances as per the rules have been made. The deductions made from the salary on account of Income-Tax, Professional Tax etc. shall be remitted to the proper authority within 7 days from the date of drawal of salary.

48. Postage Register.

- All stamps purchased shall be properly accounted in the despatch register. The balance of stamps in hand shall be verified on a periodic basis, by the Chief Executive Officer or the Officer nominated by him.

Part IV – Security and Earnest Money Deposits

49. Security Deposits from Employees.

(1)The cashier or store keeper or any other employee of the Zila Panchayat who is entrusted with the custody of cash or store shall furnish security of a minimum amount of Rs. 10,000/- or such higher amount as may be fixed by the Zila Panchayat.(2)Modes of Security. - Security to be taken from an employee should be in one of the following modes subject to the conditions noted against each, or partly in one and partly in another of these modes when this is specially permitted by the officer authorised to accept the security :-

Form	Conditions
(1)	(2)
(a) Cash	Zila Panchayat will not pay any interest on the deposited amount.
(b) Post Office fixed deposit Certificates, National Savings Certificates.	The certificates should be formally transferred in favour of the Chief Executive Officer with the sanction of the Head Post Master, and should be accepted at their surrender value at

the time of tender.

(c) Deposit receipts of Schedule Banks/Co-operative Banks.

(1) The deposit receipt should be made in the name of the pledger or, if it is made out in the name of the pledger, the bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledger.

(2) The bank should agree that on receiving a withdrawal order from the pledger in receipt of the deposit, or any part thereof, it will pay the deposited amount with interest to the pledger.

(3) The depositor should in writing undertake any risk involved in the investment.

(4) The responsibility of the pledger in connection with the deposit and the interest on it will cease when he issues a final withdrawal order to the depositor and sent the information to the bank that he has done so.

(d) Fidelity bonds from Insurance Companies.

A fidelity bond may be accepted as Security Insurance from the servant of the Panchayat but not from a Private party. The bond should be in the prescribed form.

(e) Third Party guarantee.

The Guarantor should not be related to the person on whose behalf the guarantee is being given. The guarantee should also be accompanied with a solvency certificate for an amount not less than 4 times of the required amount of security.

Conditions. - (1) When an employee has furnished security in the form of a fidelity bond, the Chief Executive Officer receiving the bond should see that the employee pays the premia necessary to keep it alive on the due dates and continue to do so until a period of six months has elapsed since he vacated his office. (2) A security deposit taken from an employee should be retained for at least six months from the date when he vacates his post, but security should be retained permanently or until it is certain that there is no further necessity for keeping it. (3) Without a special order of the Chief Executive Officer no security should be repaid or retransferred to the depositor, or otherwise disposed off, except in accordance with the terms of security bond or an agreement. (4) The Chief Executive Officer on returning any security to the depositor should invariably obtain his acknowledgment duly signed and witnessed. When an interest bearing security is refunded or re-transferred, the acknowledgment should set forth full particulars. (5) All securities including fidelity bonds and security bonds should be kept in the safe custody of the Chief Executive Officer or such other person as may be authorised by him. (6) The question whether a particular mode of security tendered is or is not satisfactory from the point of view of its acceptance or otherwise is for Chief Executive Officer to decide at his discretion after examining all the aspects of the case.

50. Verification of Securities.

(1) Securities shall be examined and verified by the first April in each year by the Chief Executive Officer and a certificate, to the effect that this has been done, shall be given by the Verifying Officer against each item in the remarks column of the security register to be kept in Form ZP-15. (2) Verification of Solvency. - In case where personal security is furnished, the solvency of the

security shall be verified before acceptance by the Chief Executive Officer or the Officer nominated by him for this purpose. He shall be responsible for verifying the continued solvency of the securities once in a year.

Part V – Advances, Loans and Management of Surplus Funds

51. Advances to Staff against Expenditure.

(1)The payment of advances to the President, Vice-President, Members and employees, for travelling or any expenditure shall not be made without prior sanction of the Chief Executive after due authorisation by the Zila Panchayat.(2)No advances shall be made to any person unless the earlier advances of the same nature, made, if any, has been fully recovered/adjusted.

52. Recovery of Advance.

- It will be the responsibility of the person who has taken any advance shall submit a statement of expenditure incurred for the purpose for which the advance was taken immediately after incurring such expenditure failing which the entire amount of advance should be deducted from the next salary or other sums payable to him.

53. Register of Loans and Advances.

(1)A separate register of advances and loans bearing interest, shall be kept in Form No. ZP-15. The account of advances/loan not bearing interest shall be kept in Form No. ZP-16.(2)The total amount of outstanding advances at any time must reconcile with consolidated account of the relevant loan/advance account in the General Ledger. Reconciliation of the General Ledger account with the advances register (s) should be done on monthly basis.

54. Management of Surplus Funds.

- All the surplus funds of the Zila Panchayat, not immediately required may be invested in such Government securities and in such manner as may be directed by the Government. The General Administration Committee shall be authorised to decide the extent and mode of deposits. The details of the investments made shall be kept in the Investment Register in Form No. ZP-17. The Chief Executive Officer shall be responsible for the safe custody of the securities, timely realisation of the income due from the investments and its encashment on maturity.

Part VI – Miscellaneous

55. Fines and Penalties.

- All the fines and penalties levied under the provisions of any law or in accordance with the directions of the Government shall, immediately on impositions be entered in the Register of Fines and Penalties in Form ZP-18. Similarly, recovery of the fines and waiver/write-off shall also be accounted for in the aforesaid register.

56. Register of Immovable Properties.

- Details of all the immovable properties whether acquired by the Zila Panchayat or transferred to it or vested in Zila Panchayat under any other law or provisions of the Act shall be recorded in the Register of Immovable Properties in Form ZP-19.

57. Vehicle Register.

- A separate vehicle register shall be maintained to keep record of all the expenditures incurred on petrol, oil lubricants and on Repairs and maintenance of each Vehicle belonging to Zila Panchayat.

58. Stores and Other Dead Stocks.

- The details of all the items of expendable and issuable nature and dead stock of non-consumable nature purchased or acquired for use of Zila Panchayat shall be recorded in the Stock Register in Form ZP-20A separate folio shall be assigned for each kind of article purchased or acquired by the Zila Panchayat. Separate Registers shall be maintained for the items of dead stock and consumable nature.

59. Purchase of Stores.

(1) Purchase of all the items of stores and dead stock, shall be made strictly in accordance with the rules made in this regard. (2) The payment for supplies shall not be made until the stores have been received and verified. The person authorised by the Chief Executive Officer shall record a certificate on the invoices or bills that the articles detailed therein have been received in good order and accounted for in the stock book. He should also certify that the quantity is correct, the quality is good, the rates paid are not in excess of the accepted or market rates and that suitable notes or payments have been recorded against in the indents and invoices to prevent double payment.

60. Custody.

- The employees of the Zila Panchayat entrusted with custody of stores shall be responsible for the safe custody of store. He should keep them in good and efficient condition protecting them from loss, damage and deterioration. When the stores have become useless or obsolete or rendered surplus and cannot be put to any profitable use the same should be written off under the orders of the competent authority as per the rules made in this regard.

61. Physical Verification.

- Physical verification of all the items of stores/dead stock shall be carried out on a periodic basis and atleast twice in a year by the General Administration Committee shortages/excess, if any detected on verification shall be, recorded in the register duly signed and dated by the verifying authority. The reasons for the shortages shall be investigated and brought to the notice of the Zila Panchayat for recovery/appropriate action.

Part VII – Monthly and Annual Accounts

62. Trial Balance.

- At the end of each month, a trial balance shall be prepared in Form No. ZP-21. The balances of all the accounts in the General Ledger and the closing cash and bank balance in the cash book should also be taken in the Trial Balance. The aggregate of debit balances and that of the credit balances must tally.

63. Monthly Statement of Receipts and Disbursements.

- At the end of each month, a statement shall be prepared in Form No. ZP-22 showing the receipts and payments by the Zila Panchayat during the month and the cumulative receipts and payments under each budget head upto the end of the month to which the statement relates. The monthly statement of receipts and disbursements shall be placed before the Zila Panchayat along with a report explaining the material variations, if any.

64. Annual Receipt and Payment.

- At the end of each year, the Trial Balance as on 31st of March shall be prepared in Form ZP-21 and a receipt and disbursement account shall be prepared in Form No. ZP-23.

65. Income and Expenditure Account.

- At the end of each year, an account of income and expenditure of the Zila Panchayat for the year shall be prepared in Form No. ZP-24. The income and expenditure account shall contain all the revenue receipts and expenditures but, the capital receipts and payments such as Grants, Loans, advances, deposits etc. shall not be included. However, the expenditure incurred on construction/acquisition of Assets shall be treated as revenue expenditure and included in the aforesaid account.

66. Balance Sheet.

- A Balance Sheet shall be prepared in Form No. ZP-25 showing the floating assets and liabilities of the Zila Panchayat as on 31st March each year.

67. Approval of Annual Accounts.

- The Chief Executive Officer of the Zila Panchayat or in his absence, such other person as may be authorised in this behalf by the General Administration Committee, shall prepare the annual accounts as prescribed in Rules 14, 65 and 66 and pledged before the General Administration Committee, for consideration and approval, by 30th day of May each year. The Annual Accounts shall be accompanied by Administration Report on the activities of the Zila Panchayat for the year. The Administration Report shall contain such information as may be prescribed in this regard.

68. Adoption of Annual Accounts and Annual Report.

- The Annual Accounts and the Administration Report, as approved by the General Administration Committee, shall be approved and adopted at the General Body meeting by the Zila Panchayat on or before 15th day of June each year.

69. Submission of Annual Accounts and the Report to the State Government.

- The annual accounts together with the administration report duly approved by the Zila Panchayat shall be sent to the Divisional Commissioner and the District Panchayat Officer on or before 30th day of June each year.

70. Repeal and Saving.

- All rules corresponding to these rules in force immediately before the commencement of these rules are hereby repealed :Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these Rules. Appendix[See Rule 3]List of Accounting Records and Statements

Form No.	Name of Form/Register	Rules
ZP-1	Receipt Book	9(1)
ZP-2	Stock register of Receipt Books	10(3)
ZP-3	Cash Book	11
ZP-4	Bank Register	21
ZP-5	Bank Reconciliation Statement	25(2)
ZP-6	General Ledger	27
ZP-7	Register of specific purpose grants	33(1)
ZP-8	Register of grants received and expended	34
ZP-9	Register of grants distributed	35
ZP-10	Register of (Annual) Rent, Rates and Taxes	38 (1)
ZP-11	Register of (Monthly) Rent, Rates and Taxes	38 (1)
ZP-12	Payment Vouchers	40

ZP-13	Salary Bill Register	45
ZP-14	Register of security obtained from employees	50 (1)
ZP-15	Register of interest bearing Loans and Advance	53 (1)
ZP-16	Register of non-interest bearing loans and Advance	53 (1)
ZP-17	Investment Register	55
ZP-18	Register of Fines and Penalties	55
ZP-19	Register of Immovable Properties	56
ZP-20	Stock Register	58
ZP-21	Monthly Trial Balance	62
ZP-22	Monthly Receipt and Disbursement Account	63
ZP-23	Annual Receipt and Payment Account	64
ZP-24	Income and Expenditure Account	65
ZP-25	Balance Sheet	66

Form No. ZP-1[See Rule 9 (1)]ReceiptZila Panchayat..... Receipt
 No.....Date..... Received from..... Son
 of/W/o..... Resident of.....a sum of Rs.....(in
 words.....only)Cashier/AccountantChief Executive Officer/Authorised
 SignatoryCounter FoilReceipt No.....Date..... Received
 from.....Son of/W/o..... Resident ofa sum of
 Rs.....(in words.....only)Through cash/Cheque/DD
 No.....Dated..... drawn on.....Bank
 towards.....Cashier/AccountantChief Executive Officer/Authorised
 SignatoryEntered on Cash Book Folio No.....Form No. ZP-2[See Rule 10 (3)]Stock Register of
 Receipt BooksZila Panchayat.....Page No.....

Date	Opening Balance				
Total No. of books	Money Receipt No. from	Money Receipt No. to	Total No. of Receipts	Date	
(1)	(2)	(3)	(4)	(5)	(6)
Receipt					
Name of Supplier of Money	No. of Books Printed/Purchased	Signature of Authorised Officer			
Money Receipt No. from	Total Receipt No. to	Total Money Receipt	Total No. of Books		
(7)	(8)	(9)	(10)	(11)	(12)

Issue

Date	To whom issued	No. of Books issued	Money Receipt No. From	Money Receipt No. to	Total No. of Receipts	Signature of Receiving Officer
(13)	(14)	(15)	(16)	(17)	(18)	(19)

Balance of Receipts Books	Signature of Authorised Officer	Remarks
No. of Books [Col. No. 2(+) (-) 15]	Money Receipt No. From	Money Receipt No. to
(20)	(21)	(22)
		Total Receipts
		(23)
		(24) (25)

Form No. ZP-3[See Rule 11]Cash BookZila Panchayat..... Page No.....

Date	Receipts						
Money Receipt Number	Particulars	Subsidiary Register Folio No.	General Ledger Folio No.	Cash	Bank	Adjustments	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Date	Payments						
Vouchers Number	Particulars	Subsidiary Register Folio No.	General Ledger Folio No.	Cash	Bank	Adjustments	
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Form No. ZP-4[See Rule 21]Bank RegisterName of the Bank.....Account No.....Page No.....

Date	Receipts						
Receipt Number	Particulars	Cheque/ DD No.	Drawn on (Name of Bank)	Date of deposit	Amount	Remarks	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Withdrawals
(Cheque Issued)

Date	Vr. No.	Particulars	Cheque No.	Signature of Authorised Persons	Amount	Balance with Bank	Remarks	
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

Form No. ZP-5[See Rule 25 (2)]Bank Reconciliation Statement As On.....Name of the Bank.....Account No.....Amount in Rs.....I (A) Balance as per General Ledger as onAdd : (B) Cheques issued but not presented for payment (as on the date of reconciliation)

S.No. Cheque No. To whom issued Amount

1

2

3

.....(+)

(C)Interest and other amount credited by the Bank but not accounted for in the Cash Book.

S.No. Particulars Date of Credit Amount

1

2

3

.....(+)

Total A+B+C

II. Less(D)Cheques/DD etc. deposited in Bank but not credited till 'the date of reconciliation

S.No. Date of deposit Particulars Amount

1

2

3

.....(-)

(E)Bank charges and other amount debited by Bank but not accounted for in the cash book,

S.No. Date of pass look entry Particulars Amount

1

2

3

.....(-)

(F)Balance as per Pass Book as on same day as in. (A)

Rs.....Accountant.....Authorised OfficialForm No. ZP-6[See Rule 27]General Ledger

Page.....

Name of the Account

Budget

Code.....

Budget

provision.....

Date Particulars Cash Book Folio Debit Rs. Credit Rs. Dr. Balance

Dr./Cr. Amount

(1) (2) (3) (4) (5) (6) (7) (8)

Form No. ZP-7[See Rule 33 (1)]Register of Specific Purpose GrantsZila Panchayat

.....Year..... Grants received from For Purpose.....(a)Total estimated cost of the Scheme Rs.....(b)Grant payable by the Government/other sources, towards the scheme Rs.....(c)Contributions payable by people towards the Scheme.....(i)Cash(ii)Material (Value)(iii)Labour (Value)(d)Zila Panchayat's share of expenditure Rs.....(e)Conditions, if any, attached to the grant.

Sanctioning authority No. and date of sanction of grant Date of receipt of Amount of grant received Amount of Contribution received from people

		grant			
Cash	Value of Material	No. and Date			
1	2	3	4	5	6 7
Amount	Total value of work done as per completion certificate			Initials of the authorised official	Remarks
8	9			10	11

Note. - 1. Column No. 9 to be filled in case of works only on their completion.

2. The value of labour donated can be worked out by deducting the total of columns 5, 6 and 8 from the total of column 9.

3. There will be one register for all grants but separate pages will be allotted for each grant.

4. The total grants received during a year, as shown in column No. 4 should be equal to the balance of that grants receipts account in the General Ledger. Similarly, the total expenditure incurred out of the grant as shown in column No. (8- 5+6) should agree with the balance of the expense account of the grants General Ledger Account.

Form No. ZP-8[See Rule 34]Register of Grant Received and Expenditure Incurred There Against

Name of Zila Panchayat..... For the year.....

Department.....

Serial No.	No. and date of sanction	Purpose of grants	Conditions if any, attached to the grant	Total grant received upto the previous month	
(1)	(2)	(3)	(4)	(5)	
Grant received during the month	Total grants (5 + 6)	Expenditure upto the end of the previous month	Expenditure during the month	Total expenditure incurred (8 + 9)	Balance (7-10)
(6)	(7)	(8)	(9)	(10)	(11)

Form No. ZP-9[See Rule 35]Register of Grants Received And Distributed

Name of Zila Panchayat: (1)

Department and Sanction Order No. : (2)

Purpose of Grants : (3)

Amount of grant received 1st instalment Rs.....

IIInd instalment Rs.

Total

S.No.	Name of Zila Panchayat	1st instalment				
Amount payable	Vr. No. & date	Amount paid	Balance payable	Initials		
(1)	(2)	(3)	(4)	(5)	(6)	(7)

IIInd instalment	IIIrd instalment					
Amount payable	Vr. No. & date	Amount paid	Balance payable	Initials	Amount payable	Vr. No. & date
(8)	(9)	(10)	(11)	(12)	(13)	(14)

IIIrd Instalment	IVth Instalment						
Amount paid	Balance payable	Initials	Amount payable	Vr. No. & date	Amount paid	Balance payable	Initials
(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)

Total amount payable during the year (3 + 8 + 13 + 18)	Total and during the year (5 + 10 + 15 + 20)	Balance payable (6 + 11 + 16 + 21)	Initials	Remarks
(23)	(24)	(25)	(26)	(27)

Note. - Separate pages to be allotted for grant-in-aid of different department. Form No. ZP-10[See Rule 38 (I)]Page No. Register of (Annual) Rent, Rates and Taxes

Name of Assesses : Address :

.....Tax/Rent/Rate

Date	Opening Balance	Levied during the year	Total		
	Year	Amount	Period	Amount	Recoverable
(1)	(2)	(3)	(4)	(5)	(6)

Recovery during the year	Balance Recoverable			
M.R. No. & dated	Amount	Tax	Fines	Total
(7)	(8)	(9)	(10)	(11)

Note. - 1. At the end of every year the account be balanced and the outstanding amount as on 31st March of the year should be brought forward as the opening balance for succeeding financial year.

2. The Penalties/Interest chargeable shall also be included in the Tax levied column.

Form No. ZP-11[See Rule 38 (I)]Register of (Monthly) Rent, Rates and Taxes

Name of Assesses : Address :.....

Year	Opening Balance	Levied during the month				
	Month	Amount	Month	Bill No.	Due Date	Due Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Surcharge	Total	Recovery	Balance overable the end of the Month	Signature	Remarks	
M.R. Amount No. & Date	Amount					
(8)	(9)	(10)	(11)	(12)	(13)	(14)

Note. - 1. At the end of every year, the account be balanced and the outstanding amount as on 31st March of the year should be brought forward as the opening balance for succeeding financial year.

2. The Penalties/Interest chargeable shall also be included in the Tax levied column.

Form No. ZP-12[See Rule 40]Payment VoucherZila Panchayat.....

1. Particulars of Payee.....

2. Bill No.....Dated.....Amount.....(Rs. in words.....)

3. Purpose of payment.....

Against Order No..... Dated.....SanctionRecommended bySanctioned for Rs.(Rs.
in words.....only)AccountantChief ExecutiveOfficer/Authorised OfficerPayment and
Acknowledgment

Voucher No.....CBF No.....Date.....

Dr.....

A/C
Rs.....

Cr.....

A/C
Rs.....

Mode of payments Cash/Cheque/DDNo.....Date.....drawn
on Bank for Rs.(Rs.in.....words..only).

Cashier

Accountant

Acknowledgment

Revenue Stamp

Form No. ZP-13[See Rule 45]Salary Bill RegisterZila Panchayat.....Page No.....

S.No. Name of the Employee CPF No. A/C Designation

(1) (2) (3) (4) (5)

Pay and
Allowances

Pay	DA/IR	HRA	CCA	Allowances	Allowances	Other Allowances	Gross Emoluments
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Deductions

Income Tax	HR	CPF	FPF	GIS	Festival Advance	Grain Advance	Cycle Advance
(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)

Deductions	Signature of Employee	Date of Payment	Cash Book Folio No.	
Scooter Advance	Building Advance	Other deductions	Total of deductions	Net Amount payable
(22)	(23)	(24)	(25)	(26)
				(27) (28) (29)

Certified that:

1. Attendance has been verified from the records and gross and net amount payable to the employees is admissible to them as per rules.

2. All Service Books have been fully written up-to-date.

3. Proper deduction have been made as per rules.

Sanctioned for payment:

Net Amount Rs..... (Rs. in words)
 Deduction Rs..... (Rs. in words.....)
 Gross Amount Rs..... (Rs. in words.....)

.....
 Prepared by Officer Verified by Accountant Chief Executive Officer
 Date.....

Form No. ZP-14[See Rule 50 (1)]Register of Security Obtained From EmployeesZila Panchayat.....

1. Name, Father's name, permanent address and present address .

2. Designation and date of appointment to the post.....

3. Amount of Security and Authority.....

4. Date of Security Bond.....

5. Date of vacation of office.....

Date	Deposits with panchayat	Particulars of security transferred give full details	Signature of person in whose custody security kept	Date of verification and signature of Secretary/Authorised Officer	
Source and mode of Deposit	Amount	Total Amount			
(1)	(2)	(3)	(4)	(5)	(6) (7)

Release/Refund of Security	Remarks				
Date	Reason for refund/release	Signature of officer sanctioning release/refund	Mode of refund	Acknowledgment of the employees receiving therefund	
(8)	(9)	(10)	(11)	(12)	(13)

Form No. ZP-15[See Rule 53 (I)]Register of Interest Bearing Loans and Advances
 Zila Panchayat..... Page No.....

(1) Advance/Loan/Amount of
 (2) Designation/Particulars Status (In case of Employees)
 (3) Permanent Status/Temporary/on Deputation
 (4) Rate of Interest

(5) Terms of repayment

(6) Security obtained, if any

Advances
Made

Advances

Date	purpose	Cash Book Folio No.	Amount	Date	Details of payment	Cash Book Folio No.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Recovered	Balance out-standing Principal	Interest (Due & Recovered)	No. of days	From	To
Amount (Rs.)	Period	Total			
Principal	Interest				
(8)	(9)	(10)	(11)	(12)	(13)

Interest (Due & Recovered)	Total out standings (11+17)	Signature of Authorised Officer	Remarks
Products	Amount of interest due	Recovery as shown in Col. No. 9	Balance Outstanding
(14)	(15)	(16)	(17)
			(18) (19) (20)

Form No. ZP-16[See Rule 53 (1)]Register of Non-Interest Bearing Loans & Advances

Zila Panchayat..... Page No.....

(1).....Advance/Loan/Amount of
(2) Designation/Particulars
Status (In case of Employees)
(3) Permanent Status/Temporary/on Deputation
(4) Terms of repayment
(5) Security

Advances Made

Date	Purpose	Cash Book Folio No.	Amount (Dr.)
(1)	(2)	(3)	(4)

Advances Recovered/Adjusted	Balance outstanding	Signature of Authorised Officer	Amount (Cr.)
Date	Particulars	Cash Book Folio No.	
(5)	(6)	(7)	(8) (9) (10)

Form No. ZP-17[See Rule 54]Investment RegisterZila Panchayat.....Page No.

S. No.	Particulars of Investment Made	Signature of Authorised Officer				
Date	C.B. Folio No.	Particulars of Investment	Distinctive No.	Amount Invested	Rate of interest details of Maturity	
(1)	(2)	(3)	(4)	(5)	(6)	(7) (8)

Income from Investments	Details of Disinvestment/ Encashment	Signature of Authorised Officer	Remarks				
Date	C.B. Folio No.	Amount received	Date	C.B. Folio No.	Amount realised	Remarks	
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16) (17)

Form No. ZP-18[See Rule 55]Register of Fines and PenaltiesZila Panchayat.....Page No.

S. No.	Name & Address of the Accused	Particulars of Fine	Date of imposition	Amount of fine	Details of Recovery	
M.R. No. & date	C.B. Folio No.	Amount				
(1)	(2)	(3)	(4)	(5)	(6)	(7) (8)

Detailed of waiver/writ off	Signature of Authorised person	Remarks	
Authority	Reasons	Amount waived/ write off	
(9)	(10)	(11)	(12) (13)

Form No. ZP-19[See Rule 56]Register of Immovable PropertyZila Panchayat.....

- 1 Serial No.
- 2 Name oh village or town in which property is situated
- 3 Description, situation and boundaries of the property
- 4 Settlement number or number in the Nazul Register in LandRecord Department (in case of land.)
- 5 Area in hectares
- 6 Valuation
- 7 Number and date of Government order transferring themanagement to the Panchayat
- 8 Description of the property held :
 - (1) Under direct acquiring :
 - (i) Date ofacquiring
 - (ii) No.and date of order authorising
 - (2) Received in donation :

(i) The name of the donor

(ii) The approximate value

(3) Purchased or constructed :

(i) Date of purchase or sanction of construction

(ii) Value of the property

9 Name of the tenant of lessee if any, and term of lease.

10 Date of termination of lease

11 Rent per annum

Method of final disposal of property with number and date

12 of Government order sanctioning sale, etc. name of purchase, if any, and amount for which sold.

Whether registration has been done, if yes, give registration number and date, etc.

13 Signature of the Chief Executive Officer

15 Remarks

Form ZP-20[See Rule 58] Stock Register Zila Panchayat.....Name of Article.....

Date Authority for purchase Receipts

Source from which received Voucher No. and date No. of Articles Identification Mark

(1) (2) (3) (4) (5) (6)

Rate per unit Cost including incidental charges Initials of Authorised officer Date How disposed of

(7) (8) (9) (10) (11)

Authority	No. of Articles	Amount realised and date of credit into the Panchayat Fund	Balance	Initials of Authorised Officer	Remarks
(12)	(13)	(14)	(15)	(16)	(17)

Note. - The donated or contributed material should also be shown in this register and in that case the name of the donor and the purpose should be shown in column (3). Form No. ZP-21[See Rule 62] Monthly Trial Balance Zila Panchayat..... Trial Balance as on...

S. No.	Ledger Folio	Name of Account	Balance on the last day of the preceding month	Transactions during the month	Cumulative Balance at the end of the month			
			Debit	Credit	Debit	Credit	Debit	Credit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Note. - (1) The balance of all the accounts (except Cash and Bank balances) for the period, for which the Trial Balance is prepared, shall be taken directly from the General Ledger. (2) The closing Cash and Bank balances to be shown in Column Nos. 4 and 8 shall be the balance in the Cash and Bank column of the Cash book respectively for the day for which the trial balance is prepared. The closing cash and bank balances of the proceeding month as shown in column No. 4 shall also be shown in

column No. 7. Form No. ZP-22[See Rule 63]Monthly Receipt and Disbursement Account
of..... Zila PanchayatFor the month of.....Receipts

Particulars	Upto the end of previous Month	During the month	Total receipts upto...	Budgeted receipts for the year	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
I.	INCOME				
	1				
	2				
	3				
	4				
	Total 'A'.....				
II.	LOANS & REPAYMENTS RECEIVED				
	1				
	2				
	3				
	4				
	Total'B'				
	Grand				
	Total.....				
	of receipt (A + B)				

Disbursement

Particulars	Upto the end of previous month	During the month	Total Payments upto....	Budgeted Provision for the year	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
I.	EXPENDITURE				
	1				
	2				
	3				
	4				
	Total A'				
II.	LOANS & ADVANCES & INVESTMENTS ¹ .				
	2				
	3				
	4				
	Total'B'				
	Grand Total.....				

of receipt (A + B)

Balance as on.....

Cash.....

Bank

Total.....

Accountant

Chief Executive
OfficerForm No. ZP-23[See Rule 64]Receipt and Payment AccountFor The Period 1st April..... To 31st
March.....Zila Panchayat.....

S. No.	Particulars of receipts	Amount	S. No.	Particulars of payment	Amount
(1)	(2)	(3)	(4)	(5)	(6)
	Opening balance of				
1	cash in hand as on 1st April		1.2.3.4.5.6.7.8.9.10.11.12.		
2	Opening Bank balance as on 1st April				
			Closingbalance of cash in hand as on 31stMarch		
			Closingbank balance as on 31stMarch		

Total

Total

AccountantChief Executive OfficerNote. - (1) The net amount of receipts and payments during the
year shall be taken directly from the General Ledger.(2)The grand totals of both the sides must
tally.

Form No. ZP-24[See Rule 65]Zila Panchayat.....Income & Expenditure Account for the
Period 1st April To 31st March

Previous Years Figure	Expenditure	Amount	Previous years Figure	Income	Amount
(1)	(2)	(3)	(4)	(5)	(6)
	To Salaries & Allowances			By property tax	
	To			By	
	To			By	
	To outstanding By expenses (specify each expenditure)			By Grant-in-aid (utilised)	
	To excess of income over expenditure transferred to BalanceSheet			By outstanding income (Specify each income)	
				By Deficit of income over	

expenditure transferred
to balance-sheet

Accountant Chief Executive Officer President Auditor

Notes. - (i) All the administrative, functional, and other expenditures accounted for in the Ledger under their respective accounting/budget heads shall be shown in the expenditure side. Similarly, all the income under various accounting heads shall be shown in the Income side. (ii) Capital Expenditures such as cost of dead stock, vehicles equipments, furniture and fixtures, buildings constructed or acquired etc. shall also be shown in the expenditure side under appropriate head included and shown under specific grants expenses account. (iii) The total expenses incurred during the year out of a particular grant will be shown in the expenses side, however only that portion of the grant which was actually utilised during the year shall be shown as income and the balance amount, calculated as under, being the unspent grant be transferred to the balance-sheet. Opening balance of grant as on 1st April (The unspent balance of previous years grant) Add : Grant received during the year Total Grant available during the year Less : Unspent balance as on 31st March (to be transferred to Balance Sheet), Grant utilised during the year to be shown Income side (iv) The following items of receipts and payments shall not be included in the Income and Expenditure Account :

1. Opening and closing balances of cash and bank accounts.

2. Fixed deposits and other investment made or encashed.

3. Loans and advances received or made.

4. Security and other deposits received or repaid or made by the Zila Panchayat.

5. Deductions made from the salaries such as GPF/CPF/GIS/ Income-Tax, Professional Tax etc. but not remitted to the appropriate authority.

(v) Outstanding Income shall be calculated by adding to the previous years arrears, the amount, rent, rates and taxes (including fines, receivable/ levied during the year and deducting therefrom the actual amount of rent, rates and taxes irrecoverable and therefore to be written off, if any during the year shall also be deducted from the aforesaid amount, to determine for Income receivable at the end of the year. No separate entries need be made in the cash book or ledger, separate working sheet for each head of Income shall be attached. (vi) All the expenses incurred during the year but the payment of which could not be made on 31st March, shall be computed after adjusting for the previous year outstanding expenses as under :- Opening balance as on 1st April, (The closing balance of previous year.), Less : Amount paid during the year out of above : Add : Bills received but not paid as on 31st March, as, in the case of outstanding Income, no accounting

entries need by made in the cash book or ledger for the outstanding expenses. Form No. ZP-25[See Rule 66]Zila PanchayatBalance-Sheet as At 31 St March

Previous years Figures (1)	Liabilities (2)	As at 31st March (3)	Previous years Figure (4)	Assets (5)	As 31st March (6)
	Zila Panchayats FundBalance as on 1st April			Cash and Bank Balance(a) Cash in hand	
(1) (2)		(3)	(4)	(5)	(6)
	(b) Balance with Banks				
	Add	(i) In saving Accounts			
(1)	Surplus of Income over Expenditure transferred form Incomeand Expenditure Account	(ii) In Fixed Deposit(iii) In Treasury Accounts(iv) InPost Office Accounts.....			
	Add	Investment (At cost loans)			
	(2) Outstanding Income	(i) To Employees(ii) To Gram Panchayats(iii) To JanpadPanchayat(iv) To other (Specify)			
	Less				
	(3) Outstanding Expenses....				
	Loans Repayable	Advances Receoverable			
	From State Government	(i) To Employees			
	From Janpad Panchayat	(a) For travelling			
	From other (specify)	(b) For Expenses			
		(ii) To Other			
	Security Deposits and Other Sum Repayable	Rent Rates and Taxes and Other Income Receivable			
	(i) Security Deposit from Employees	Rent			
	(ii) Security Deposit form other	Arrears as on 1st April			
	(iii) Earnest Money Deposit	Add : Due during the year			
	Deductions made form salaries but not remitted	Less : Received during the year outstanding as on 31st March			
	Provident fund				

Income-Tax

Professional Tax

.....(Specify)

Current Liabilities

(b) Rates

(a) Un-utilised balances of grants received

Arrears as on 1st April

(i)

Add : Due during the year

(ii)

Less : Received during the year.

(iii)

(b) Undistributed amount of janpad Panchayat share of Grant

Bill payable and other Outstanding Expenses :

Less : Waived/written off during the year

(A)

Outstanding as on 31st March.

(B)

(c) Taxes & Other Income

(C)

Arrears as on 1st April

(D) Outstanding interest on loans accrued and due

Add : Due during the year

Less : Waived/written off during the year

Outstanding as on 31st March.

Zila Panchayat fund balance at the beginning of the year

Add : (Less)

Deficit (Surplus) of income over expenditure for the year as per Income & Expenditure Account

.....AccountantChief Executive OfficerPresidentAuditor

Notes. - 1. All the balances in the Balance-sheet as on 31st March of the previous financial year shall be incorporated in the Ledger and brought down as opening balances for the current financial year. No balance shall be brought forward from the receipt and payment account or the Income and Expenditure Account.

2. Loans Repayable. - The balance principal amount of loan outstanding as on 31st March shall be shown with full details regarding the source and security given if any should also be disclosed separately for each such loan. The interest due but not paid shall be shown separately under bills payable and outstanding expenses.

3. Investments. - Aggregate amount of Zila Panchayats investments in Government securities, National Saving Certificates, Kisan Vikas Patra, Indira Vikas Patra etc. should be shown separately at cost under appropriate sub-head.

4. Loans & Advances. - The amount of loans and advances due from the employees of Zila Panchayat and from outsiders should be shown separately. Only the principal amount of loan outstanding should be shown here. The details of each loans (e.g., House building loan, vehicle loan etc.) and advances (e.g., Travelling Advance, Advance against expenditure etc.) should be attached to the balance-sheet.