



No. TEVTA /Fin/CB/2007/ 926

Dated: August 06, 2007

Circular

**Sub: MAINTAINENCE OF CASH BOOKS AT INSTITUTE LEVEL**

It has been observed during the audit of TSTP 2<sup>nd</sup> Batch that Institutes are not maintaining /updating the cash books of Non Salary and TSTP on daily basis. Due to such irregularity, cash books are not reconciled with bank accounts at the end of the month. It is therefore, directed that Assistant Manager Finance of each district shall hold a meeting with Institute's Accountants /Accounts Clerks on or before 5<sup>th</sup> of every month to check and verify the duly signed cash books of the concerned DDO(s) in respect of following Accounts:

- (1) Non Salary funds
- (2) Pupil funds
- (3) Self Finance
- (4) TSTP funds

Cases where such irregularities are found will immediately be reported to this wing. Non compliance of such irregularities will entails disciplinary action.

Khawaja Adnan Zahir  
General Manager ( F & A )  
TEVTA

C.C.

1. All General Managers, TEVTA Secretariat (4)
2. All Zonal Managers (Center), (North) and (South) (3)
3. All District Managers with the request to ensure the meeting and circulate the same to lower formation for compliance. (22)
4. All Assistant Managers (Finance) in the Punjab. (22)
5. PSO to Chairman, TEVTA (1)
6. PS to Secretary, TEVTA (1)

Mirza Umar Farooq Baig  
Manager Finance  
TEVTA