

FINANCE DEPARTMENT

FA/Inst./2015

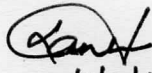
Date: 4.11.2015

CIRCULAR.3./2015-16

At present, the documents for making payments to the vendors are generated by the sections concerned and posted by the Accounts officer(Budget) or ERP consultant. However the other documents generated manually are being posted by the Accounts Officer of the respective sections.

Hereafter, after posting such documents, a copy of the print-out should be sent to FA&CAO on the same day in the evening for review. On review, if any errors/mistakes/shortcomings ~~are~~ observed & communicated by FA&CAO should be rectified on the next day itself by means of rectification entry and the fact of rectification should be intimated to the FA&CAO office noting the document No. It should also be ensured that such type of defects are not repeated in future. Also in all the entries made in the documents full details/narration to be provided in long text without fail.

The above instruction maybe followed scrupulously.


4/11/15
Financial Adviser and
Chief Accounts Officer

Copy to:

1. Sr.Dy.Chief Accounts Officer
 2. Dy.Chief Accounts Officer
 3. All Sr.Accounts Officers
 4. All Accounts Officers Gr-I&II
 5. PA to FA&CAO
- } for follow up
} for n.a.

By mail