

**DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE, NEW DELHI  
(ADMINISTRATION BRANCH)**

F.10(6)/DSW/2008/Estt./ 21558-21600

Dated:

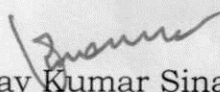
09 DEC 2015

Sub: **Authorization of Government Servant to handle money and payment of bills etc.**

Please find enclosed herewith a copy of Special Secretary (Finance) letter no. F. No.1(1)/14/Vig./Pr. A.O./Admn-I/2014/4414-4415 dated 06.11.2015 on the subject quoted above. In this letter it has been reiterated that handling of Govt. money is a sensitive and responsible work which should be carried out as per the provisions of receipt and payment rules to prevent any sort of mishandling of Govt. money. It has been noticed that in one instance the work was entrusted to an outsourced employee who attempted to draw fake claims which was timely noticed by the concerned PAO and his plan was aborted immediately.

Therefore, all HOOs/DDOs are directed to ensure that such work of handling the cash/money, raising of bills and liaison with the PAO and Account Office in connection with the receipt and payment are assigned to such person with length of service and proven trustworthy as per the provision of the Receipt and Payment Rules and Civil Accounts Manual. Any laps on this account shall be the sole responsibility of HOO/DDO concerned and stringent action will be taken against the defaulter as per rule.

Letter no. F. No.1(1)/14/Vig./Pr. A.O./Admn-I/2014/4414-4415, is enclosed for ready reference.

  
(Ajay Kumar Sinandi)  
Deputy Director (Admn-I)

Encl: As above

To

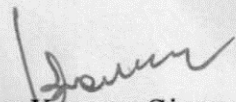
1. All HOOs/DDOs.

F.10(6)/DSW/2008/Estt./

Dated:

Copy for information to:-

1. PS to Secretary, Department of Social Welfare & WCD.
2. PS to Director, Department of Social Welfare.
3. PA to Addl. Director, Department of Social Welfare.
4. DD (Admn-II), Department of Social Welfare.
- ✓ 5. Sr. System Analyst for upload on the Departmental website.
6. Guard file.

  
(Ajay Kumar Sinandi)  
Deputy Director (Admn-I)

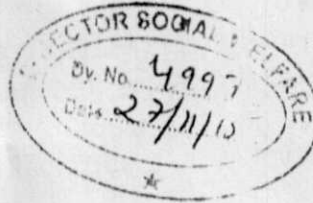
**PRINCIPAL ACCOUNTS OFFICE**  
**GOVT. OF NCT OF DELHI**  
**'A' BLOCK:VIKAS BHAWAN:NEW DELHI**

No.F.No.1(1)/14/Vig./Pr.A.O./Admn-I/2014/ 4414 - 4415

Dated: 27/11/15

To

All Head of Departments,  
New Delhi/Delhi



**Sub: Authorization of Government servant to handle money and payment of bills etc.**

Sir/Madam,

In terms of provisions as contained in Rule-18 of the Receipts and Payment Rules, 1983, the government revenue, dues and other moneys should be accepted/received by the Head of Offices. Further, in terms of provisions of Rule -28 of Rules ibid, Head of Offices are authorized to withdraw money from the government account on presentation of bill who could further authorize any Gazetted Officer serving under him to sign a bill or order on his behalf. Such Head of Office/Authorized Officer is responsible for seeing that payments are made to a person handle to receive it.

The handling of Government money is a very sensitive and responsible work, which should be carried out as per the provisions contained in Receipt and Payment Rules to prevent any sort of mishandling of Government money leading to pecuniary loss to the government exchequer. Accordingly, in Rule-13 of the R&P Rules and Chapter-2 of the Civil Accounts Manual, it has been provided that employment of peons to fetch or carry money should be discouraged and when it is absolutely necessary to employ one for this purpose, a man of some length of service and proved trust worthiness should only be selected.

Now most of the payments are although made through electronic mode i.e. ECS, NEFT, RTGS etc. and their receipts are also received through electronic mode only but still to ensure full proof security, employees of some length of service and proven trustworthy should only be allowed in the departments to handle the moneys, bills and liason with the Pay & Accounts Offices in connection with the receipts and payments matters as per the requirement of the above said provisions of the Receipt and Payment Rules and Civil Accounts Manual.

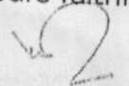
It has been noticed that in violation to the above said Receipt & Payments Rules and Civil Accounts Manual, one of the Head of Office had entrusted the job of preparation of bills, liaison with Pay & Accounts Offices for receipt and payment to an outsourced employee who attempted to draw the fake claims which was timely noticed by the concerned Pay and Accounts Officer and his plan was slumped immediately.





All Head of Department are, therefore, requested to advise all Head of Offices under their control to ensure the employment of a person with length of service and proven trustworthy to handle the cash/money, bills and liaison with the Pay and Accounts Office in the connection with receipt and payments as per requirement of the above said provisions of the Receipts and Payments Rules and Civil Accounts Manual. Any lapse on this account would be the personal responsibility of the Head of Office and stringent action would be taken against the defaulters.

Yours faithfully,



(S.P. Singh)

Special Secretary(Finance)

① F.NO1 (1)/14/Vig./Pr. AO/Admn-I/2014 / 4414 - 4415

Dated : 6/11/15

4 Copy to Pay & Accounts Officers (1-25 Pay & Accounts Offices), Govt. of NCT of Delhi.

(PARKASH CHAND)

DCA (Admn. /Tech.)

Ph.23370766