

Instructions for accounting authorities of the state

1. General:

- 1.1 Due dates are to be strictly adhered to by all accounts rendering units. However, timeliness should not be at the cost of accuracy and quality of accounts.
- 1.2 The all accounts rendering units should, carefully avoid incomplete classifications, omissions and miscellaneous mistakes.
- 1.3 All accounts rendering units should avoid rendering accounts in piece meal/installments.
- 1.4 Software problem preventing operation of correct heads in individual DTOs are to be immediately fixed.

2. The following Heads are to be operated only by AG

- 2.1 MH 1601
- 2.2 MH 3601
- 2.2.1 MH 0049-04-110 Interest realised on investment of cash balances. Only AG (A&E) is authorized to adjust State's share of Central Taxes Transferring the amounts to the relevant Heads of Account as per Sanction Orders received from the concerned Ministries and Clearance Memo from RBI, Nagpur. Neither treasuries nor DDOs are authorised to operate such receipt Heads of Accounts.
- 2.3 MH 8658-102- unclassified Suspense.

3. Corrections:

- 3.1 Utmost care should be taken to avoid manual corrections in the Main Accounts and Sub Accounts – the manual correction being made by all accounts rendering units in Sub Accounts necessitate provisional booking. In many cases, the affected heads of accounts are also not clearly indicated.
- 3.2 Neat computer copies of Main Account and Sub Account (without manual corrections) are to be forwarded every month on due dates.
- 3.3 Where manual corrections are inevitable, a statement indicating the amount corrected, the heads affected and voucher numbers

should be made available in all the relevant Sub-Accounts as well as Main Accounts.

- 3.4 No manual corrections should be made on the reconciliation statement.
- 3.5 To achieve accuracy in Accounts, Alteration Memorandum (AM) may be got proposed by the Treasury correcting all misclassifications under all Heads of Account before appending the certificate of reconciliation to the Departments. No AMs are to be proposed without approval from AG (A&E) after closure of accounts.
- 3.6 Persistent delay in submission of accounts by all accounts rendering units to be avoided.
- 3.7 Charged expenditure being booked under voted to be avoided.
- 3.8 Non receipt of Government Orders for new Heads opened.

4. Accounts not to be booked by Treasuries

- 4.1 The following accounts are dispensed with and the Treasuries are not to operate/book the same:
*PLI and Commission to the agents of Pay Roll Saving Scheme of PLI.

5. Classification:

- 5.1 Some heads are to be operated only under charged e.g: MH-2049, 2012, 2051 etc.
- 5.2 Heads of Accounts should not be operated by DTOs without budget provision.
- 5.3 Correct nomenclature should be noted for receipts and expenditure.
- 5.4 Incomplete classification on Voucher/Challans is to be avoided.
- 5.5 Classification must be in accordance with the Budget for that year read with the List of Major & Minor Heads. Some Sub Major Heads and Minor Heads are being operated without verifying the Budget.
- 5.6 Heads of Accounts to be operated by the Works/ Forest Department should not be operated by the Treasuries .e.g: MH8443-108-PWD Deposits.
- 5.7 Avoid misclassification of expenditure on Contingency Fund, Consolidated Fund and vice versa.
- 5.8 Avoid misclassification of Capital expenditure under revenue section and vice versa.

- 5.9 Avoid classifying interest on Loans under Principal.
- 5.10 Avoid classifying Centrally Sponsored schemes under State Plan Schemes.
- 5.11 Avoid misclassification of amounts of one Sub Detail Head of Accounts under other Sub Detailed Heads of Accounts.
- 5.12 Avoid misclassification of amounts of one Minor Head of account under another Minor Head and also under different Sub Heads subordinate of the same Major heads.
- 5.13 Avoid misclassifying the amounts pertaining to GPF and GIS under 8658-123 All India services Group Insurance.
- 5.14 Avoid misclassification of expenditure / receipt of one Head of Account under a CCO of another CCO affecting adversely the correctness of accounts.
- 5.15 Recoveries, if any, of establishment charges incurred from Contingency Fund are to be credited to the concerned service head instead of Contingency Fund. The reconciliation statement should cover such recoveries (from salaries paid from Contingency Fund) under Consolidated Fund.
- 5.16 The changed Code Numbers for computer advance is Minor Head 204 whereas the old number MH 800 is being operated by the DTOs for this purpose.
- 5.17 Lapsed balances under PD account as per GO Ms 43 are to be credited to respective receipt heads instead of loan heads.

6. Operation of new head:

- 6.1 Operation of any new Head must be supported with a copy of GO enclosed to the sub-account in order to enable this office to open that new Head in VLC.

7. Persistent Errors:

- 7.1 In contingency fund MH 8000 the classification should be as follows: 8000-00 Minor Head 00-000, wherever required Minor Head 201 to 716 may be operated to reflect the Service Major Head.

8. List of Payments/Cash Accounts:

- 8.1 Original copy of list of payments/cash account shall invariably be sent to AG and sending of duplicate copy of the List of Payments/cash account needs to be avoided.

- 8.2 Amounts shown in LOP/cash account should agree with Sub-Account figure.
- 8.3 The amounts shown in Sub-Accounts should agree with totals of Main Account.

9. Vouchers:

- 9.1 Submission of voucher bundles.
 - 9.1.1 A printed slip in bold letters should be affixed to the Sub Account invariably on each bundle specifying the Sub A/c Number, Name of the Treasuries, No. of Voucher, Month of A/c, Major Head, Revenue, Capital and Central Sponsoring Scheme etc.
 - 9.1.2 Each Bundle should be properly tied covering 4 sides.
- 9.2 Arrangements of vouchers in order
 - 9.2.1 Vouchers are to be arranged in chronological order as per the List of Payments.
- 9.3 Separate bundles
 - 9.3.1 Separate bundles should be sent in respect of AC/DC Bills, Nil Bills, Contingency Bills, GIA Bills in order to facilitate the data entry in respect of all such bills.
 - 9.3.2 The totals of all such vouchers, bundle-wise, are to be indicated to ensure the data entry of all vouchers category-wise.

10. DDO Code Numbers

- 10.1 DTOs should avoid noting different code numbers on the vouchers for the same DDO.
- 10.2 DDOs are advised to affix the stamped code numbers on each and every Bill and its enclosures.
- 10.3 AC Bills drawn for amounts not rounded to tens or hundreds.
 - 10.3.1 AC Bills are generally drawn for amounts rounded to the nearest ten of hundred rupees. In case the amounts drawn contain figures in units place, the reasons for the same are to be explained. e.g; AC bills for payment of electricity dues.
- 10.4 Prescribed form
 - 10.4.1 DC Bills, GIA, Contingent Bills etc. are to accepted by Treasury Offices only when they are submitted in the prescribed form.

11. Schedules:

- 11.1 Submission of schedule bundles

- 11.1.1 The GPF and state life insurance is being mentioned by state Government schedules thereof need not to be sent to AG office. However, a copy of madwar shall be forwarded to AG for record and reference.
- 11.2 Wanting schedules/ vouchers under loan heads.
- 11.2.1 Schedules and vouchers in respect of Loans must be sent to AG without fail in order to post them under the individual loan account.
- 11.2.2 Non-available of required details such as name of loanee, amount, installment number, balance, number of loan, DDO- code, GO number and date (in case of Institutional loans), results in missing/unposted credits/debits, putting loanees to great inconvenience.
- 11.2.3 The Schedules should contain all the above details, Omission, if any, are to be got rectified by the DDOs before sending the schedules to AG and the wanting details by AG are to be obtained from DDOs and supplied to AG.
- 11.2.4 The DDO has to ensure the writing of the correct GO number as well as correctness of classification before he/she signs on the challan. Similarly the Treasury Officer has to ensure the signature of the Drawing Officer before the Treasury Officer or his/her representative in the Bank permits the remittance.
- 11.2.5 Clubbing of Principal and Interest of HBA & MCA (Loans) should be avoided.

12. Wanting vouchers/Schedules/MRO's under inter-state settlement (Suspense Accounts).

- 12.1 Schedules/Vouchers/Military Receipts relating to inter-state settlement (Suspense) account must be rendered to A.G. in order to forward the same to the A.G. concerned

13. Classification Rules

a) Receipts

1. Group sub-head should not be operated. 2. If Head of Account terminates at Minor Head level, then Sub Head should be '00' and Sub Head description should be same as Minor Head description.
3. If Head of Account terminates at Sub Head level, then Detailed Head should be '000' and Detailed Head description should be same as Sub Head description.
4. If Head of Account terminates at Detailed Head level, then Sub-detailed Head should not be operated.

b) Expenditure

1. Group sub-head should be operated only for Capital Heads of Account.
2. Head of Account cannot terminate at Minor Head level or Sub Head level.
3. If Head of Account terminates at Detailed Head level, then Sub-detailed Head should not be operated.
4. Plan Head of Account is permitted only for Loans where Loans are received for Plan Schemes.

c) General Rules

1. Up to Minor Head level the Head of Account should be in confirmation with List of Major Heads and Minor Heads communicated by Controller General of Accounts.
2. Sub head code and its nomenclature should be same across Revenue, Capital and Loans heads for same scheme.
3. Only standard Detailed Heads and Sub-detailed Heads should be operated in expenditure heads as mentioned in Order
4. Recovery of over payments under Public Account should be shown as reduction of expenditure irrespective of financial year.
5. Recovery of receipts under Public Account should be shown as reduction of receipts irrespective of financial year.
6. For any other information on classification of any item of receipt or expenditure please refer to either general instructions in List of Major and Minor Heads or specific instructions under concerned Major Head.

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