

Manual- 5
Rules, regulations, instructions, manuals and records for discharging functions
[Section 4 (1) (b) (v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publication
1	Financial Rules & Regulations	<p>6.1 Expenditure & Payment of money 6.11 Expenditure from Grants & donations 6.12 Grants received from the Central & State Govt. shall be credited to the general account of the authority & utilized on the programme of the project as per the approved budget estimates.</p> <p>6.2 Standards of financial property 6.21 (i) to enforce financial order and economy at every steps (ii) to see that financial regulations and directions are observed by his own office & by subordinate offices. (iii) To exercise the same vigilance as a person of ordinary prudence would exercise in respect of expenditure of his own money. (iv) Not to exercise its power of sanctioning expenditure or to pass an order this will be directly or indirectly to his/her advantage. (v) The expenditure should not be prima-facy more than the occasion demands.</p> <p>6.22 The responsibilities & accountability of every authority delegated with financial powers to procure any items or service on authority account is total & indivisible.</p> <p>6.31 Money shall be drawn from the account of the authority in the bank by means of cheques. No other form of withdrawal of money shall be used.</p> <p>6.32 Cheque book shall under receipt be carefully examined by the drawing officer, who should count the number of page containing each page.</p> <p>6.33 Each Chequebook will be entered in the Register of chequebook & kept under lock & key in the personal custody of the drawing officer. Counterfoils of used chequebooks shall similarly be in his personal custody.</p> <p>6.34 Each drawing officer may draw cheques as per requirement to meet the following payments. a) Salary of officers & Staff, b) Medical & TA Claims of officers & Staffs, c) Office expenses, d) Expenses relating to various programmes,</p> <p>6.35 (i) All cheques payable to third parties, i.e. a person, firm, construction agency or other beneficiaries shall be crossed & account payee only.</p>	OPEPA financial Rules & Regulations 1996. (Chapter-VI)	