GOVERNMENT OF WEST BENGAL Office of the Director of Land Roords & Surveys And Jt. Land Reforms Commissioner, West Bengal 35, Gopal Nagar Road, Alipur, Kolkata-700027.

Memo No.23/5237-54/C/2001

Dated, Alipur, the 29th August, 2001.

From:

S. SURESH KUMAR. IAS Director of Land Records and Surveys And Joint Land Reforms Commissioner, West Bengal.

To

The District Land & Land Reforms Officer Haora/Hugli/Nadia/Murshidabad/Birbhum/ Malda/Dakshin Dinajpur/Uttar Dinajpur/Jalpaiguri/ Darjeeling/Coochbehar/North 24-Parganas/South 24-Parganas.

> Deposit of Government money. Sub:

Directorate memo no.23/4107-23/C/2001 Ref:

- Embedded Iron chests should have been installed in all the BL&LRO offices if not 1.0 done already.
- For any fund received from the RI office through the RI or the B.S. a DCR shall be 2.0 issued to the official stating the proper head including the entire 14 digit head of account without fail by the clerk receiving cash in the BL&LRO office.
- DCR Books shall be preserved safely and the BL&LRO shall issue the DCR books as 3.0 per a written requisition to the person entrusted with the duty of receiving the cash and depositing the cash with proper noting in the Register 94 (for DCR Books). The proforma for Register 94 is at Annexure A.
- The maximum amount to be retained in the BL&LRO office shall not exceed 4.0 Rs.50,000/- (Rupes fifty thousand)at any point of time. The amount available shall be deposited in the Treasury Bank Branch of the SBI from time to time through a

- challan under proper head of account as mentioned in the Dte. Memo no.389/3933-50/A/2001dated08.06.2001 by the clerk handling the cash in the BL&LRO office.
- 5.0 A challan form is enclosed at Annexure B which can be used for the deposit of the Government money.
- 6.0 The transmission of this fund to the Bank shall be done in the usual manner.

 Moreover, when pay is to be disbursed cash escort by armed police is mandatory.
- 7.0 It goes without saying that the person entrusted with this duty cannot be given any other normal jobs due to this exclusive responsibility.

S. SURESH KUMAR
Director of Land Records & Surveys
And Joint Land Reforms Commissioner,
West Bengal

ANNEXURE - A

(First 4 pages of Register 94) **STOCK**

Receipts including balance in hand at commencement of year			Issue .			Balance		
Date	Number	Serial No	Date	Number	Serial No	Date	Number	Serial No
-								

(Fifth & Sixth pages of Register 94) **INDEX**

Name	Serial No. of entries in the Issue part of the Register 94			
and the second s				

(Seventh & subsequent pages of Register 94) ISSUES

Scrial Number of book (each separately) To whom issued Signature Date of Issue Signature of person returning Signature of Issuing Authority Date of Deposit in Record Room Signature of Record Keeper	Serial Number of book (each separately)	Scrial Number of entry
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