

CircularNo.CMWSSB/Finance/Cash/Spl./2024

dated: 27.03.2024

CIRCULAR

Sub: CMWSSB – Fin (Cash) Dept – Challans received from All areas/Unit offices regarding various receipts such as Fines for Water & Sewer Lorry, Scrutiy /Processing Fees & License Fee for Sewer Lorry, etc- challans must be checked and signed by Accounts Officer- Instructions- Reg.

Challans are received from Area/unit offices for various receipts. Certain discipenses are found in this challan which delays the recording of those income. In this regard, it is instructed to follow the below henceforth:

1. All challans should be checked and signed by the Account Officer of respective area/unit Offices. No challans will be entertained in Head Office without the signature of respective accounts officer henceforth.
2. Income of different types should not be combined in a single challan. For example: Deposit amount and Scrutiny Fee should not be combined in a single challan.
3. Appropriate GL code for the income received should be filled in.
4. As much as possible, separate demand drafts should be obtained for separate types of income.
5. For challans where GST is involved, GST R1 number of the entry should be given and not GST R7 number to be provided.

The above instructions takes with immediate effect.

Sd/27.03.2024

FINANCE DIRECTOR


DCOE-V-

Copy To: T.O to M.D/T.A to Exe.Dir
Area Engineers 1to 15 Areas/Unit Office