

GOVERNMENT OF ASSAM  
FINANCE (BUDGET) DEPARTMENT

No.BW.58/92/Pt-IV/4

Dated Date the 25<sup>th</sup> February, 2014.

**OFFICE MEMORANDUM**

As per clause 5 of the O.M. issued vide No. BW.58/92/Pt-II/57, dtd. 19.11.2005 the DDOs are required to make the non-salary and non-wages payments through Bank Accounts of the payees or through any other bank instruments. It has been represented that at times certain amounts are required to be drawn in cash in cases like AC bill drawals, petty expenses and permanent advances etc. of the Offices.

The matter has been reviewed in the interest of public exigencies and the Governor of Assam is pleased to allow cash drawals in respect of the following cases.

1. Imprest amounts/ permanent advance.
2. Fund drawn in AC Bills provided the DDOs regularize the same by submitting DCC Bills within 21 days of the drawal.
3. Petty expenses, where any individual voucher being a part of the bill shall not exceed the amount of ₹ .3000/-.

Further, the DDOs may submit a certificate to the treasury that provision for safe custody of the cash drawn exists in his office and DDO shall remain wholly responsible for safe custody of the cash so drawn. The DDOs also must verify the cash balances at the end of every working day and record the same in the cash book.

This is issued in partial modification of the O.M. issued vide this Deptt's letter referred to above.

Yours faithfully,

Principal Secretary to the Govt. of Assam,  
Finance Department.

Memo No. BW.58/92/Pt.-IV/4-A

Dated Dispur the 25<sup>th</sup> February,2014.

Copy forwarded for information to :

1. The Chief Secretary, Assam, Dispur.
2. The Chairman, Assam Administrative Tribunal, Guwahati-1
3. All Additional Chief Secretaries, Assam, Dispur.
4. The Principal Secretaries, Assam, Dispur.
5. All Commissioner & Secretaries/ Secretaries to the Govt. of Assam, Dispur. '
6. All Commissioners of Divisions.
7. The Principal Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
8. The Principal Accountant General (Audit), Assam, Maidamgaon, Beltola, Guwahati-29.
9. All Heads of Departments.
10. All Deputy Commissioners/ Sub-Divisional Officers.
11. The Chief Electoral Officer, Assam, Dispur.
12. The Resident Commissioner, Govt. of Assam, Assam Bhawan, New Delhi.
13. The Trade Advisor, Assam House, Russel Street, Kolkata.
14. The Liaison Officer, Assam House, Shillong.
15. The Care Taker, Assam House. Mumbai.
16. The P.S to Chief Minister, Assam, Dispur
17. The Principal Secretaries of the Autonomous Councils.
18. The Secretary, State Election Commissioner, Housefed Complex, Dispur.
19. The Principal Secretary, Assam Legislative Assembly, Dispur.
20. The Commissioner & Secretary to the Governor of Assam, Dispur.
21. The Secretary, Assam Public Service Commission, Guwahati-5.
22. All Sr. F.As/ F.As/FAOs.
23. All Treasury Officers.

By orders etc.

Officer-on-Special Duty  
Finance (Budget) Department.