

**ROLE OF DDO IN STATE FINANCIAL
SYSTEM WITH SPECIAL REFERENCE TO
HIMACHAL PRADESH FINANCIAL RULES,
2009.**

By:

R.P. Sharma

Controller (Finance & Accounts) Rtd

&

Ex-CEO, HP Swasthya Bima Yojana society

Health & Family Welfare Department.

STATE FINANCIAL STRUCTURE

■ Exercising Authorities

- Governor
- Chief Minister
- Council of Ministers
- Administrative Department
- Head of Department
- Executive Officers:- Controlling Officer
- Head of Office
- Drawing & Disbursing Officer (DDO)



Himachal

Pradesh Financial Rules, 2009.

- No. Fin(C)A(3)5/2005 Shimla- 171002 dated 12th August, 2009.

HPFR Provides for:

- Interdepartmental consultations
- Departmental Regulations of Financial character
- Interpretation of any of the provisions
- Modifications
 - Subject to MOF instructions/orders
 - Any other authority – only with the express approval of the MOF

194. Repeal and Savings

- (1) The Himachal Pradesh Financial Rules, 1971, volume I and II issued vide notification number 15/4 (1971) R&EI, dated 10th May, 1971 and published in the Rajpatra, Himachal Pradesh dated 15th July, 1971 are hereby repealed.
- The Himachal Pradesh Budget Manual, 1971 is also hereby repealed.

194. Repeal and Savings

- (2) Notwithstanding such repeal, any form(s), instructions(s), notification(s), office order(s), circular(s), letter(s), office memoranda, delegation(s), clarification(s), codes(s), manual(s) or any other correspondence of any type issued or made under the rules so repealed, so far as they are not inconsistent with these rules,
- **shall remain in force until superseded under these rules:**

Administrative Department

- (3)“Administrative Department” means the Administrative Department of the
- Government of Himachal Pradesh;

(31)“Head of the Department”

means, -

- (a) an authority declared to be Head of the Department in relation to receipt and expenditure under any Head of Account;
- (b) Resident Commissioner, Pangri under the demand “Tribal Development”;
- (c) Deputy Commissioner, Kinnaur, Lahaul and Spiti, Chamba and Additional
- Deputy Commissioner, Kaza under the demand “Tribal Development”; and
- (d) any other authority as may be declared by the Finance Department from time to time;

Controlling Officer- HPFR 2009

- (20) “Controlling Officer” means Head of the Department or any other officer
- entrusted by a Department with the responsibility of controlling the incurring of
- expenditure and/ or the collection of revenue;

Head of Office- HPFR 2009

- (32)"Head of Office" means a Government servant designated as a Drawing and
- Disbursing Officer or any other Government servant declared to be the head of
- an office by a Competent Authority. Heads of the Departments shall be
- authorized to declare any officer subordinate to them to be the head of an office
- for the purpose of these rules;

DDO- HPFR 2009

- (24) "Drawing and Disbursing Officer" means:
- Head of the Department,
- Head of Office
- and also any other officer designated by Head of the Department, to draw bills and make payments on behalf of the State Government;

Role of DDO

- DDO plays a very important role in Financial Management in Government
 - Because every receipt and expenditure of Government is through DDO.
 - Budget estimates originates from DDO
 - Execution of every scheme completes when the expenditure is incurred.

HPFR 2009

- CHAPTER-2
 - GENERAL SYSTEM OF FINANCIAL MANAGEMENT
- CHAPTER-3
 - BUDGET FORMULATION AND IMPLEMENTATION
- CHAPTER-4
 - GOVERNMENT ACCOUNTS

HPFR 2009

- **CHAPTER-5**
 - **WORKS**
- **CHAPTER-6**
 - **PROCUREMENT OF GOODS AND SERVICES**
 - **CONTRACTING AND OUTSOURCING OF SERVICES**
 - **HIRING OF CONSULTANCY SERVICES**
- **CHAPTER-7**
 - **INVENTORY MANAGEMENT Rule 134.**

HPFR 2009

- **CHAPTER-8**
 - **CONTRACT MANAGEMENT**

- **CHAPTER-9**
 - **GRANTS-IN-AID, LOANS AND GOVERNMENT GUARANTEES**

CHAPTER-10


- MISCELLANEOUS SUBJECTS
- ESTABLISHMENT
- REFUND OF REVENUE
- COMPENSATION FOR ACCIDENTAL LOSS OF PROPERTY OF GOVERNMENT SERVANT
- SECURITY DEPOSITS
- DESTRUCTION OF RECORDS CONNECTED WITH
- ACCOUNTS

CHAPTER-2

- **GENERAL SYSTEM OF FINANCIAL MANAGEMENT**
- **Society Mode.** - The Administrative Department, taking into consideration the
- viability and in consultation with the Finance Department, may permit running of any
- or all the activities of a Department, as a Society to be registered under the relevant
- law:




Standards of financial propriety.

- (a) Every officer shall exercise the same vigilance in respect of expenditure incurred from public moneys, as a person of ordinary prudence would exercise in respect of expenditure of his own money;
- 



Standards of financial propriety.


- (b) the expenditure shall not be prima facie more than the occasion demands;
 - (c) no authorized officer shall exercise its powers of sanctioning expenditure, to pass an order which will be directly or indirectly to his own advantage;
- 

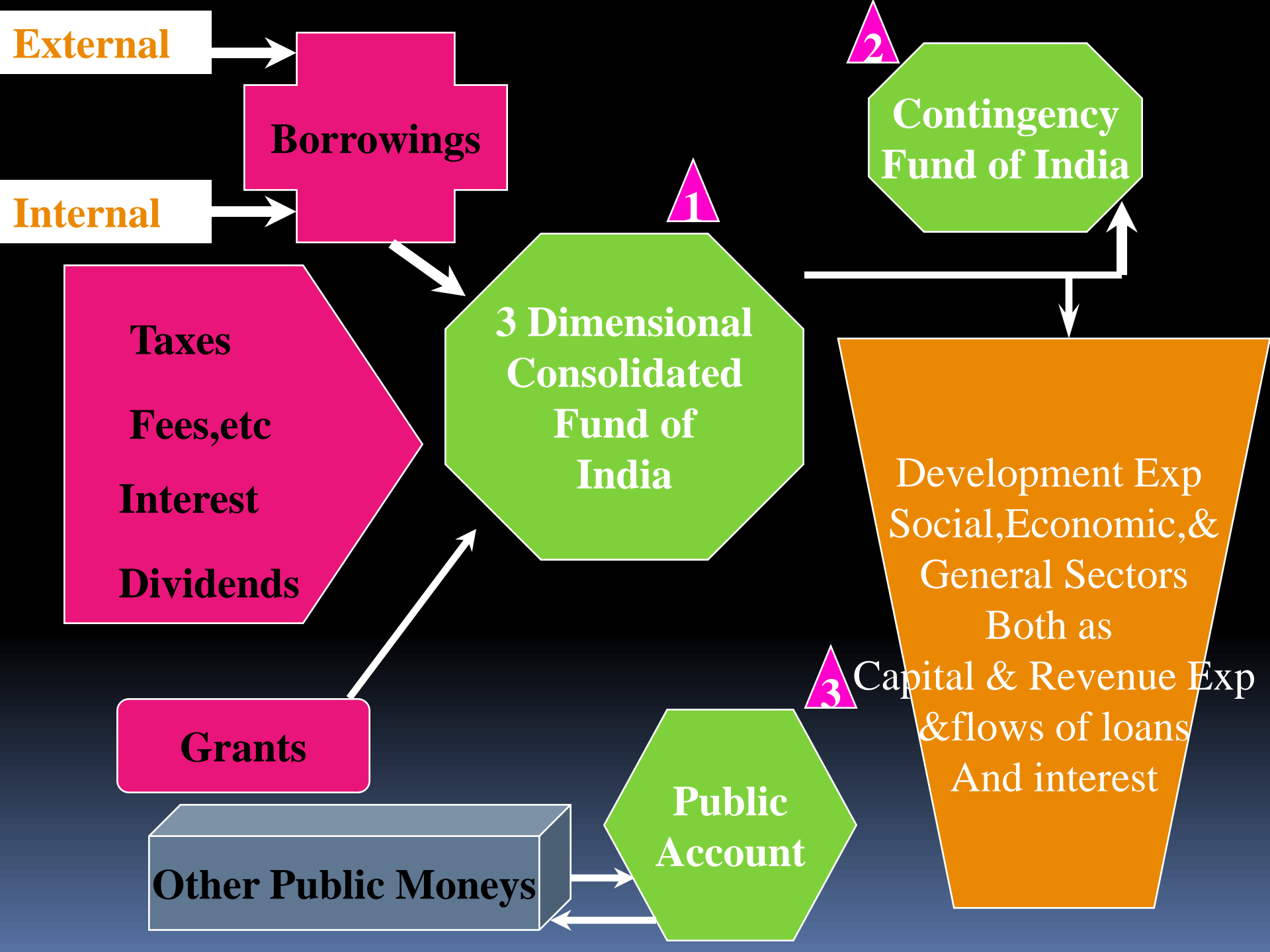
Standards of financial propriety.

- Expenditure from public moneys shall not be incurred for the benefit of a particular person or a section of the people, unless, -
- (i) a claim for the amount could be enforced in a Court of Law; or
- (ii) the expenditure is in pursuance of a recognized policy or custom; and



Standards of financial propriety.

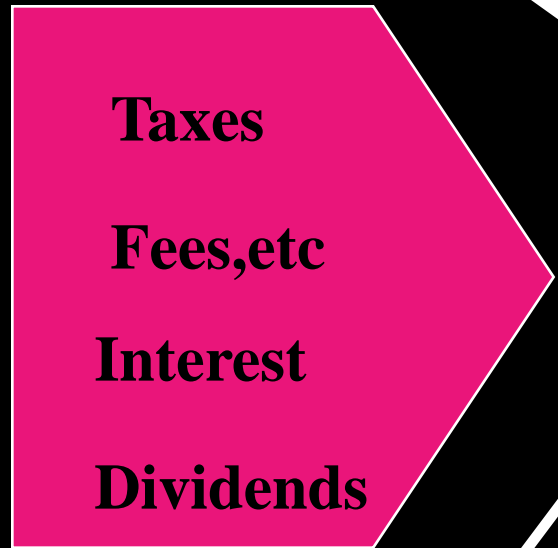
- the amount of allowances granted to meet expenditure of a particular type shall be so regulated that the allowances are not on the whole a source of profit to the recipients.
- 



External



Internal



2



1



3



Classification

Activity	Rev. Receipts	Rev. Exp.	Cap. Exp	Loans
Medical	0210	2210	4210	6210
Crop. Husbandry	0401	2401	4401	6401
Genl. Education	0202	2202	4202	6202

Budgeting/Accounting

- SOE-Standard Objects of Expenditure
 - 1. Salaries
 - 2. Wages
 - 3. Travel Expenses
 - 4. Liveries
 - 5. Office Expenses
 - 6. Medical Reimbursement
 - 7. Rent Rates & Taxes
 - 8. Publications
 - 9. Advertising & Publicity

Budgeting/Accounting

- 10. Hospitality & Entertainment
- 11. Furnishings
- 12. Professional & Special Services
- 13. Fixed Traveling Allowance
- 14. Emoluments
- 15. Secret Service Expenses
- 16. Other Charges
- 17. Maintenance
- 18. Interest

Budgeting/Accounting


- 19. Refunds
- 20. Write of Losses.
- 21. Sumptuary Allowance
- 22. Compensations
- 23. Motor Vehicles
- 24. Machinery & Equipment
- 25. Material Supplies & Stores
- 26. Minor Works
- 27. Major Works

Budgeting/Accounting

- 28. Pensions
- 29. Social Security Pensions
- 30. Scholarship/Stipends
- 31. Grants-in-Aid
- 32. Subsidy
- 33. Investments
- 34. Loans & Advances
- 35. Repayment of Borrowings
- 36. Suspense
- 37. Honorarium
- 38. Rewards.



System of Accounting

- Single Entry
 - Double Entry
- 

CHAPTER-4


- **Classification to be recorded in all the bills and challans by the Drawing and Disbursing Officers.**
- **Charged or Voted Expenditure**
- **Plan or Non-Plan Expenditure**
- **Capital or Revenue Expenditure**
- **Banking Arrangements**

CHAPTER-5

- **WORKS Rule 84**
 - **Original works and Repair works.**
 - **Powers to sanction works.**
 - **Execution of works**
 - **Procedure for execution of works.**
 - **Procedure for execution of works.**
 - **Review of Major Projects.**




Original works

- All new constructions, fittings and fixtures,
 - installations, substantial additions and alterations to existing works, special repairs to newly purchased or previously abandoned buildings or structures, including remodeling or replacement.
- 



Repair works.

- Repair works shall be the works undertaken to maintain buildings and fixtures and any other work of a routine nature.
- 

Procedure for execution of works


- No work shall be commenced or liability incurred relating thereto, until, -
- estimates containing the detailed specifications and quantities of various items have been prepared
- a properly detailed design has been sanctioned;

Procedure for execution of works

- Administrative approval has been obtained from the Competent Authority in each case;
- Expenditure sanction has been obtained from the Competent Authority;
- Funds to cover the charge during the Financial Year have been provided by the Competent Authority;




Procedure for execution of works

- Tenders have been invited and processed in accordance with rules; and
 - Work has been awarded.
- 



CHAPTER-6

PROCUREMENT OF GOODS AND SERVICES

- **Fundamental principles of public buying**
 - **Authorities competent to purchase goods**
 - **Powers for procurement of goods**
- 

HPFR 1971 Vol. I

- Chapter 15: STORES
- DEAD STOCK
 - Consumable & Non-Consumable
- OTHER STORES
 - Like PWD Stores

HPFR 2009

- CHAPTER – 6
- PROCUREMENT OF GOODS AND SERVICES

- CHAPTER – 7
- INVENTORY MANAGEMENT

Goods

- 28) “goods” means all articles,
- material, commodities,
- livestock,
- furniture, fixtures,
- raw material,
- spares, instruments, machinery, equipments,
- industrial plant and

Goods

- I.T. Hardware, Software **purchased or otherwise acquired for use of the Government.**
- It also includes **expendable or issuable articles in use or accumulated for specific purposes**
- but **excludes** books, publications and periodicals for a library;

Making buying decision

- **What are the most important requirements for making buying decision in Public buying.**




Making buying decision

- Requirement
- Budget
- Power of sanction
- Codal formalities



Fundamental principles of public buying

- **Efficiency,**
 - **Economy and**
 - **Accountability**
- 

Buy Back Offer.

Rule

- Department may decide;
- with the approval of the Competent Authority
- to replace existing old goods with new goods of better version from the contactor
- by adjusting the cost of existing old goods
- as per mutual agreement for which
- a clause shall be inserted in the tender documents in the prescribed manner.

Public buying

- Rate Contract.
- Registration of Suppliers.
- Enlistment of Indian Agents.
- Purchase of goods without quotation.
- Purchase of goods with quotations/bids/tenders etc.

Purchase of goods without quotation.

- Purchase of goods- value not exceeding Rs.3000/- (three thousand rupees) only on each occasion subject to a maximum of Rs.50,000 (fifty thousand rupees) in a Financial Year.
- Certificate:
- “I, _____, am personally satisfied that
- *the goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price.”*

Purchase of goods without quotation.

- Purchase of goods- value not exceeding Rs.3000/- (three thousand rupees) only on each occasion subject to a maximum of Rs.50,000 (fifty thousand rupees) in a Financial Year.
- Certificate:
- “I, _____, am personally satisfied that
- *the goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price.”*

Purchase of goods without quotation.

- Purchase of goods- value not exceeding Rs.3000/- (three thousand rupees) only on each occasion subject to a maximum of Rs.50,000 (fifty thousand rupees) in a Financial Year.
- Certificate:
- “I, _____, am personally satisfied that
- *the goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price.”*

Purchase of goods without quotation.

- The concerned procuring officer shall
- keep a record of goods purchased without inviting quotations and ;
- on each such occasion, shall work out the **cumulative total of such purchases** made during the **Financial Year**.

Above Rs. 3000/- and upto 100,000/-
by the Purchase Committee. -

- >3,000/- =Rs.1,00,000/- on each occasion may be made on the recommendations of a duly constituted **Local Purchase Committee** consisting of three members of an appropriate level as may be **decided by Head of the Department**

Above Rs. 3000/-and upto 100,000/-
by the Purchase Committee. -

- *"Certified that we, the following members of the purchase committee are **jointly and individually satisfied** that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question".*

Purchase of goods directly under rate contract

- from suppliers, decided by the
- Controller of Stores or approved Public Sector Enterprises, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase shall be in line with those specified in the rate
- contract.

Purchase of goods directly under rate contract


- The Procurement Entity shall make its own arrangement for inspection and testing of such goods where required.
- The Controller of Stores shall host the specifications, prices and other salient
- details of different rate contracted items, appropriately updated, on the web site for
- use by any Procuring Entity.

Avoiding of piecemeal purchases

- A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of the Competent Authority required with reference to the estimated value of the **total demand**.



Purchase of goods by obtaining bids.

- (a) Advertised Tender System;
 - (b) Limited Tender System; and
 - (c) Single Tender System.
- 

Advertised or Open Tender System.

- Method shall be used for procurement of goods of estimated value of Rs. 10 lacs (ten
- lacs rupees) and above or such limit as may be prescribed.
- Advertisement in such cases shall be given in the Official Gazette of Himachal Pradesh and at least in two leading daily news papers having wide circulation
- Technical bid and Financial bid

Limited Tender System

- Limited Tender System shall be adopted when estimated value of the goods to be procured is upto Rs. 10 lacs (ten lacs rupees) or such limit as may be prescribed.
- Preference shall be given to the supplier having depot or dumps within the territory of Himachal Pradesh.

Limited Tender System

- The number of firms in Limited Tender System shall not be less than three.
- Copies of the tender documents shall be sent directly by **speed post or registered post or courier or e-mail** to the firms dealing in required goods to obtain more responsive bids on competitive basis

Limited Tender System

- The number of firms in Limited Tender System shall not be less than three.
- Copies of the tender documents shall be sent directly by **speed post or registered post or courier or e-mail** to the firms dealing in required goods to obtain more responsive bids on competitive basis

Limited Tender System

- Purchase through Limited Tender System may also be adopted even where the:
- estimated value of the procurement is more than Rs. Ten Lacs if, -

Limited Tender System

- Purchase through Limited Tender System may also be adopted even where the:
- estimated value of the procurement is more than Rs. Ten Lacs if, -

Limited Tender System


- Purchase through Limited Tender System may also be adopted even where the:
- estimated value of the procurement is more than Rs. Ten Lacs if, -

Limited Tender System

- (a) the Head of the Department certifies that the demand is urgent and procuring of goods through limited tender system is justified in view of urgency, indicating therein reasons why the procurement could not be anticipated for resorting to advertisement tender system;




Limited Tender System

- (b) there are sufficient reasons to be recorded in writing by the Procurement Entity **that it shall not be in the public interest to procure the goods through advertised tender enquiry;** and
- 



Limited Tender System

- (c) the sources of supply are definitely known and possibility of fresh source (s) beyond those being resorted to, is remote.
- 

Single Tender System.

- Shall be adopted in case of articles of **proprietary nature, which are available from single source.**
- Articles of proprietary nature shall be purchased, after obtaining a certificate from the manufacturers or sole agents,
- *"to the effect that the rates quoted by them are identical to those approved by the DGS&D and / or Comptroller of Stores, Himachal Pradesh or the rates quoted by them are similar to those quoted in any other state in the country".*

Single Tender System.

- Single Tender System shall also be resorted to for additional purchase of goods from the original suppliers, which are intended either as part replacement of existing 38 goods, services or installations or the extension of existing goods, services or installations, where such additional purchase of equipments and services shall meet the requirements of Procurement Entity for utilizing the already existing equipments or services.

Single Tender System.


- Single Tender System shall also be resorted to for additional purchase of goods from the original suppliers, which are intended either as part replacement of existing goods, services or installations or the extension of existing goods, services or installations, where such additional purchase of equipments and services shall meet the requirements of Procurement Entity for utilizing the already existing equipments or services.

Single Tender System.

- A certificate in the following form shall be provided by the Procurement Entity before procuring the goods from a single source:
 - (a) The indented goods are manufactured by
 - M/s.....
 - (b) No other make or model is acceptable for the following reasons:
 -
 - (c) Approval of Competent Authority has been obtained vide
 -
 - (Signature with date and designation of the procuring officer)




Procurement Procedure- Pre Contract

- New Products/Items
 - Pre-qualification
 - Product Specifications
 - Tender Notice/Inquiry
 - Price
 - Registration
 - BIS License
- 



Maintenance Contract.

- Depending on the cost and nature of the goods to be purchased, the Procurement Entity may enter into maintenance contract (s) of suitable period either with the supplier of the goods or with any other firm.
- 

Earnest Money. –

- Two percent to five percent of the estimated value of goods to be procured
- In the case of advertised or limited tender system,
- Earnest Money shall be obtained from the tenderer (s), in the shape of Accounts Payees Bank Draft or duly pledged Fixed Deposit Receipts.

Forfeiture of Earnest Money

- (a) a modification or withdrawal of tender after the deadline for submission of tenders and during the validity period;
- (b) refusal by the tenderer to accept an arithmetical error or otherwise appearing on the face of tender;

Forfeiture of Earnest Money

- (c) failure on the part of the successful tenderer to sign the contract in accordance with the terms and conditions stipulated in the tender documents;
- (d) failure on the part of the successful tenderer to provide performance security under rule 107 for the execution of the contract; and

Forfeiture of Earnest Money

- (e) failure on the part of the successful tenderer to execute the contract as per terms and conditions stipulated in the tender documents.

Performance Security


- Performance Security shall be obtained from the successful contractor on the award of the contract **irrespective of his registration** status, which shall be for an amount between **five to ten percent** of the value of the contract.
- Such security shall be furnished in the form of an Account Payee Demand Draft or duly pledged Fixed Deposit Receipt or Bank Guarantee from a commercial bank, as the case may be, in an acceptable form with a view to safeguard the interest of Procuring Department.

Performance Security


- (2) Performance Security shall remain valid for a period of sixty days from the date of completion of contract including warranty and guarantee period to the best of satisfaction of Procuring Department.

Advance or On Account payment to supplier

- (1) Payment for services rendered or supplies made shall be released only after the services have been rendered or
- supplies made; Advance or On Account payments may be made in the following cases:
- (a) to the contractors executing maintenance contracts for servicing of machinery and electronic equipments; and



Advance or On Account payment to supplier

- (b) to the contractors executing fabrication contracts, or turn-key contracts.
- 

Advance or On Account payment to supplier

- Amount of Advance:
- (a) **thirty percent** of the contract value to the private contractors; and
- (b) **forty percent** of the contract value to a State or Central Government Organization or a Public Sector Undertaking;

Advance or On Account payment to supplier

- (3) Pro-rata on account payment upto 80% of the supplies made or service rendered may be made pending completion of contract, after assessing the same.
- Can be relaxed by Government.
- While making any advance payment, adequate **safeguards in the form of bank guarantee** shall be obtained from the contractor.

Advance or On Account payment to supplier

- (5) Part payment to contractors may be released after he dispatches the goods from his premises depending upon the terms and conditions of the contract.

Other

- **Transparency, fair competition and elimination of arbitrariness in the procurement process.**
- **Efficiency, Economy and Accountability in Procurement System.**
- **Buy Back Offer. -**




CHAPTER-6

- **CONTRACTING AND OUTSOURCING OF SERVICES**
 - **HIRING OF CONSULTANCY SERVICES**
- 



CONTRACTING AND OUTSOURCING OF SERVICES

- Preparation of Tender enquiry documents.
 - Identification of prospective contractors
 - Invitation of bids through advertised tender system
- 

HIRING OF CONSULTANCY SERVICES

- Engagement of Experts
- Preparation of Tender enquiry documents.
- Identification of consultant (s) through advertised tender system.
- Identification of consultant (s) through limited tender system.



CHAPTER-7

- **INVENTORY MANAGEMENT Rule 134.**
- 



CHAPTER-8

- **CONTRACT MANAGEMENT**
- 

HPFR Provides for:

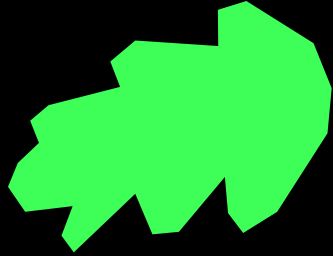
- CONTRACT MANAGEMENT
- All contracts shall be made by an authority empowered to do so.
- General principles for contract
- The terms of contract must be precise, definite and unambiguous with certain amount of liability.

HPFR Provides for

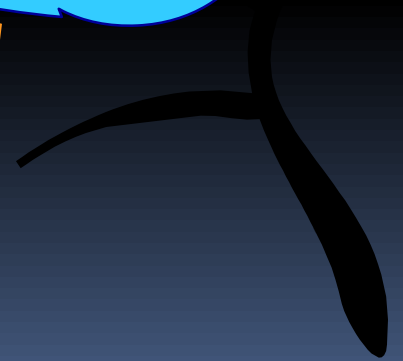
- Standard forms of contracts should be adopted. Any modification will be with the concurrence of Legal and Financial Adviser.
- No work should be commenced with the execution of the agreement.
- Cost plus contract should generally be avoided.
- Contract should include provision of all tax payments by the contractor.
- Departmental issue of material should be avoided.

Non-Financial Duties

- Punctuality, Discipline, Conduct
- • Devotion to Duty
- • Integrity
- • Impartially dealing of files and cases
- • Prompt disposal of files and Records
- Management
- • Time Management and
- • Office Management



THANKS




ISSUE OF SUPPLY ORDER

- Supply order must contain
 - Full nomenclature of stores and quantity (s)
 - Name of the authority who has to receive the supply
 - Place where the supply is required (F.O.R)
 - Mode of dispatch
 - Payment criteria
 - Inspection Clause.




Procurement Procedure- Pre Contract- Inspection

- Inspection (Pre Dispatch)
 - Performance/Monitoring
 - Dispatch details
 - Receipt details
- 




Inspection

- At Factory before dispatch
 - At Ex-Godown
-
- Payment schedule.
- 



Procurement Procedure- Pre Contract- Payments


- Bill Submission
 - Processing
 - Payments
 - Debit Adjustments
 - Status
 - Complaints
- 

Communication of financial sanctions

- All financial sanctions shall be communicated to the Audit/Accounts
- All financial sanctions must be issued by the competent authority as per delegations.
- All expenditure sanctions for a definite/specific amount should express the amount sanctioned both in words and figures.



Communication of financial sanctions

- All financial sanctions and orders involving payments should be signed in ink and should not be conveyed over cyclostyled signatures.
 - Sanctions to be self contained and inclusive of a reference to the powers under which they are accorded.
- 

Stores Accounting


- Maintenance of Store
- Accounting-Stock Registers should be maintained as required.
- Physical Verification is required at least once in a year.
- Surplus/obsolete/unserviceable
- Condemnation
- Disposal
- Write off.

INVENTORY MANAGEMENT


- Receipt of goods from private suppliers
- Receipt and issue of goods from internal divisions of the Department
- Safe custody of goods
- Lists and Accounts.
- Hiring out of Fixed Assets.

Receipt of goods from private suppliers

- shall follow the terms and conditions of the contract at the time of receiving goods
- goods shall be counted, measured or weighed and inspected with a view to ascertain the quality, quantities and specifications.
- thereafter be entered in the stock register.



Receipt and issue of goods from internal divisions of the Department

- place an indent
 - Proper entries
- 



Safe custody of goods.

- shall take special care for the safe custody of combustible and explosive goods
- 

CONDEMNATION & DISPOSAL


Criteria for condemnation:

The equipment has become:

- 1. Non-functional & beyond economical repair**
- 2. Non-functional & obsolete**
- 3. Functional, but obsolete**
- 4. Functional, but hazardous**
- 5. Functional, but no longer required**

INVENTORY MANAGEMENT

- **Receipt of goods from private suppliers**
 - counted, measured or weighed and inspected
 - entered in the stock register
- **Receipt and issue of goods from internal divisions of the Department**


- 
- **Safe custody of goods.**
 -
 - **Lists and Accounts**
 - **Hiring out of Fixed Assets.**

Physical Verification.

- Physical Verification shall always be conducted in the presence of the officer (s), responsible for the custody of the inventory.
- Discrepancies, including shortages, damages and dead stock items, unserviceable Goods should be pointed out
- A certificate of verification is required




Buffer Stock

- Every Department shall maintain an optimum level of buffer stock as per their day to day requirements so that there are neither excessive nor inadequate goods being stocked.
- 



Handing over of charge of goods.

- In case of transfer of official-in-charge of the goods, the relieved official as well as the relieving official shall ensure that the goods are correctly handed over and taken over
- 



CONDEMNATION & DISPOSAL

- Difference between “dispose off” and “Write Off”





Disposal of Goods.

- Shall record the detailed reasons in writing.
- may constitute a committee at appropriate level for such declaration
- shall prepare a report of goods to be disposed off on the prescribed Proforma; and

Disposal of Goods.

- before disposing off the goods, he shall cause to work out the book value, guiding price and reserved price of the goods to be disposed off:
- Provided that where the book value, guiding price and reserved price **cannot be worked out**, the original price of the goods shall be deemed to be the book value, guiding price and reserved price.

- 
- In case goods are declared surplus in a Department, the same may be transferred to another Department of the Government, at book value, for utilization.


- 
- In case goods become unserviceable due to negligence, fraud or mischief on the part of the Government servant, responsibility for the same shall be fixed.

Disposal of Goods.

- **Modes of Disposal. –**
- (a) obtaining bids through advertised tender;
or
- (b) public auction; or
- (c) any other mode.

Disposal through Advertised Tender

- (a) preparation of tender documents;
- (b) invitation of tender for the surplus, obsolete or unserviceable goods to be sold;
- (c) opening of bids;
- (d) analysis and evaluation of bids received;
- (e) selection of highest responsive bidder;

- 
- (f) collection of sale value from the selected bidder;
 - (g) issue of sale release order to the selected bidder;
 - (h) release of sold goods to the selected bidder; and
 - (i) return of bid security to the unsuccessful bidders.

Disposal through Auction.

- shall ensure transparency, competition, fairness and elimination of discretion.
- location, terms and conditions of the sale shall be widely
- circulated.

Disposal by other modes

- unable to dispose off in spite of its attempts through advertised tender or auction,
- **it may dispose off the same at its scrap value with the approval of the**
- **Government**

Disposal by other modes

- Expired medicines, food grain, ammunition, which are surplus or obsolete or unserviceable and are hazardous or unfit for human consumption, **shall be disposed off or destroyed immediately by adopting suitable mode** so as to avoid any health hazard or environmental pollution and also the possibility of misuse of such goods.

write off

- All profits and losses due to revaluation of stock taking or other causes shall be duly recorded and adjusted.
- Sanction of the Competent Authority shall be obtained

Financial Management-

- **Cash Book**
- **1. Bound/ Machine numbered pages & Certificate**
- **2. Regular closing & correct checks of totals**
- **3. Verification cash Balance & recording of Certificate at the end of Month**
- **4. Comparison of Challans & Entries in Cash Book with regards to Payment with Treasury**
- **5. No erasing/ No overwriting in cash Book**
- **6. Deposit of all receipts into Treasury on same day**
- **7. Safe custody of cash Book**

Financial Management-

- Maintenance of Various Registers
 - Pay Bills Register
 - Acquaintance Rolls
 - Bill Control Register
 - Bills Transit Register
 - T.A. Check Register.
 - Contingent Charges Register
 - Water/Electric Charges Register.

Financial Management-

- Rent Control Register
- Service Postage Stamp Register
- Telephone Bills Register
- Rent Control Register
- Stock Registers
- Increment Register
- Loans & Advances Register
- Medical Reimbursement Charges Register

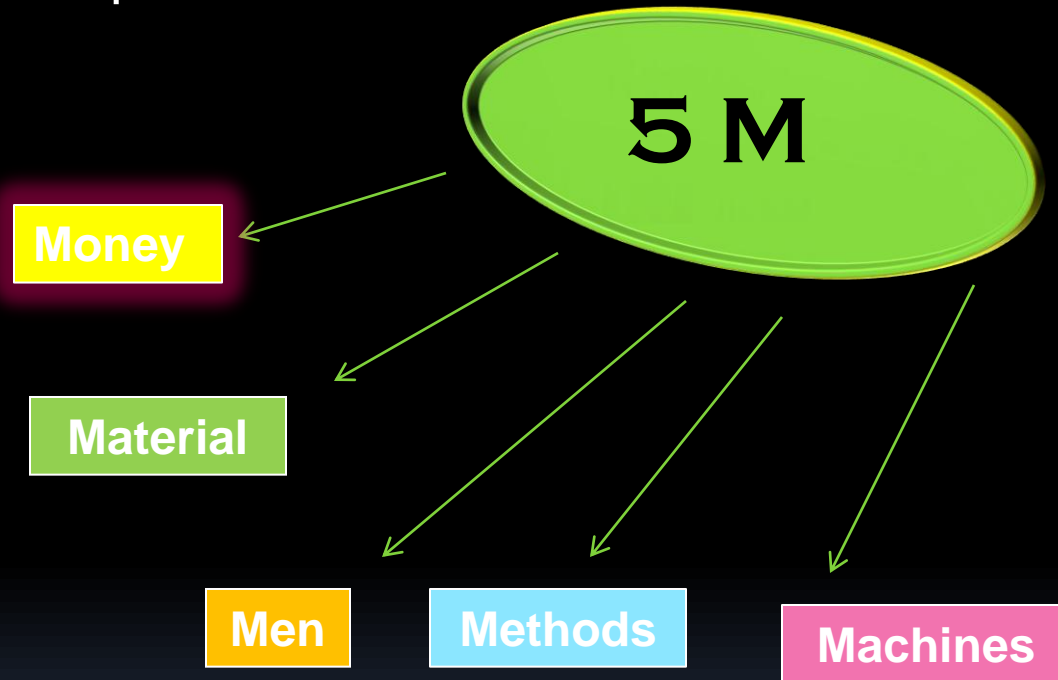


Financial Management-

- Monthly Expenditure Register
 - Budget Control Register
 - Register of members of Group Insurance Scheme.
- 

Introduction

- We need to assemble five 'M'
- Money is most vital which also affect the arrangement other 4 'M'.



This learning object will emphasize the importance and management of money which also known as finance.