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Government of India
Ministry of Works & Housing
(Nirman Aur Awas Mantralaya)

New Delhi, the 23rd November, 76

N O T I F I C A T I O N

G.S.R. No. 31 .....

In exercise of the powers conferred by sub-section (1) of section 26, read with clause (e) of sub-section (2) of that section and sub-section (1) of section 20 of the Delhi Urban Art Commission Act, 1973 (1 of 1974), the Central Government hereby makes the following rules, namely:-

1. Short title and commencement: (1) These rules maybe called the Delhi Urban Art Commission (Accounts) Rules, 1976.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Definitions: In these rules, unless the context otherwise requires:-

(a) 'Act' means the Delhi Urban Art Commission Act, 1973 (1 of 1974);

(b) 'Commission' means the Delhi Urban Art Commission established under section 3 of the Act;

(c) 'Form' means a form appended to these rules;

(d) 'year' means the financial year commencing onthe 1st of April and ending on the 31st day of March following.

3. Maintenance of Cash Book: (1) The Commission shall cause to be maintained a Cash Book in Form I and the same shall be closed daily.

(2) An officer nominated by the Commission for that purpose shall be responsible for the proper upkeep and maintenance of the Cash Book.

(3) The Cash Book shall be checked every day by an officer nominated by the Commission for that purpose, who shall record his signature with date in the Cash Book in token of the check made by him.

(4) All receipts of the Commission shall be duly acknowledged in machine-numbered forms approved by the Commission and duly signed by the officer authorised in that behalf.

....2/-

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(5) All cheques received by the Commission shall be sent promptly to the bank for collection with a paying in slip particulars of which shall be duly noted in column (5) of the Cash Book.

(6) The closing balance in the bank account shall be reconciled periodically in the month, and also at the end of each month and statement of reconciliation recorded in the Cash Book under the signature of the officer responsible for the maintenance of the Cash Book.

(7) All payments by the Commission shall be supported by payment vouchers drawn in a form approved by the Commission, duly supported by legal quittances and the vouchers shall be numbered serially for each year and kept in safe custody.

4. Maintenance of Bill Register: (1) The Commission shall cause to be maintained a Bill Register in form II to watch the disbursement under each head of account separately.

(2) Money paid as travelling allowance or daily allowance advance on contingent expense advance or such other advance shall, however, first be entered in the Register of Advances caused to be maintained for the purpose by the Commission and only after the advance is adjusted and while making payment that the entries shall be made in the Bill Register indicating the amount paid; and the fact of adjustment of advance shall be noted in the Register of Advances.

5. Certification of Books of Account: Before a new book of account is used, the officer authorised by the Commission in this behalf shall have the pages serially numbered and such officer record a certificate to this effect on the first page.

6. Maintenance of other registers and records: The Commission shall also cause to be maintained the following registers and books namely:-

i) Register of Advances;
ii) Register of Increments;
iii) Register of Pay Fixation and Pay Arrears;
iv) Travelling Allowance Register;
v) Register of Medical Reimbursements;
vi) Register of Furniture and Equipments;
vii) Log book for Staff Car;
viii) Any other register that is kept in the offices of the Central Government in relation to accounts and is considered necessary by the Commission.

...3/-

Form I
(See rule 3 (1))
CASH BOOK

Cash Book of the Delhi Urban Art Commission for the month of _____ 19 _____

Receipt side								Payment side							
Date of receipt	No. of voucher or receipt	From whom received	Amount Cash	Bank	Total	Classification of receipts	Date of payment	No. of voucher	To whom paid etc.	Payments Cash	Bank No. of cheque with No. of cheque book	Amount total	Classification of charges		Signature of checking officer with date
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Form II
(See rule 4(1))
Bill Register

Bill No. and date	Particulars of the Bill	Net Amount of the bill	Date initial of officer passing Bill	Amount passed	No. and date of cheque	Date of entry in Cash Book	Initials of officer in-charge of Cash	Date of Disburse-ment of amount	REMARK
1	2	3	4	5	6	7	8	9	10

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Sd/-
(V.V. RAMANATHAN)
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To

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(Along with Hindi Version).