



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

F-41-1/2011/NIOS/Admn./Pers. /52

Dated: 18th March, 2016

OFFICE ORDER-106/2016

Subject: Allotment of duties to staff, maintenance of Cash Book and work relating to admission and examination.

During the course of visit by Officers from Headquarters to the Regional Centres, instances have come to notice that some of the Regional Centres are not following the office procedure, in terms of the maintenance of cash book and work related to admission and examination.

Allotment of Duties

It has also been noticed that no Office Order has been issued with regard to the Duties assigned to the staff, resulting in delay in the execution of different facets of official work and also causing inconvenience to learners. In order to build a mechanism to ensure that there is efficiency and transparency in the office working, it is desired that the office order with regard to the allotment of duties to the staff be issued so as to fix responsibility on the erring staff for non-compliance of the office procedure. Also, it has to be ensured that the work related to the maintenance of cash book and admission and examination has to be allotted to regular staff only.

The staff be directed to submit the files through proper channel (i.e. through the Supervisory officers –Superintendent/Section Officer/Assistant Director) as the case may be, and then to the Regional Director for taking appropriate action on the issues.

Maintenance of Cash Book

During the visit of internal audit team deputed by NIOS Headquarters to the Regional Centres, it has been noticed that some of the Regional Centres are not maintaining Manual Cash-Book, which is one of the prime documents as per the accounting procedure in addition to Tally Ledger.

The specific guidelines on the issue have been brought out in detail under Chapter 8 of 'Internal Audit Manual of NIOS' made available to all the Regional Centres for compliance. It is once again reiterated that the following instructions for maintenance of Cash-Book are followed in letter and spirit and it has to be ensured that no deviation is allowed under any circumstances:

- (1) Opening Balance of Cash and bank has to be correctly brought out in the cash book and bank book in each account.
- (2) All entries pertaining to receipt have to be duly supported by carbon copies of the receipts issued as well as bank statement issued against online receipts.
- (3) All payments have to properly support by relevant document.
- (4) All transactions have to be recorded in Cash book and bank book on the same day.
- (5) Non recording of any transaction has to be brought to the notice of Competent Officer.
- (6) Cash book and Bank book have to be closed every day and closing balance has to be verified at least once in a month by the Competent Officer with initials.
- (7) Entries once recorded in Cash book and Bank book are not to be altered or erased. In case of such instance, it has to be attested by the Competent Officer.
- (8) Undue large cash balance should not be kept and it has to ensured that daily cash balance maintained is not in-excess of the prescribed norms.
- (9) Private cash is not to be mixed with regular office cash balance.
- (10) Bank reconciliation /statement has to be prepared regularly and accounting action including action on stale cheques has to be taken for write back or treated as income on whether the cheque became stale within the same financial year or in the next financial year. Stale cheques should not be revalidated under any circumstances. In such cases, only fresh cheque should be issued after taking all precautions, obtaining undertaking on indemnity bond. After expiry of validity of cheque, the amount be taken back in the receipt side of cash book.
- (11) A system should be in place for surprise cheque of physical cash by an official other than the officer of Accounts Section and submit a report about the result of physical verification as recorded in the cash book with signatures and amount found by him.

Uniformity in Letter Head and Note-sheets

Instructions have been issued to all Regional Directors vide letter no. F-47-95/2015/NIOS/Admn/Printing/1748 dated 15.09.2015 (copy enclosed) that all Regional Centres should maintain uniform colour scheme of the letter head for official purposes. This is in view of the fact that NIOS has been awarded ISO certification. Format of the letter head and also the note-sheet to be used have already been forwarded to the Regional Centres.



Allotment of File Number

Instructions have been issued to all Heads of the Departments and Regional Directors vide Office Order no. 84/2016 dated 9th March, 2016 with regard to the observance of proper file numbering to maintain uniformity in the opening and maintenance of file numbers allotted to different departments and Regional Centres.

Training of Staff in Administration and Financial Matters

Training is one of the important areas, which has to be given due care. In order to ensure that the staff is updated with regard to the office procedure and rules and regulations, local experts well versed in Central Government rules and regulations be invited to give lectures so that the officials get acquainted with the latest rules and regulations issued by the Government of India from time to time on different subject and their performance is enhanced.

Maintenance of Guard file

All policy letters related to admission, academic, examination, administration and finance needs to be maintained by all Regional Directors in a proper guard file. The above instructions need to be followed strictly. The Headquarter Audit Team and Senior officials from Headquarter will verify whether the above instructions are being followed in letter and spirit.


(C. Dharuman)
Secretary

All Regional Directors, Regional Centres, NIOS

Copy to:

1. All Heads of the Departments, NIOS
2. Assistant Director, CMO for kind information of the Chairman, NIOS.
3. Joint Director(Admn.), NIOS
4. Account Officer (Accounts), NIOS
5. SAP for upload on NIOS website.
6. Guard file

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FOR ORDER

106/2016
dt 18/03/16



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F-47-95/2015/NIOS/Admn./Printing/1478
Dated : 15.09.2015

To,

All Regional Directors
NIOS Regional Centres

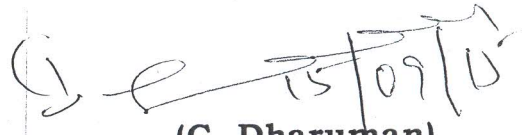
Dear Sir/Madam,

As you are aware that NIOS has been awarded ISO Certification in November, 2014. It has been decided that all RCs of NIOS should maintain colour scheme of the letter head to be used for official purposes in order to maintain uniformity. Format of the letter head, duly approved to be printed by all RCs, was mailed to all RCs on 30th March, 2015. You are, therefore, requested to print the same at your level for future correspondence. Complete design/ matter in PDF and Open file has already been sent to you for ready reference.

It has been noticed that some of the RCs are still continuing to use old and different format, which should be dispensed with immediately. A printed page of the letter-head and note-sheet are enclosed for kind reference

It is requested to use the enclosed design /matter and print letter heads for your region for future correspondence.

Yours sincerely,


(C. Dharuman)
Secretary