



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान  
NATIONAL INSTITUTE OF OPEN SCHOOLING

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(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)

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Dated: 18<sup>th</sup> 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:

