

No. ACB/Vigilance/ G-04 /2004/1066,
Directorate of Vigilance,
Government of Goa,
Serra Building, Near A.I.R.,
Altinho, Panaji-Goa.

Dated :- 22/03 /2004

CIRCULAR

Sub :- Instructions for Maintaining "PERSONAL CASH REGISTER"

At present, the officers/officials who deal with cash do not declare their personal cash before resuming their duties. In order to give a fair and transparent services to the public, it is enjoined upon all Head of Departments/Head of Offices to henceforth ensure maintenance of "Personal Cash Register" in all Government departments and offices in terms of following directions: -

1. Every Head of Office shall issue Personal Cash Register duly certified under his signature & seal and the same shall remain in his custody.
2. All Govt. employees dealing in cash shall forthwith declare his/her Personal Cash in the Personal cash Register at the start and at the end of duty hours and justify the variations by recording appropriate entries in the Personal Cash Register to that effect immediately.

Contd/-

The Vigilance Officer shall conduct periodical surprise checks of the Personal Cash maintained and if any discrepancy is noticed during surprise check, a report to this effect is required to be submitted to the Disciplinary Authority/Head of Department and Vigilance Department for appropriate action.

The Head of Department of the concerned Department shall bring the contents of this circular to the notice of all employees under his control for its strict compliance. Any deviation of the above given instructions shall be dealt sternly. This circular shall come into force with immediate effect.

The format in which the Personal Cash Register shall be maintained is as shown herein below.

Sd/-
(**SANJIV GADKAR**)
Addl. Director (Vigilance)

To,

1. All Heads of Department/Office.
2. All Heads of Autonomous Bodies, Corporation, Local Bodies, State Government undertakings and other Government Organizations of Govt. of Goa.

SPECIMEN OF THE PESONAL CASH REGISTER.

Sr. No.	Date	Time	Name & Designation	Cash to be declared at the start of duty	Signature of Authorised Officer	Details of Cash Expenses or Receipt, if any, during the day	Signature of Authorised Officer	Cash to be declared at the close of duty hours	Signature of authorised officer	Remarks
1	2	3	4	5	6	7	8	9	10	11