

LAKSHMIBAI NATIONAL UNIVERSITY OF PHYSICAL EDUCATION : GWALIOR

No. A/c SOP/D/CH/127 Notice

Dated : June, 2012

03.6.2012

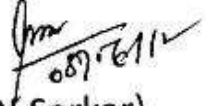
SUB: STANDARD OPERATING PROCEDURE REGARDING DELIVERY OF CHEQUES.

1. In Accounts Section, cheques of following nature are prepared for payments :-
 - 1.1 Cheques for payment of claims/dues of the employees which are to be credited into their bank accounts:- These cheques are sent to the bank along with a list of employees for crediting in their accounts the amounts mentioned against their names in the list.
 - 1.2 Cheques for payment of claims/dues of the employees in cash:- These cheques are encashed by the cashier and payments are made by him after taking proper acquaintance.
 - 1.3 Cheques for payment against services/supplies to the third parties i.e. contractors/suppliers/firms:- These cheques are either to be delivered to the local contractors/suppliers/firms or to the contractors/suppliers/firms of outstation.
 - 1.4 Cheques for payment of bills of BSNL, Post Office, Airtel, Commercial Tax Department etc:- These cheques are to be sent to the payee Department by post.
2. For delivery of cheques for Para 1.3 and 1.4 above, the following procedure is laid down:-
 - a) Cheques to be sent to the outstation Contractors/Suppliers/firms: For these cheques the covering letters (in duplicate) for sending the cheques will be prepared in the Account Section and the cheques alongwith covering letters will be sent to the Dispatch

Section on next day positively for sending the cheques to the payee Contractor/Supplier/Firm by Speed/Registered post.

- b) Cheques for payment of bills of BSNL, Post Office, Airtel, Commercial Tax Department etc. :- The covering letters will be prepared in duplicate in the Account Section for sending the cheques and the cheques alongwith covering letters will be sent to the Dispatch Section for sending the cheques to the B.S.N.L., Post Office, Commercial Deptt, Airtel etc. by messenger or by post.
- c) Cheques of Deposit Work:- The cheques will be sent to the concerning wing on very next day positively.

(Authority: Vice Chancellor's approval dated 5.6.2012).


(Dr.L.N.Sarkar)
Registrar

Copy to-

- Vice Chancellor Secretariat
- Registrar Secretariat
- Finance Officer
- All Head of the Departments
- Dy. Registrar (Estate/Admn)
- Assistant Registrar (Academic/Confidential/Procurement)
- Group Chief (Internal Audit)
- D.D.O.
- Staff Notice Board
- Concerning File.
- Notice file.