

Accounts Department

DOs

- Secure and maintain Confidentiality of your pass words, Login IDs & DSCs
- Ensure that sanction memorandum is signed by a Gazette Officer only under clear name and designation.
- Ensure that expenditure recorded is covered by provision and charged correctly.
- Ensure all advance payments in cash are charged to Suspense A/C either Revenue/Capital.
- Ensure Suspense Certification and not Budget Certification while releasing amounts from deposits.
- Ensure there are no delays in taking measurements or in preparing bills after measurements are taken.
- Ensure that routine test checks were carried out as per instructions.
- Ensure all recoveries due are made from the on-hand bill.
- Ensure that all paper securities are reviewed and are live.
- Ensure all acquittances received within reasonable time.
- Ensure to verify the scale-check register while passing salary bills.
- Ensure Values of LoA and Agreement are same while vetting Draft Agreements Accounts Department.
- Ensure that Annual Turnover Certificate issued by Chartered Accountant contains UDIN (Unique Document Identification No.) to be generated by CAs in terms of guidelines issued by Institute of Chartered Accountants of India to curb malpractices in certification
- Ensure that tax liability of pre-GST period is set off while passing of GST-neutralisation bill in strict compliance of Railway Board's instructions issued.
- Ensure that MoDs are verified with supporting documents before passing of Salary Bill.

DONTS

- Do not share your login IDs, Pass Words and OTPs with others.
- Do not delay encashment of BCs of Failed NEFT/RTGS transactions.
- Do not admit bills without GST Registration No.
- Do not pass the Bill without submission of documentary proof of remittance of GST amount of the previous Bill by the Contractor.
- Do not admit bills without Budget Certification.
- Do not admit bill without certification by Executive officer and its numerical accountal.
- Do not admit bills with unattested Corrections/alterations.
- Do not admit bills in Internal Check without prior Finance Concurrence where same is Mandatory.
- Cashier should not disburse cash to other than payee.
- Cashier should not disburse payment without witness.