

GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION

OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION,
TELANGANA :: HYDERABAD

Cir. Memo.No.A1 / 6876 / 2018.

Date:25-08-2018.

Sub: TECHNICAL EDUCATION – ACCOUNTS – Operation of Bank Accounts with Joint Signature – Certain Instructions on Financial transaction in Government Polytechnics – Issued – Regarding.

Ref: 1. Memo No.K3/10866/2015-Vol-II,dated:09-12-2016.
2. Memo.No.K/3802/2018,dated.18-05-2018 and 17-07-2018.

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In the reference 1st cited the Department issued instructions to the Principals/OSDs of Government Polytechnics for following the cashless system in Collection of payments of tuition fee, remuneration etc. the principals were directed to follow procedures of financial Code with respect to financial matters. In the reference 2nd cited, the principals were directed to open a single account for all types of funds received by the institute in nearest Vijaya Bank.

2. In spite of the Above instructions, it has come to the notice of the Commissioner of Technical Education, Telangana, Hyderabad that some of the Principals/Principal(FAC)/OSD's of Government Polytechnics/Institutions working under the control of this Department are not adhering to the Financial Procedures which is causing misappropriations and procedural lapses.

3. Therefore all the Principals/ Principal (FAC)/ OSD's of Government Polytechnics / Institutions working under the control of this Department are instructed to adopt the following Financial Procedures for smooth functioning of the Financial Administration in the Institutions.

- i) Principals / Principal (FAC)/OSDs shall operate all their Accounts for Financial transactions through nearest Vijaya Bank, which is providing cashless Fee hive system for fee management and collection.
- ii) Joint Account shall be maintained for all bank Transactions by Principal/ OSD / Principal (FAC) either administrative Officer. In case where Administrative Officer is not available Joint Account shall be operated with Office Superintendent/ Hostel Manager. A Senior staff member shall be nominated as joint Account Holder for signing the Cheques where the Administrative Officer/ Office Superintendent / Hostel Managers are not available as in the case of new Polytechnics which posts are not sanctioned.
- iii) Any violation of financial transactions or if any transaction in deviation to the above instructions is made, it will be treated as misappropriation.
- iv) All payments will be made online / through crossed cheque in favour of the supplier or beneficiary based on proper bills and vouchers. Self Cheque Withdrawal practice, if any, shall be discontinued forthwith and any self cheque drawals will be treated as misappropriation.

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- v) In case of financial transactions in college attached Hostels also, all the transactions shall be made online / through crossed cheque only and in no case cash payments are allowed.
 - vi) There shall be no cash on hand of the funds of the institute with the officers, at point 2 above, under any circumstances.
4. The above Institutions shall be followed by the Principals/Principal(FAC)/ OSD's / Other Officers concerned of Government Polytechnics/ Institutions scrupulously, failing which action will be initiated against as per rules in vogue.

Sd/- Navin Mittal
COMMISSIONER

To
All the Principals/ Principal(FAC)/OSD's of Government Polytechnics/
Institutions.
Copy to the Regional Joint Director of Technical Educations,
Telangana, Hyderabad for information and necessary action.
Copy to Secretary , SBTET, to adopt to above instructions in the financial
truncations of SBTET.
Copy to the stock File/Spare.

Sd/-
For COMMISSIONER