

## Procurement, Accounts and Delegation of Powers Manual

### INTRODUCTION

In order to provide broad guidelines for the administration of D-SAG and for the maintenance of accounts at D-SAG, and also by the line department, filed offices, etc it was felt necessary to prepare a manual to follow a proper procedure in consonance with various statues and Generally Accepted Accounting Principles.

The D-SAG governing body is empowered to do all acts and things that are incidental thereof for the day to day running of D-SAG activities. The governing body is also empowered to frame rule and regulations for the day to day management and functioning of the D-SAG as per rule 12 of the Bye Laws. Further Executive committee has also all power as are narrated in rule 12.2 of the Bye Laws. Looking to the nature of activities & Projects / Schemes planned to be executed it is necessary to have clear purchase & procurement policy so that it has flexibility in its routine activities and also to enable D-SAG to procure certain proprietary as well as Branded & Proven equipments and materials required for its projects / Schemes' execution. D-SAG will be required to spend purchase mainly or material for watershed activities, machinery and equipment, other goods, services, office equipment, computers & furniture etc. It is, therefore, desirable to have a laid down policy of procurement of the goods and services. This shall cover award of contract and appointment etc.

The motto of D-SAG is "procurement of quality materials, goods and services at competitive at reasonable prices and also the purchase, procurement and award of contract should be done in a transparent manner".

This rule is a living document for each and every transaction. In the absence of any clear guidelines in these rules, the prevalent Procurement / Purchase Policy & Finance and Accounts Rules, 2007 of Gujarat State Watershed Management Agency (GSWMA), Agricultural and Cooperation Department, Gandhinagar will be followed as approved and amended from time to time.

**I. Personnel Committee, Organogram And Job Charts of Officers, Consultants, Etc**

As per Bye-Law no. 12 of D-SAG, there shall be personnel committee supervising and guiding the matters relating to personnel management consisting of the following members:

- a. The Chairperson of the Executive Committee of the “D-SAG” shall be Chairperson of the Personnel Committee;
- b. Chief Executive Officer of the “D-SAG” shall be Vice-Chairperson of the Personnel Committee;
- c. A person from the field of Personnel Management, HRD;
- d. One member nominated by the Chairperson of Governing Body; and
- e. Head of Administration unit of D-SAG as a Member Secretary.

**Powers & Functions of Personnel Committee are as under:**

- a. To prepare organization chart, personnel and HR policy, and all matters pertaining to personnel and HR;
- b. To act as grievance cell so as to solve the matters, disputes related to personnel;
- c. To maintain data-bank relating to present staff structure of D-SAG, receive Bio-data of candidates, conduct interview and recommend suitable candidates for appointment;
- d. To look after all activities relating to personnel policy, appointment, remuneration, perquisites, promotion, retirement, discipline and conduct of the employee;
- e. To exercise all powers of the “D-SAG” as may be delegated by the Governing Body; and
- f. All other acts and things relating to personnel matter as may be may be required.

Moreover, governing body is authorized to employ, engage, take expert services of technocrats, solicitors, bankers, advocates, chartered accountants, company secretaries, cost accountants or consultants, as a firm or as person to do any act required to be done in the execution of work of the D-SAG and shall be entitled to be allowed and paid all charges and expenses so and the D-SAG shall not be responsible for the default of any such agent, if engaged in good faith. D-SAG shall get its work done through out-sourcing also.

D-SAG will presently require manpower as per the Annexure- I Organogram for implementation of Chief Minister's Ten Point Programme.

It is proposed to out source other services like photocopying, vehicle, cleaning, courier, equipment maintenance, design work, short-term activities requiring expert services, survey, etc. Moreover, services of few retired persons may be availed depending on requirements and availability of suitable persons.

## **II. DELEGATIONS OF POWERS**

As per the Bye-Laws of D-SAG, the general superintendence, direction, control, management & administration of the affairs of “D-SAG” shall be vested in the Governing body of “D-SAG”.

Further, as per the Clause 9.(B)(14) of the Bye-laws, the Governing Body may, by resolution, vest any of such of powers to the Member Secretary, committees, any officer or employees of the “D-SAG” for conduct of affairs of the Society, as it may consider necessary or desirable upon such conditions and subject to such a restrictions as may determine and they may subject to the provisions of The Societies Registration Act, 1860, The Bombay Public Trust Act, 1950 and Bye-Laws of D-SAG confer such powers either collateral with or to the exclusion of or in substitution for all or any of the powers.

### **III. OUTSOURCING OF ACCOUNTING AND SECRETARIAL WORKS**

It is necessary to maintain accounts in double entry system and to comply with the requirement of Income Tax, Service Tax & to finalize accounts as per The Bombay Public Trust Act, 1950.

The society has received an offer dated 07.02.08 from Jigar Shah and Associates, Ahmedabad. The financial offer of Rs. 5,000/- per month plus conveyance charges is as under;

- i. Retainership of Rs. 5,000/- per month, and conveyance charges plus Service Tax for Financial Advisory Services, Accounting and Secretarial Advisory Services and Routine Legal Matter, filing of professional and Income Tax (Quarterly) returns by a dedicated staff to work at D-SAG office.

However, with the deputation of the Accounts Officer, many tasks proposed in this offer will have to be undertaken by him, except the activities like obtaining various exemptions and legal matters associated with a new Society.

#### **IV. PROCUREMENT OF FURNITURE AND EQUIPMENTS**

In order to implement various schemes and projects under Chief Minister's Ten Point Programme, it is necessary to create office infrastructure, furniture, computers and other state of art office set up. Tribal Development Department has temporarily provided some furnished space to D-SAG to start its operations immediately. The Society now requires office equipments like computers & peripherals, scanner, fax machine, telephone instruments, photocopier, water cooler, etc. and suitable stationery. The Vice-Chairperson may be authorized to approve from time to time such purchases by following approved procurement norms:

## **V. FINALIZATION OF PROCUREMENT PROCEDURES OF D-SAG**

The existing procurement norms of Government of Gujarat have following weaknesses-

- a. These are based on acceptance of lowest bids. Although these are logical for purchase of goods, these are not acceptable for procurement of services, especially where quality is a key parameters and the total value of assignment is small;
- b. The two part bid system for procurement of quality items are workable for items involving large amounts but are very cumbersome when small value services are to be procured in short time; and
- c. The existing limits prescribed for single source purchases (Rs. 500 at present) and limited inquiry basis (Rs. 20,000 at present) are also not reasonable, as advertisements are to be issued along with formal tender document for amounts involving purchases of over Rs. 20,000.

Recently, while developing IEC material, documentation and getting photographs of tribal areas, problems were faced in exactly following the State Government purchase norms.

The World Bank has different sets of guidelines for procurement of goods and services. The experience of World Bank projects show that their norms for procurement of quality services are much more logical than the existing norms of State Government. Following procurement procedures, broadly on the basis of World Bank procurement norms may be followed by D-SAG

### **A. For procurement of goods-**

- i. For office items costing not more than Rs. 5,000/- open market purchase on single source basis for individual purchase from Big Bazaar, Reliance Mall, Iskon Mall, Crossword, Himalaya Mall, Star Bazaar, D-Mart, V-Mart and Vishal Mega Mall, Kalpataru, etc; and

- ii. For items costing not more than Rs. 20,000/- with Executive Committee to agree to deviation limited inquiry by sending letters to 3 known vendors, obtaining rates from them and selecting the lowest vendor.

**B. FOR PROCUREMENT OF SERVICES (SUBJECT TO APPROVAL BY COMMITTEE CONSISTING OF FINANCIAL ADVISOR)-**

- i. For procurement of casual or one-time services like engaging a Consultant for developing IEC material, documentation, agency for designing major publications for national level, designing of web site, developing audio-visual material on short notice, translation work, developing radio jingles, photography, etc.- by scrutinizing the CV of the Consultant, verifying the rates charged by him for similar assignments for the Government. PSUs and private sector units, subject to following conditions-
  - a. For individual assignments involving expenditure of up to Rs. 20,000/- Jt. CEO, with the approval of CEO will have powers to engage the service provider;
  - b. For individual assignments involving expenditure of up to Rs. 50,000/- CEO, with the approval of Vice-Chairperson, will have powers to engage the service provider;
  - c. For individual assignments involving expenditure of up to Rs. 100,000, CEO, with the approval of Executive Committee, will have powers to engage the service provider; and
  - d. Items involving over Rs. 100,000 will have to be submitted to the Governing Board.



- ii.** Procurement of services involving major assignments, studies, evaluations, monitoring-
  - a.** Direct negotiation, if the agency is owned or controlled by a Government; and
  - b.** By following World Bank's QCBS guidelines and applicable formats for all other cases, including procurement of cleaning agency, transport agency, courier services, photocopying agency.
  
- iii.** It is expected that in due course, D-SAG will develop its panel for printing, designing, consultants for small term assignments, translation work, etc. through open advertisement and the procedure mentioned at B (i) will be rarely resorted to.

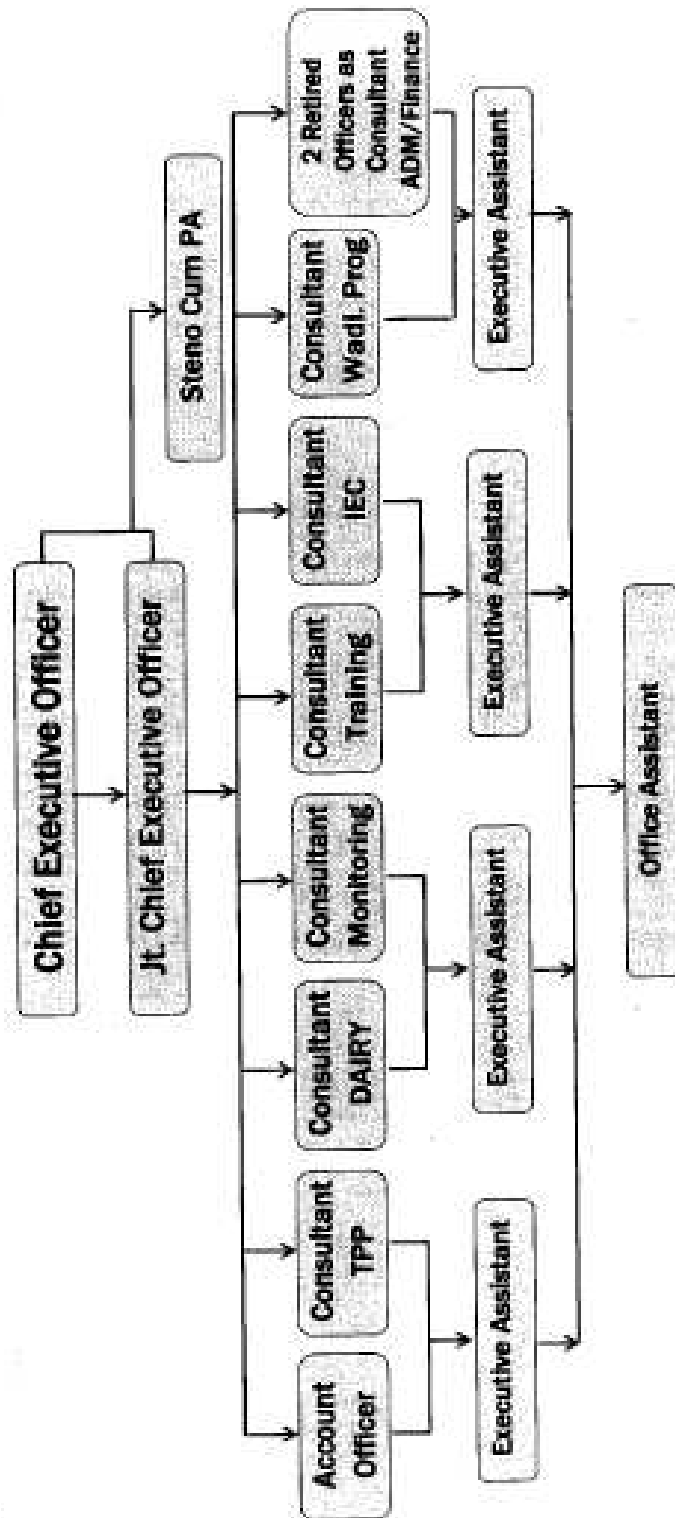
## **VI. ROLE OF PROJECT ADMINISTRATORS IN IMPLEMENTATION OF PROJECTS OF D-SAG**

It is proposed that D-SAG remains a lean organization and utilizes the existing field machinery of the Tribal Development and other Departments in implementation of its Projects. As the projects to be implemented by it will require proper monitoring at the field level, it is proposed to involve the Project Administrator set up in this task. This will not only reduce the operational cost, but will also ensure that these key officials are in the loop and there is no duplication of projects. However, considering the fact that a large number of APA and below level posts in these offices are vacant, PA offices will require some strengthening. In some cases, they will have to be involved in release of funds as well.

## **VII. FINANCE AND ACCOUNTS RULES**

Finance and Accounts Rules, 2007 of Gujarat State Watershed Management Agency (GSWMA), will have to be followed as approved and amended from time to time. Various forms to be used for accounts and finance are attached in Annexure III.

**Organogram**



**ANNEXURE II**  
**D-SAG: DELEGATION OF POWERS**

PARTICULARS	EXECUTIVE. PERSONNEL COMMITTEE	SECRETARY (TDD) & CHAIRPERSON OF EC	CEO	JT. CEO	A.O.
<b>Personnel Related</b>					
Creation of posts	Creation of 12 person months per year	---	---	---	---
Appointment of Consultants	Full powers if the posts were approved by GB (PC); and Full powers till the next PC meeting, for approved posts	---	---	---	---
RTI	---	---	---	Appellate Authority	Chief Information Officer
Re-imbursment of travel expenses & approval of hospitality	Full powers	Up to Rs. 25,000 per case	Up to Rs. 10,000 per case	Up to Rs. 5,000 per case	Up to Rs. 2,500 per case

<b>PARTICULARS</b>	<b>EXECUTIVE. PERSONNEL COMMITTEE</b>	<b>SECRETARY (TDD) &amp; CHAIRPERSON OF EC</b>	<b>CEO</b>	<b>JT. CEO</b>	<b>A.O.</b>
Sanction of leave	Full powers	Full powers	Up to 90 days to any employee on deputation or Consultant	Up to 30 days to any employee on deputation or Consultant	----
Disciplinary authority	Full powers	Full powers	Full powers up to Consultant level or Class II officers on deputation	Full powers up to Executive Assistant level or Class-III employees on deputation	----
Appellate powers	----	Full powers for Consultants and all Officers on deputation	Full powers up to Executive Assistant level or Class-III employees on deputation	----	----
Assigning of work to employees & Consultants	----	Full powers	Full powers	Full powers	----
Performance appraisal	----	Full powers for CEO / Jt. CEO	Full powers for all officers other than JT. CEO	Full powers for all other officers, consultant and contractual persons	----

<b>PARTICULARS</b>	<b>EXECUTIVE. PERSONNEL COMMITTEE</b>	<b>SECRETARY (TDD) &amp; CHAIRPERSON OF EC</b>	<b>CEO</b>	<b>JT. CEO</b>	<b>A.O.</b>
Approve charge allowance	----	Full powers	----	----	----
To approve annual fee and enhancement in fees of Consultants and contractual persons	----	Full powers	----	----	----
To re-delegate powers to lower tier	----	Full powers	----	----	----
RTI	----	----	Appellate Authority	Chief Information Officer	----
<b>Procurement related</b>					
Approval of Revenue Expenditure	Full Powers	Services- Rs. 100,000 per case;	Services- up to Rs. 50,000 per case	Services- up to Rs. 20,000 per case	Services up to Rs. 5000 per case

<b>PARTICULARS</b>	<b>EXECUTIVE. PERSONNEL COMMITTEE</b>	<b>SECRETARY (TDD) &amp; CHAIRPERSON OF EC</b>	<b>CEO</b>	<b>JT. CEO</b>	<b>A.O.</b>
	----	Services- up to Rs. 5 lakh annually for outsourcing of each routine service like vehicle, cleaning, photocopying, courier services,	Services- up to Rs. 2 lakh annually for outsourcing of each routine service like vehicle, cleaning, photocopying, courier services,	Services- up to Rs. 1 lakh annually for outsourcing of each routine service like vehicle, cleaning, photocopying, courier services,	Services- up to Rs. 10,000 annually for outsourcing of each routine service like vehicle, cleaning, photocopying, courier services,
		Goods- Full powers	Goods- up to Rs. 5 lakh per case	Goods- up to Rs. 2 lakh per case, including stationery and consumables	Goods- up to Rs. 25,000 per case including stationery and consumables
Capital Expenditure	Up to Rs. 10 lakh per case	Up to Rs. 5 lakh per case and unlimited where Governing Body's permission to budget was obtained	Up to Rs. 2 lakh per case and unlimited where Governing Body's permission to budget was obtained	Up to Rs. 1 lakh per case and Rs. 5 lakh where Governing Body's permission to budget was obtained	----
Contingent expenses, including hospitality	Full powers	Up to Rs. 50,000 each item	Up to Rs. 20,000 each item	Up to Rs. 10,000 each item	Up to Rs. 1000 per item excluding hospitality



<b>PARTICULARS</b>	<b>EXECUTIVE. PERSONNEL COMMITTEE</b>	<b>SECRETARY (TDD) &amp; CHAIRPERSON OF EC</b>	<b>CEO</b>	<b>JT. CEO</b>	<b>A.O.</b>
Workshop expenses	Full powers	Full powers	Full powers	Up to Rs. 20,000 for each item of the workshop	
To sanction, draw and disburse the payments	Full powers	Full powers	Full powers	Full powers	Full power for drawing and disbursement
To Purchase material and stores and equipments at controlled rate contract price	----	Full Powers	Up to Rs. 50,000	Up to Rs. 20,000	Up to Rs. 10,000
To pace repeat orders at rates already accepted within 6 months of original tender	----	Up to Rs. 2 Lakh	Up to Rs. 1 Lakh	Up to Rs. 50,000	Up to Rs. 10,000
<b>Other Powers</b>					
Investment of funds	Full powers	Up to Rs. 50 lakh every time	Up to Rs. 20 lakh every time	--	----
Execution of agreement, contracts and all other legal documents	Full powers	Full powers	Up to Rs. 5 lakh individually; Full powers	Up to Rs. 2 lakh individually after prior approval of CEO	----

<b>PARTICULARS</b>	<b>EXECUTIVE. PERSONNEL COMMITTEE</b>	<b>SECRETARY (TDD) &amp; CHAIRPERSON OF EC</b>	<b>CEO</b>	<b>JT. CEO</b>	<b>A.O.</b>
			With prior approval of Chairperson of EC		
Signing of cheques	----	----	Full powers jointly with either Jt. CEO or Accounts Officer	Up to Rs. 50 lakh jointly with Accounts Officer	----
Approval of Projects	Up to Rs. 2 crore for individual projects	Up to Rs. 50 lakh for individual projects	----	----	----
To permit employees and consultants to proceed on duty within India	----	Full Powers	----	----	----
To deputy employees on training in India	----	Full Powers	Full Powers	----	----
To sanction permanent advance up to Rs. 5,000	----		Full Powers	----	----

<b>PARTICULARS</b>	<b>EXECUTIVE. PERSONNEL COMMITTEE</b>	<b>SECRETARY (TDD) &amp; CHAIRPERSON OF EC</b>	<b>CEO</b>	<b>JT. CEO</b>	<b>A.O.</b>
To allow acceptance of honorarium fees and rewards by employees and consultants	----	Full Powers	----	----	----
To hold or participate in seminars or meetings or any other name and meet all expenditure	----	Full Powers	----	----	----
To prescribe form of surety bond for employees/ full time consultants	----	----	Full Powers		----
Passing of Bills	----	----	Full Powers	Full Powers	----
To incur expenditure on maintenance of assets	----	Full powers	Up to Rs. 50,000	Up to Rs. 30,000	Up to Rs. 5,000
To incur expenditure on courtesy services	----	Rs. 10,000	Rs. 5,000	Rs. 3,000	----

<b>PARTICULARS</b>	<b>EXECUTIVE. PERSONNEL COMMITTEE</b>	<b>SECRETARY (TDD) &amp; CHAIRPERSON OF EC</b>	<b>CEO</b>	<b>JT. CEO</b>	<b>A.O.</b>
To decide who will sign contract or any such legal documents	----	Full Powers	----	----	----
To sanction expenditure on printing or advertisement	----	Up to Rs. 1 Lakh	Up to Rs. 50,000	Up to Rs. 30,000	Up to Rs. 5,000

**ANNEXURE III VARIOUS FORMS FOR ACCOUNTS AND FINANCE**

**FORM 1**

FORMAT OF DAILY CASH SCROLL

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

Cash as on \_\_\_\_\_ Sr. No. \_\_\_\_\_  
Opening Balance Rs. \_\_\_\_\_  
Add : Withdrawals from \_\_\_\_\_ Bank Rs. \_\_\_\_\_  
Total Rs. \_\_\_\_\_  
Less : Payments made during the day Rs. \_\_\_\_\_  
Closing Balance Rs. \_\_\_\_\_

1. Notes

Denomination	Nos.	Amount Rs.
1000	x	
500	x	
100	x	
50	x	
20	x	
10	x	
5	x	
2	x	
1	x	

Total Rs. \_\_\_\_\_

2. Revenue Stamps

Total Rs. \_\_\_\_\_

3. Coins

Denomination	Nos.	Amount Rs.
--------------	------	------------

Total Rs. \_\_\_\_\_

Total Balance (1+2+3) \_\_\_\_\_

Total Rs. \_\_\_\_\_

\_\_\_\_\_  
(Cashier)

\_\_\_\_\_  
(A/c Officer)

**FORM 2**

FORMAT OF CASH RECEIPT

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

**CASH RECEIPT**

CASH BOOK NO :

RECEIPT

Receipt No. :

Date of Receipt :

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SR NO.	NAME OF THE RECIPIENTS	NATURE OF PAYMENT	AMOUNT Rs.	Ps.
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Voucher No :

Date :

Voucher Total :

Received with thanks an amount of Rupees  
(RUPEES  
in cash towards

from you.

For DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

Authorized Signature

**FORM 3**

FORMAT OF CASH REQUISITION FORM

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

**CASH REQUISITION FORM**

Date :

From : Cashier

To : Director A/c

	Particulars	Amount Rs.
i	Cash on Hand	
ii	Cash payments to be made :	
	for	
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Total	-----
iii	Cash Required (ii-i)	_____

Prepared By :

Authorised By :

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***WITHDRWAL PARTICULARS***

Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ Drawn on \_\_\_\_\_  
\_\_\_\_\_ for Rs. \_\_\_\_\_

Prepared By :

Cash Received By:

**FORM 4**

FORMAT OF CASH PAYMENT VOUCHER

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

***CASH PAYMENT VOUCHER***

No. : \_\_\_\_\_  
Date : \_\_\_\_\_

\_\_\_\_\_ A/c Debit

Particulars	Amount Rs.
-------------	------------

-----  
Total >>>>>  
-----

Rupees

PREPARED BY

SANCTIONED BY

RECEIVED BY



**FORM 5**

FORMAT OF DECLARATION

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

***DECLARATION***

I, Shri \_\_\_\_\_ hereby confirm that I have received  
a sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_)  
against Bill No. \_\_\_\_\_ dated \_\_\_\_\_.

I further state that I had insisted for cash payment on account of the following reasons:

- 1.
- 2.

I am / am not assessed to tax.

P.A. No. / GIR No.

(For Income tax payers only)

DECLARANT

**FORM 6**

FORMAT OF ROUGH CASH BOOK

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

***ROUGH CASH BOOK***

Date	Particulars	Receipt	Payments	Balance
------	-------------	---------	----------	---------

**FORM 7**

FORMAT OF DAY BOOK - CASH

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

***DAY BOOK – CASH***

(Period from \_\_\_\_\_ to \_\_\_\_\_ )

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Date	Account Head Particulars Vouchers No.	Voucher Type	Receipt	Payments	Balance
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**FORM 9**

FORMAT OF CHEQUE RECEIPT

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

***RECEIPT***

Name : Receipt No. :  
Address : Date of Receipt :  
  
Cheque/DD/P.O.No.:  
Date :  
Bank Name :  
Place :

Received with thanks an amount of Rupees : \_\_\_\_\_  
(Rupees \_\_\_\_\_  
vide Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_  
\_\_\_\_\_ Payable at \_\_\_\_\_  
towards \_\_\_\_\_ you.

For DEVELOPMENT SUPPORT  
AGENCY OF GUJARAT BLOCK NO-8/2,  
SACHIVALAYA, GANDHINAGAR

Authorised Signatory

P.S. : This receipt is issued subject to realisation of above cheques/DD.

**FORM 10**

FORMAT OF VOUCHER FOR BANK DEPOSITS

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

***BANK VOUCHER - CREDIT***

No. : \_\_\_\_\_  
Date : \_\_\_\_\_

\_\_\_\_\_ A/c Credit

Particulars	Amount Rs.
-------------	------------

-----  
Total >>>>>  
-----

Rupees

PREPARED BY

SANCTIONED BY

RECEIVED BY



**FORM 12**

FORMAT OF MANUAL BANK BOOK

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

**MANUAL BANK BOOK**

Date	Particulars	Ch. No.	Receipt	Payments	Balance
------	-------------	---------	---------	----------	---------



**FORM 13**

FORMAT OF DAY BOOK - BANK

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

**DAY BOOK - \_\_\_\_\_ BANK**

**(Period from \_\_\_\_\_ to \_\_\_\_\_ )**

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Date	Account Head Particulars Voucher No.	Ch. No.	Receipt	Payments	Balance
------	--	---------	---------	----------	---------

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**FORM 14**

FORMAT OF BANK RECONCILIATION STATEMENT

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

Name of Bank : \_\_\_\_\_

Bank Reconciliation AS at : \_\_\_\_\_

-----  
Opening Balance Rs. \_\_\_\_\_  
Add : Deposits Rs. \_\_\_\_\_  
Less : Payments Rs. \_\_\_\_\_  
Closing Balance Rs. \_\_\_\_\_  
-----

Balance as per Bank Book Rs. \_\_\_\_\_  
Less : Cheques deposited but  
not cleared Rs. \_\_\_\_\_  
Add : Cheques issued but  
not presented Rs. \_\_\_\_\_  
Balance as per Bank Statement Rs. \_\_\_\_\_  
-----

DETAILS OF CHEQUES DEPOSITED BUT NOT CLEARED

-----  
Rec.    Cheque Date            Depo.            Amount Remark  
No.    No.                            Date            Rs.  
-----

DETAILS OF CHEQUES ISSUED BUT NOT PRESENTED

-----  
Cheque No.                    Date                    Amount Rs.  
-----  
-----

**FORM 15**

FORMAT OF REQUISITION FOR YEAR END CONFIRMATION

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

D-SAG / ACCTS /

Date :

To:  
Officer / Agent

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.LS2

Dear Sir,

Sub : Balance confirmation as on \_\_\_\_\_ .

Please give the balance as on \_\_\_\_\_ in our O/D.A/C. & Current Account to the bearer of this letters.

Thanking You,

Yours faithfully,  
For DEVELOPMENT SUPPORT AGENCY OF GUJARAT BLOCK NO-8/2, SACHIVALAYA,  
GANDHINAGAR

Authorised Signatory

**FORM 17**

FORMAT OF INQUIRY FOR PURCHASES

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

To :

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Dear Sir,

Sub : Inquiry for Purchase

This has reference to your application for registration as permanent supplier of materials. We would like to have your quotations / Price List for supply of the following items :

Sr. No.	Description of Item	Quantity Required	Rate/Unit	Remarks
---------	---------------------	-------------------	-----------	---------

-----  
-----  
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Thanking you,

Yours Faithfully,  
For DEVELOPMENT SUPPORT  
AGENCY OF GUJARAT BLOCK NO-8/2,  
SACHIVALAYA, GANDHINAGAR

Authorised Signatory

DG

Terms & Condition :

1. The goods shall be made available on or before \_\_\_\_\_ .
2. you have to supply the items as per specifications.

**FORM 18**

FORMAT OF COMPARATIVE CHART OF QUOTATIONS

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

**COMPARATIVE CHART OF QUOTATIONS**

	Name of Party		
	ABC	XYZ	PQR
	Rates Basic Taxes Total	Rates Basic Taxes Total	Rates Basic Taxes Total
A			
B			
C			
Other Features			

**FORM 19**  
FORMAT OF PURCHASE ORDER

DEVELOPMENT SUPPORT AGENCY OF GUJARAT BLOCK NO-8/2, SACHIVALAYA,  
GANDHINAGAR

**PURCHASE ORDER**

Purchase order No. ADM /     /

Date:   /   /

Messers \_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

With reference to your quotation / estimate, dated \_\_\_\_\_ we are pleased to place our order with you for the following :

(The terms and conditions of this order and necessary instruction are mentioned below).

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Sr. No.	Description of the Item	Quantity	Rate	Unit	Remarks
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Thanking you,  
Yours Faithfully,

For D-SAG,  
Authorized Signatory

(Name & Designation)

**Terms & Conditions :**

1. The supply of the item(s) is required immediately / latest by or before \_\_\_\_\_ .
2. You have to supply the item as per quality and specifications approved.
3. The bill for the supplies under this order must be submitted for payment along with the delivery challan duly signed at the receiving centre with the name of the receiving employee. Payment will not be made unless the delivery challan is submitted along with the bill.

Quantities supplied in excess of that order will not be accepted unless permitted to do so in writing.

**FORM 20**

**INDENT FOR STATIONERY ITEMS**

To :  
Stationery Incharge,  
DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR,

Dt. / /

Please supply me the following stationery(s) article(s) for the office use :

Sr. No.	Particulars	Quantity
---------	-------------	----------

-----  
Approved

-----  
Authorised Signatory  
Received

\_\_\_\_\_  
Name and Signature of the Indentor  
Signature of Divisional Head

**FORM 21**

FORMAT OF LOG - BOOK

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

**LOG – BOOK (Vehicle – wise)**

-1-

---

Date	Item supplied		time	from	to	Reading of Mtr.	
	Petrol	Diesel Oil		Out of Gate	Into Gate	Before Journey	After Journey

---

-2-

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Kilometre Run.	Name of Driver	Purpose of Vehicle	Who have used the Journey	Signature of the user	Special Remarks
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**FORM 22**

FORMAT OF PAYMENT OF TELEPHONES AT HOME

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

**Register for the record of Payment of Telephone Bills at Residence**

Employee No. & Designation : \_\_\_\_\_

Name of Employee : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

-----  
Sr.      Date of              Period for which              Amount              Signature  
No.      Payment      Bill Relates              Paid Rs.              (Passing D-SAG)  
-----

**FORM 23**

FORMAT OF TRAVELING ADVANCE REGISTER

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

**TRAVELING ADVANCE REGISTER**

Sr. No.	Date of Advance	Amount of Advance Settlement	Date of Settled	Rs.	Amount	Balance
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**FORM 24**

FORMAT OF PAYMENT TO TECHNICAL CONSULTANTS FEES REGISTOR

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

**PAYMENT TO TECHNICAL CONSULTANTS FEES REGISTOR**

Name & Address of Party :

of Services :

of Appointment :

Terms of Payments : a)

b) Condition relating to Deductions

Security Deposit

TDS

Other Deductions

-1-

(Amount in Rs.)

Sr. No.	Date	Particulars	Bill No.	Gross	Service Tax	Total
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-2-

(Amount in Rs.)

TDS	Details of Security	Deductions Other Total	Details of Payment Vr. No.	Payment Remark
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**FORM 26**

FORMAT OF SUB LEDGER OF FIXED DEPOSIT

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

**SUB – LEDGER OF FIXED DEPOSIT \_\_\_\_\_**

Name of Bank : \_\_\_\_\_

L. F. No. : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

No. of Receipt : \_\_\_\_\_

Dist. Nos. From \_\_\_\_\_ to \_\_\_\_\_

-----  
**Date      Voucher      Voucher      ---Debit---      ---Credit---      Balance**  
**No.           type           Principal Interest      Principal Interest**  
-----

**FORM 27**

FORMAT OF JOURNAL VOUCHER

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

**JOURNAL VOUCHER**

No. : \_\_\_\_\_

Date : \_\_\_\_\_

Particulars	Debit Account Rs.	Credit Account Rs.
Dr. _____ (Narration)		
Cr. _____ (Narration)		
Total >>>>>		

PREPARED BY      SANCTIONED BY      DIRECTOR ACCOUNTS

**FORM 28**

FORMAT STATEMENT OF BANK ACCOUNTS

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

STATEMENT OF BANK ACCOUNTS AS AT \_\_\_\_\_

<b>SR. NO</b>	<b>NAM E OF BANK</b>	<b>TYPE OF ACCOUN T</b>	<b>BALANC E AS PER BOOKS BANK</b>	<b>CERTIFICAT E OBTAINED</b>	<b>RECONCILIATIO N PREPARED</b>	<b>REMARK S</b>
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**FORM 29**

FORMAT OF STATEMENT OF INVESTMENTS / SECURITIES HELD

DEVELOPMENT SUPPORT AGENCY OF GUJARAT  
BLOCK NO-8/2, SACHIVALAYA, GANDHINAGAR

STATEMENT OF INVESTMENTS / SECURITIES HELD AS ON \_\_\_\_\_

<b>SR. NO.</b>	<b>TYPE OF SECURITY</b>	<b>CERTIFICATE NO.</b>	<b>ACCOUNT</b>	<b>LODGED WITH</b>
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