

Sub.: Procedure for cash withdrawal, payments and receipts.

From 3rd December, 2012, the following procedure shall be strictly followed.

1. All cash withdrawals by way of self cheque shall be sent for signatures only after making a voucher in Tally which is to be attached to the cheque. This system of maintaining a separate list of self cheque shall be dispensed with.
2. All cash payments shall be made by printing the debit voucher from Tally and recipients signature must be taken on it. In case of power failure or other exceptional circumstances, preprinted vouchers may be used. However, they must be backed up by printouts from Tally before being sent for verification on Fridays.
3. Cash receipts shall be issued as earlier through preprinted receipts. However, they shall be backed up by printouts from Tally before being sent for verification on Fridays.
4. Employees shall sign the voucher generated from Tally at the time of submitting details of petty cash or cash taken on a/c. to ensure that there are no discrepancies on a later date. Employees may be given photocopies of the voucher upon request.
5. Kanaka Rao to ensure that the above procedure is strictly followed at the time of cash book verification every Friday. Kanaka Rao is at liberty to impose a fine of Rs. 200/- to Rs. 5,000/- in case of defaults in the above procedure.

Note: Tally refers to the computer based accounting package. Tally has inbuilt security features which do not permit accountants to manipulate data after a period of about 10 days. The voucher once entered can not be deleted.

Soham Modi