

# Principles OF Financial Propriety

Art.3 - Conditions of expenditure-Budget/Sanction

Art.4-Integrity in fin. matters

- Avoid wasteful expenditure

Art.5- maintain accounts

- check accounts periodically

- personally responsible for losses

- - control over subordinates
- - misled by subordinates is no excuse
- Art- 38- expenditure as per appropriation and sanction
- -prompt payments to be done
- All payments to be brought in to govt accounts

- Art 39- no undue rush of expenditure in month of March
- Amounts cant be drawn from the treasury and kept in the cash chest
- Art 42- Sanctions as per
  - Legislative enactments
  - Codes
  - Orders of the govt

- Art 45- Sanction order to be ink signed
- Art 50- Lapse of sanction
- On March 31<sup>st</sup>
- After ONE year from the date of order
- 3m in r/o GPF TA
- 3m in r/o EEL

- Art 51- All purchases to be made only after execution of contract
- All contracts in the name of Governor
- Art 56- All excess amounts have to be recovered from the concerned by the DDO
- Art 57- AG is responsible for audit of expenditure

- Art 86-DDO is responsible for Income Tax deductions
- Art 87- All court attachments have to be recovered compulsorily
- Art 88 A- DDO shall make all recoveries regarding the dues to cooperative societies etc
- Art 124- All purchases to be made after forecast for one year

- Art 125- specifies the rules for making purchases
- Art-133- All contracts will be verified by AG
- Art 134- All stocks purchased shall be accounted for in stock accounts
- Art 136- All items entered in stock accounts shall be valued in the registers
- Art 137- Procedure for physical verification of stores

- Art 139- All stores have to be inspected atleast once a year
- Art 145- Discrepencies in stores due to
  - Incorrect accounting
  - Loss due to fraud/theft/negligence
  - Unavoidable wastage
- Art 146- AG will inspect audit of stores