

APPENDIX 12

INSTRUCTION FOR ROUNDING OFF TRANSACTION IN GOVERNMENT ACCOUNT

(See Rule 32 (xiv))

The following transactions of Government involving fractions of a rupee shall be brought to account by rounding off to the nearest rupee (fraction of 50 paise and above to be rounded off to the next higher rupee and fraction of less than 50 paise be ignored:-

(1) Personal claims of Government servants and pensioners:-

(a) All entitlements due to an individual employee by way of H.R.A./D.A./T.A., etc and all Inner Column's deductions including from salary bills on account of P.L.I./License fee/ Taxes, etc. including book transactions shall be rounded off in whole rupees.

(b) In the case of Travelling Allowance bills the rounding shall be done only at the last stage and not in respect of each item, e.g. Railway fare, Mileage and daily allowance, comprising the claim of an individual.

(c) Interest on loans and advances to an employee which is computed as a percentage of base amount and its recovery is effected in instalments shall be made in whole rupee.

Note 1. In the case of emoluments fixed by law, amounts which are in fraction of a rupee shall be rounded off to the next higher rupee.

Note 2. Payment on account of pension/relief on pension / D.C.R.G/ commuted value of pension shall be rounded off to the next rupee.

(d) All Government transactions, whether involving actual receipts/payments of book adjustment, involving fractions of rupee shall be in whole rupee.

(2) All transactions of P.A.Os./Banks through cheques and B.R./Chalan

(3) Transactions between one Government and another or between two departments of the same Government.

(4) Amounts converted into Indian currency from other foreign currencies.

(5) Reserve Bank remittances, other than those of sums representing dues fixed by or under any law or under any contractual obligation of the Government. Sums representing dues fixed by or under any law shall always be rounded off to the next higher rupee.

(6) Deposits and Receipts other than those which are fixed by or under any law or are specially exempted by the Government from the operation of this rule. Sums representing amounts fixed by or under any law shall always be rounded off to the next higher rupee.

(7) The only type of transactions which have to involve paise would be cash transactions for petty purchases or sales which are reflected in a primary record like cash book. Instructions for rounding off of such transactions are given in the ANNEXURE to this Appendix.

ANNEXURE

(i) Petty cash payments for local purchases are met out of cash imprest available with the head of office and recoupment bill duly supported by sub-vouchers (where necessary) is required to be preferred periodically to the Pay and Accounts Office for replenishment of the imprest. As far as possible, supplier should be persuaded to cooperate in rounding off the amount payable to them on each occasion to the nearest rupee. In exceptional cases where payment of paise cannot be avoided, the total of the sub-vouchers sought to be recouped would include paise also. Nevertheless, the recoupment bill shall be submitted to the P.A.O. for the whole rupee portion only. However, for the purpose of balancing the transactions in the main cash book as well as in the petty cash book, DDO will

- (a) indicate the actual amount received in recoupment of the permanent advance;
- (b) record therein the unrecouped paise as an item of rounding off of transactions; and
- (c) carry it over to be claimed through the subsequent recoupment bill by giving particulars of the bill in which this amount was short received . Illustrative examples are given in proforma A and B for guidance.

(ii) In the case of receipts arising out of sale of waste papers or old newspapers periodicals condemned furniture etc., the amount to be released should be rounded to the nearest rupee and not include paise in the sum total of the transactions with any party for which a single receipt is given so that the receipts are credited into Government account in whole rupees only.

CASH BOOK

OFFICE OF MONTH OF

PAYEMENTS																	
RECEIPT					PAYEMENTS												
Date	No. of receipt where necessary	Particulars	Pay & Allowance	In repayment of advance	Advance Payments	Miscellaneous	Total	Classification	Date	No. of receipt where necessary	Particulars	Pay & Allowance	Out of money permanent advance	Out of money drawn in anticipation	Miscellaneous	Total	Classification
2.4.95	1	Recd.P.A.O. Balance b/d		61.00	500.00 438.30		500.00 438.30		2.4.95	2,3&4	Closing Balance		61.70 438.30			61.70 438.30	
10.4.95	10	Rect.P.A.O.					61.00 499.30				Balance c/d Difference of		500.00 499.30 On account			500.00 499.30 Advance	
									15.4.95	20 & 25	Closing Balance b/d			34.30 500.00 534.30		34.30 500.00 534.30	