

**Document No.:- CO1136-011218**

**Subject:** Maintaining of cash book in all the departments/offices.

**From**

The Comptroller  
LUVAS, Hisar

**To**

All Deans/Directors/Officers/In-charges/HOD's  
(including outstations)  
LUVAS, Hisar

No. CVU/LUVAS/2018/5350-85  
Dated: 01.12.2018

**Sub:-** Maintaining of cash book in all the departments/offices.

Rule 4.3 of Account Code Volume-1 of LUVAS provides as under:-

"All monetary transactions shall be entered in the cash book (Form VU3/3) as soon as these occurs and attested by the DDO, or, under his overall responsibility, by an employee not below the rank of a Superintendent, to whom this power has been delegated under the authority of a university officer. The pages of the cash book shall be machine numbered and initiated by the DDO....."

It was brought into the notice of undersigned that some departments are not maintaining cash book/maintaining cash book only for the purpose of recoupment of permanent advance. The matter was brought into the notice of Worthy Vice-Chancellor and the Vice-Chancellor has approved the proposal that it is mandatory for all the DDO(s) to record each cash transaction in the cash book. Cash challan received in this office will not be entertained, if, entry has not been recorded in the department/office cash book. While sending cash challan a certificate is to be recorded by the DDO as under:-

**"Entry has been made in cash book page No.....".**

It will supersede all the instructions issued from time to time in the matter. The cash book is to be maintained in every department/office with immediate effect i.e. 01.12.2018.

-sd-

Comptroller

**CC:-**

1. SPS to Vice-Chancellor- for kind information of Worthy Vice-Chancellor, LUVAS.
2. The JD Audit, LUVAS, Hisar.
3. The RSA (Internal), LUVAS.
4. Dr. Neelesh Sindhu, Inc-charge, E-governance to upload the above.