

CHAPTER 33

Deposits

1. The general rules regarding deposits are contained in chapter XV of the General Finance & Accounts Rules and Article 255 of Accounts Code volume III.
2. Earnest Money deposits rendered by contractor or depositors or purchasers of forest produce must be paid by them direct into a treasury or sub treasury where they will be treated as Revenue Deposits and not as forest remittances. No previous authority of a departmental officer is necessary but the depositor must state the designation of the officer in whose favour he makes the deposit and the designation must be stated on the receipt given by the treasury. Such deposits will not appear in the accounts of the officers of the forest departments and orders authorizing repayments, should be addressed to the treasury officer concerned. Earnest money deposits will be refunded only under the authority of an order endorsed upon the original deposit receipt of the treasury officer by the Divisional Forest Officer in whose favour the deposit was made. However, if the Divisional Forest Officer desires that the deposit, instead of being refunded, be carried to the credit of Government, he will return the receipt with this direction, where upon the treasury officer will make the necessary transfer entry on the authority of the voucher. Similarly Earnest Money deposits which are initially received by a forest officer but remitted subsequently to the treasury as such are dealt with in treasury accounts as Revenue Deposits.
3. Earnest Money deposits, security deposits from contractors and suppliers and other deposits are classified as forest deposits under the major head 8443-Civil deposits in forest accounts and entered in the cash book on Dr. side and on remittance to treasury, the entry for such remittance is made on Cr. side in the cash book as 103-Forest Remittances 01-Remittance into treasury.

4. A record of transaction relating to forest deposits should be maintained in the Divisional officer in a register in form P.W.D.67 on the lines and pattern of P.W.D. The register should show month by month the details of receipts, payments and adjustments and the closing balance of individual deposit item. It should be written up monthly before the Divisional Accounts are submitted to the Accountant General. A monthly statement of receipts and payments / adjustment, with opening and closing balances is furnished in a manuscript Form F.23 with the monthly account.
5. In the accounts of March each year, balances unclaimed for more than three complete account years should be credited to the consolidated fund of state as lapsed deposits.
6. Lapsed deposits credited to Government account can be re-paid on demand by the Divisional officer in accordance with the provisions contained in P.W.F. & A.R.