

NO.B5/47540/09

Police Headquarters

Kerala, Thiruvananthapuram -10

Dated: /09/2009

CIRCULAR NO.39/2009

Sub:- Revenue Collection – Bill of Cost - proper maintenance of Demand
Collection Balance Register (DCB Register) – instructions issued –

Ref:- PHQ Circular No.4/07 dated 12.3.07 (B6/8675/07).

As per the circular cited detailed and specific instructions were issued for the prompt and proper raising of the claims for the cost of Police guards provided to various institutions and for the timely collection of the cost and proper maintenance of Recovery Register. But most of the Unit Offices are still not prompt in raising claims timely and in monitoring the collection of the cost. Huge amounts are pending realisation from various institutions due to this indifference. The pendency of certain institutions are decades old.

(2) The Accountant General Audit Kerala on auditing various offices had raised serious objections in the matter and pointed out that the DCB Register now maintained by the offices are not in the proper form and there is no system to watch pendency in raising claims as well as pendency in the collection of cost of Bills already sent, balance if any to be received etc. This is also viewed seriously by the Public Accounts Committee, Kerala Legislative Assembly and it is directed to open the DCB Register immediately and to maintain it properly.

(3) In para 3 in the circular cited a format to maintain a "Recovery Register of Bill of Cost" was prescribed. In view of the observation in the Audit Report of Accountant General and the remarks of PAC, it is felt necessary to maintain a "DCB Register" of Bill of Cost with certain modifications to the Recovery Register maintained now.

(4) A specimen format of the page of the DCB Register to be maintained is enclosed. The unit heads who raise bill of cost of Police guard/money escort etc. should open and maintain the DCB Register forthwith and details with effect from 1.4.09 should be entered clearly in the Register in respect of each institution specifically mentioning the consolidated outstanding balance of cost to be received as on 31.3.09. There is no need for a separate Recovery Register hereafter since the DCB Register will serve the purpose. All other instructions in the Circular cited should be adhered to promptly.

(5) The intention of this circular is to change the name and format of the Register as in the enclosed specimen copy. This DCB Register is also relevant for Reimbursement of Passport verification charges, cost of Immigration wing, cost of SIs deputed to Delhi for VIP duties, cost of Railway Police, cost of outside state deployment etc.

(6) A DCB Register in the prescribed format will be opened and maintained as stated above in the concerned sections in Police Headquarters also.

(7) A compliance report regarding the opening of the DCB Register earmarking separate page for each institution availing Guard/Escort with all details as prescribed in the specimen format, will be furnished to Police Headquarters to reach on or before 25.9.09.

Director General of Police