

POLICE



DEPARTMENT

No.P1-142868/2019/PHQ

Police Headquarters,

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Dated. 29-11-2019

Circular. 18/2019/PHQ

Sub : Maintenance and use of TR-5 receipts - Guidelines & Instructions - Issued
- Reg:-

Receipts in Form TR No.5 is commonly considered as an instrument being used in Govt offices intending to acknowledge the receipt of money received on behalf of Govt. Proper Maintenance and use of TR-5 receipts are key to the financial prudence as it often have chances of malpractice while receiving public money. Its proness to get tainted under various stages of its use creates allegations and end in disrepute to department. Various guidelines and instructions have been issued over the years directing to discharge prompt duties and responsibilities while using TR-5, its documentation, upkeep and remittance of revenue collected etc. for a flawless money dealings. But it has not proved to be scrupulously followed in some units with certain defects unearthed during audit of various authorities. With a view to avert the possible misuse and resultant allegations on frivolous mangement of TR-5, all officers concerned shall rigoursly go by the norms and procedure in force by having convinced the nature of importance it has.

02. Receipt Book in Form TR-5 is printed with interleaved perforated copies to be taken by carbon process. Copying pencils and double faced carbon papers should be used for this purpose. The original should be retained as office copy and the duplicate issued to the party while attending to a case using TR-5, it shall be not treated in awkward manner like leaving the leaf with unclear impression of amounts received, non-receipts of acknowledgement of payees, retaining of duplicate copy instead of original one, and making torned and damaged leaf etc to avoid any possibilities of tampering of datas. Lack in transperency over the receipts of public money on account of irrational and fallacious use of TR-5 receipts may account for eliciting of allegations. So keeping a consistent watch on its use by officers concerned is imperative to follow.

03. Unlike the old manually operated TR-5 receipts, Govt have introduced centralized Numbering system making it more safe and secure for transperant money dealings. As per GO Ms No 282/2019(115)/Fin dtd 26.9.2019, the use of TR-5 receipts bearing centralised number is mandatory wef 01.10.2019 on the condition that all the unused old manually numbered TR-5 receipts if any till that date (30-9-2019) is to be surrendered to store account on proper record. As far as the counter foils of used books are concerned, it



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shall be undergone for the three audits lead by AG, Finance wing and PHQ, and thereafter the same can be sent to DPO store/can be destroyed by constituting a committee headed by not below the rank of a Gazatted officer by making appropriate entries in the stock register.

04. Centralized numbered TR-5 receipts can be availed from DPO store on need basis. On receipts it shall be accounted in a stock register exclusively maintained for TR-5 with details of date of receipt, number of books received, whom it is issued, details of return of counterfoils etc for the merits of its validity. Non-returning of counter foils or unused leafs/books shall be viewed seriously. Obligatory voucher numbers for each leaf shall be assigned and that also to be taken into cash book for it being a worthy record. The amount collected via TR-5 needs to be gone through cash book and end up in the bank account provided for this purpose with required vouchers preferably on the day itself or very next day. In the next level, Cashier, DPO, is bound to withdraw all the money so deposited by units from the bank and to remit the same under respective head in the treasury on proper record. Also, Reconciliation of amount so collected shall be done by Writer/ASW of station by verifying cash book and bank statement on a daily basis. In this regard, it is to be kept in mind that the money so collected are not diverted for other purposes. Though there is no record keeping system at station level, SHO/Writer shall have the onus to lookafter all these things promptly and accountable for any shortcomings.

05. Perfunctionery using of TR-5 in the course of duty especially when checking initiated on MV violations, COTPA etc. is amounted to a major lapse which could culminates in allegation, prosecution and embrassment. In this regard, It has been observed some unlawful instances in some units that revealed non-remittance and delayed remittance of amount collected via TR-5 in bank account suspecting misappropriation. Obligatory acknowledgement by offender over the TR-5 leaf immediately after the payment of penalty are not seen received in most cases leaving confusion about the worthiness of the process. These senseless actions shall entails for fixing up of responsibilty and required to do damage control mechanism. So, focussed effort be taken while dealing with TR-5 and allied process for a meticuluos internal control mechanism.

06. To streamline and ensure the efficacy of the process of TR-5 usage and maintenance, it needs to be undergone for a peroidoic verification by the special team consituted at unit level and to complied with meticulously. DPC/Unit heads concerned shall ensure that prompt inspection and monitoring mechanism that cater to the genuine maitnenance and use of TR-5 receipts and furnishing of report thereon to PHQ are being done at every stations with out any hassels.

07. Govt. has banned the usage of whitner in the case of all doumentations relating to instruments being used for collecting public money on behalf of Govt . So caution need be applied and ensure that when any error happens in the writings on the TR-5 leaf, Cash book, Money memo etc , it is strucked off straightly with a line and avoided overwritng using erasure and instead re-write the matter newly for driving away supicion of any sort of malpractice.



08. In case a TR-5 leaf is not afford to use further triggered by its damage or wrong entry, it can be cancelled and retained along with the book after it got stricked across with a written caption superscribed as "CANCELLED".

09. It is instructed that ultimate effort shall be made to thwart any possible mis-managment in the course of TR-5 maintenance and usage. All Officers are directed to follow the above directions in letter and spirt and to ensure compliance.

10. The contents mentioned in this circular shall be delivered to all Police/field units and intimated to all Police officals irrespective of ranks.



Loknath Behera IPS
State Police Chief

To : 1. All SHOs of all Police Stations.
2. All Officers in List B- for information and urgent necessary action.
3. SP ICT, SCRB.
4. All Staff Officer's in PHQ (Hard Copy).
5. DD, SPMC, PHQ, for information & n/a.

Copy : Copy to: Circular Register, Kerala Police Website.
To

