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Annexure 'I'

**GOVERNMENT OF MANIPUR
FINANCE DEPARTMENT
(Finance Resource Section)**

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OFFICE MEMORANDUM
Imphal, the 23rd September, 2014

Subject: - **Operation of the Personal Ledger Accounts for
Manipur Govt. Oil Depot.**

No.9/22/2014-FR: The procedure adopted by the GAD in respect of operation of the Personal Ledger Account for receipts from the Government Departments and payment to M/S, India Oil Corporation Ltd. (Assam Oil Division), Digboi for supply of petrol, diesel etc. with the Banking Treasury under Major Head 8443- Civil Deposits, Govt. Oil Depot (GAD) by crediting the deposits and debiting the payments has been under consideration of the Govt. for some time.

2. It has come to the notice of the Government that certain Departments (including GAD) have been depositing funds directly to IOC through e-payment for purchase of POL from Government Oil Depot instead of depositing under Major Head: 8443 – Civil Deposits, 106- Personal Ledger Accounts operated by GAD. This has led to mismatch in accounting leading to problems in reconciliation of the Personal Ledger Accounts maintained for this purpose by GAD. Notwithstanding the introduction of electronic payment and considering the nature of accounting procedures for Personal Ledger Accounts, all departments are hereby instructed to follow the extant rules of operation of PL Account for Manipur Government Oil Depot for all withdrawals/drawals on POL.

3. Henceforth, all Departments which have hitherto been procuring POL from Govt. Oil Depot will now deposit fund for POL into GAD Bank Account through e- payment which will then be deposited to the Personal Ledger Accounts through challan by the GAD. All procurement of petrol/diesel from IOC on the strength of deposits made by Departments will be done by the G.A.D.


(Barun Mitra)
Principal Secretary (Finance),
Government of Manipur

Memo No.9/22/2014-FR

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Imphal, the 23rd September, 2014

Copy to:-

1. Secretary to the Governor, Raj Bhavan, Imphal.
2. Secretary to Hon'ble Chief Minister, Manipur.
3. P.S. to Chief Secretary, Government of Manipur.
4. All Addl. Chief Secretaries/ Principal Secretaries/ Commissioners/Secretaries, Govt. of Manipur.
5. Commissioner (GAD), Government of Manipur, with a request to open separate Bank Account for the purpose and to communicate details of the Bank Account to all concerned Deptt.
6. Accountant General, Manipur.
7. Director (Treasuries & Accounts), Manipur.
8. Treasury Officer, Imphal West Treasury, Manipur.
9. AGM, State Bank of India, M.G. Avenue, Imphal.
10. Guard File/Order Book.