

GOVERNMENT OF TRIPURA
DIRECTORATE OF HIGHER EDUCATION
SHIKSHA BHAWAN, OFFICE LANE, AGRTALA, TRIPURA - 799001


No. F.4 (11-6)-DHE/BGT (FIN)/20-21/ 2747(03) Dated, Agartala, the. 10../06/2020

MEMORANDUM

In order to ensure the Govt. Non-Treasury, Non-Govt. funds management and creating additional resources of revenue by up-gradation of the Books of Accounts and proper maintenance of accounts, a system namely the 'Process for Internal Restructuring of System of Accounting' or in short 'PIRSA' will be implemented in all the Libraries of the State and the system will be controlled centrally from the Birchandra State Central Library (BCSCL) under the Education (Higher) Department, Government of Tripura. The Books of Accounts maintenance of the Libraries under PIRSA will take immediate effect from 1st July, 2020 by following the guidelines given in the enclosed '**Annexure-A**'.

Further, it is also instructed to open a new **Flexi Fixed Deposit (FFD) Account** and a **Savings Bank (SB) Account** in any Regional Rural Bank by 16th June, 2020 for the said funds of the Libraries. Before opening the FFD Bank account please make sure that the Bank and Bank branch is agreed to supply at least 02 (two) POS Machine to the BCSCL without any cost and charges of installation etc. for all kinds of transactions by fulfilling all the parameters/provisions/ terms & conditions/ service facilities mentioned in the enclosed '**Annexure-B**'. Total available Government Non-Treasury, Non-Government funds (Cash at Bank and Cash-in-hand, if any) of the BCSCL and Branch Libraries must be transferred and deposited into the new FFD A/c and SB A/c (i.e. Central Account) respectively within next 10 (ten) working days after opening of the accounts. All the Bank accounts which deals with Govt. Non-Treasury and Non-Govt. funds in other Bank shall be closed and shall be operated only through the new account under single Bank.

If there any difficulty arises in the process of opening of above mentioned Bank account, it should be immediately communicated to the undersigned formally to resolve such issues.


(Saju Vaheed A, IAS)
Director

To
Department of Higher Education, Tripura
The Head Librarian, Birchandra State Central Library (BCSCL), Agartala, West Tripura; and
Library I/C, All Branch Libraries under the BCSCL of the State for taking necessary action.

Copy to:

1. PS to the Hon'ble Minister, Education Department, Government of Tripura.
2. PS to the Secretary, Higher Education Department, Government of Tripura.

Guidelines for Maintenance of the Govt. Non-Treasury and Non-Govt. Funds of the Birchandra State Central Library and other Govt. Libraries of the State

1. Introduction:

In order to ensure the Govt. Non-Treasury and Non-Govt. Fund management by the Birchandra State Central Library (BCSCL) and other Branch Libraries of the State under its control of the Education (Higher) Department, Government of Tripura and creating additional resources of revenue for the Libraries by up-gradation of the books of accounts, proper maintenance of accounts under a system of the '**Process for Internal Restructuring of System of Accounting**' or in short '**PIRSA**' will be implemented in all the Libraries under the Education (Higher) Department.

2. Objectives:

- (a) To upgrade the present system of Traditional Accounting System (TAS) considering the need for improving the financial transparency in all the transactional functions of the Libraries of the State including the BCSCL, Agartala.
- (b) To prepare and maintain necessary books of accounts and records following the '*Accounting Principles*' to ensure proper, systematic accounting application in the Libraries;
- (c) To establish automatic cross-checking and reconciliation system for every financial transaction of the Govt. Non-Treasury fund or Corpus Fund and Non-Govt. funds or Public Security Fund and Others fund of the Libraries.
- (d) To ensure more transparency and accountability for all not only in financial and accounting practices, but also in management of non-expendable, non-productive, unspent and idle parked funds in the process of implementing proper financial system in the Libraries.
- (e) To fulfil the requirement of funds as much as possible by generating additional resources from internal fund management activities of the Department and using available sources of fund of the Libraries by ensuring proper fund control and management;



- (f) To establish an internal fund management system in the Department for proper financial management, where every Branch Library will control for the purpose of fulfilling the requirement of the Libraries as much as possible by implementing a 'Central Accounting System' in the BCSCCL, Agartala.

3. Types of Funds:

As per the sources of funds library fund has been divided into 02 (Two) major category and sub-categories as follows:

- (i) **Government Non-Treasury Fund:** The Corpus Fund (CF) of the Central Library, allotted by the State Government during 2002-03 FY has been treated as the Government Non-Treasury Fund.

(ii) **Non-Govt. Fund:**

- (a) **Public Security Fund (PSF):** It is a refundable fund which was collected by issuing Library Card to the public/ readers by the BCSCCL, Agartala.

- (b) **Other Public Security Fund (OPSF):** It is a refundable fund which was collected by issuing Library Card to the public/ readers by all the Branch Libraries of the State.

- (c) **Fines and Other Receipt (FOR):** The fund which is receipts as the fine for non-submission of books in time by the readers and the collection of cost for availing the facilities in the library premises like Xerox, Computer and Printing etc.

(4) Financial Transactional Process in between the Libraries:

The library administrations and financial transactions of all branch libraries will be fully monitored and controlled from the BCSCCL, Agartala like as existing processes. In continuation of this process total fund available in the Branch Libraries shall be maintained from the Central Library, Agartala. For this purpose following instructions are must be followed;

- (a) Total Public Security Fund which was deposited in the Bank A/c of respective Branch Libraries must be transferred to the '**Central Account**' maintained by the BCSCCL, Agartala. Further fund collection by issuing new Library Card also require to be transferred to this Central Account time to time by using Core Banking System (CBS) facilities.

Qm

- (b) A '**Ledger Register**' will be maintained by the Central Library for keeping records of all transaction with the Branch Libraries in separate '**Ledger Account**'.
- (c) Every Branch Library will maintain minimum Cash-in-hand like as existing process for urgent needs of money in refunding Public Security Fund in the case of Card surrender. This Cash-in-hand must be maintained by making proper entry and record in the respective '**Ledger Account**' of every Branch Libraries.

(5) Maintenance of Accounts:

The entire accounting process of the Libraries will be maintained into two major types of accounts namely (i) **Treasury Fund** and (ii) **Govt. Non-Treasury & Non-Govt. Fund** (excluding RRRLF and other funds received from Government sources). **The Government Treasury related fund will be maintained by following earlier system and processes.** But all the above mentioned total Govt. Non-treasury & Non-Government funds of all sources will be maintained in a single **Flexi Fixed Deposit (FFD) Bank A/c** or in short **Flexi Deposit (FD) Bank A/c** and in single **Cash Book** for all kinds of receipts and payment functions.

(6) Books of Accounts & Transaction Recording Process:

Along with a **Cash Book** the BCSCCL or Central Library will maintain another 05 (five) **Printed Format** based register namely;

- (a) **Fines & Other Receipt Register** (for keeping records of daily receipt of fund in the library counter)
- (b) **Membership Register** (for keeping records of card issue, receipt, card surrender, and refund payments);
- (c) **Fund Receipt & Payment Register** (for maintaining total receipt & payment of each and every types of fund of the libraries, separately);
- (d) **Ledger Register** (for keeping record of all transactions in between Central Library and all Branch Libraries); and
- (e) **Fund Control Register** (for recording all financial transactions with bank);

Every Branch Libraries will maintain a **Membership Register (MR)** for recording all kinds of receipts and payments transaction with readers of the library as well as for keeping records of fund transfer to the Central Library, Agartala.

The registers format is given in **Annexure- A (1)**.

(7) Bank Account: The Bank Account (A/c) for maintaining the total Govt. Non-Treasury & Non-Government funds should be the **Flexi Fixed Deposit (FFD) A/c** or in short **Flexi Deposit (FD) A/c** under any Indian public sector Regional Rural Bank (RRB). A **Savings Bank (SB) A/c** will be maintained as a '**Central Account**' by the Central Library for getting transfer the 'Other Public Security Fund' from different Branch Libraries Bank A/c.

Every Branch Library will maintain a Savings Bank (SB) A/c for transferring Public Security Funds deposited into their account to the Central A/c maintained by the BCSCCL, Agartala. The SB A/c of the Branch Libraries must be '**Non-Operable Collection Account**'. The 'Non-Operable Collection Account' means there will be no 'Withdrawal' facilities in that account but will be used only for depositing the amount received from new library card issued and transferring the same to the Central Account, Agartala.

The 'Terms & Conditions' for maintaining the Flexi Deposit Bank Account are as under:-

- (i) The maximum & minimum amount of each Term Fixed Deposit (TFD) will be 01 (One) lakh.
- (ii) The maximum tenure of every TFD will be 01 (One) year and every TFD will remain active upto the end of every financial year (i.e.31st March of every year).
- (iii) The interest amount of Pre-mature TFD will be credited on the day of payment and on and after pre-maturing of every TFD.
- (iv) To prepare a separate account statement in the last day of every year (31st March) for calculating the Total Annual Interest (Matured & Pre-matured TFDs).
- (v) Bank will issue Bank A/C statements (printed or soft copy) regularly for verifying date wise transaction, accounting and monitoring purposes.
- (vi) Monthly '**Balance Certificate**' will be issued by the Bank on the last day of every month and the total balance amount of the Bank A/C (including principal and interest) will be reconciled and verified with the balance amount highlighted in the Fund Control Register (FCR) and Cash Book.

(8) Process of Fund Receipt and Payment/ Disbursement:

Receipt and Payment or Credit/ Transfer or Collection and Disbursement of funds will be maintained as under:

- (a) Date wise receipt and payment of Public Security Fund in respect of new library card issued as well as surrender/ refund of the same related with the Central

Library will be recorded in the **Membership Register (MR)**. This Public Security Fund of the Central Library will be maintained by making proper entry in the column of **Public Security Fund (PSF)** of the **Fund Receipt & Payment Register**.

- (b) All transferred and receipt of Public Security Fund from the Branch Libraries will be recorded in the respective Ledger Account of the Ledger Register. The Public Security Fund of all the Branch Libraries will be treated as the '**Other Public Security Fund**' and maintained in the column of **Other Public Security Fund (OPSF)** of the **Fund Receipt & Payment Register**.
- (c) Fines/ penalty amount collected from card holders/ readers for late returns of books and other will be recorded in the **Fines & Other Receipt Register** maintained in the respective counter of the Central Library. The amount will be recorded in the column of **Fines & Other Receipt (FOR)** of the **Fund Receipt & Payment Register**.
- (d) Fines/ penalty amount collected by Branch Libraries from card holders, readers for late returns of books and others will be transfer to the Central Account and record in **Ledger Register** maintained by the Central Library. This amount will be recorded in the column of **Fines & Other Receipt (FOR)** of the **Fund Receipt & Payment Register**.
- (e) All sanctioned expenditure will be recorded in the respective column of **Corpus Fund** of the **Fund Receipt & Payment Register**.
- (f) The monthly credited interest amount will be recorded in the Interest column of the **Fund Receipt & Payment Register**.
- (g) All kinds of financial transaction with Bank related with the Flexi Fixed Deposit A/c including the fund transfer from 'Central Account' will be recorded & maintained in the **Fund Control Register (FCR)**.
- (h) The **Cash Book** is the final book of account of this accounting system of the library, by which daily fund receipts and payments of the Central Library through Flexi Fixed Deposit A/c will be properly recorded and maintained.

(9) Provisions for Increasing Existing Corpus Fund: Full disbursement of yearly total earned interest shall never be permissible. A portion of yearly total earned interest amount must be used for increasing existing Corpus Fund in every financial year. If the amount of Corpus Fund re-constituted in future then newly created Corpus Fund shall neither

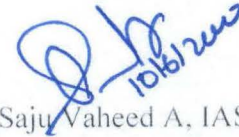


in less nor equal amount, rather it must be higher in compare to the amount of previous year. Further the increased amount of Corpus Fund must be in round figure of lakh by taking higher/ maximum side of that interest amount.

(10) Guidelines for Expenditure of Yearly Earned Interest from Govt. Non-Treasury Fund and Non-Govt. Funds:

Every payment and disbursement of fund from earned interest will be possible by following the order/ guidelines issued time to time by the Competent Authority of the Department only. Further, it will be mandatory to prepare a 'Statement of Estimated Expenditure Budget' on the basis of yearly allotted interest amount and to get approval from the Competent Authority of the Department. Every payment for any expenditure enlisted in the approved budget will be possible only by getting sanctioned from the Director of the Department.

Any payment and disbursement of fund will be possible only by following all kinds of order given in the Memo, Notice, Circular, Letter etc. issued by the Higher Authorities of the Department following all codal formalities.



(Saju Vaheed A, IAS)

Director

Department of Higher Education, Tripura

Government of Tripura

Education (Higher) Department

No. F.4 (11-6)-DHE/BGT (FIN)/20-21/

Dated, Agartala, the 10/06/2020

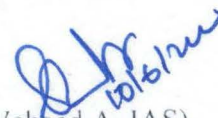
To

The Head Librarian,

Birchandra State Central Library, Agartala for information and taking necessary action.

Copy also forwarded to:

1. PS to the Hon,ble Minister, Education Department.
2. PS to the Secretary, Higher Education Department.



(Saju Vaheed A, IAS)

Director

Department of Higher Education, Tripura

(1) FINES & OTHER RECEIPTS REGISTER (FORR):

FORR Page No:		Birchandra State Fines & Other						Central Library Receipts Register						FORR Page No:	
Records of Fines and Other Receipts								Records of Fines and Other Receipts							
Date	Opening Balance (Rs.)	Particular	Card No.	MR No.	Amount (Rs.)	Closing Balance (Rs.)	Signature of Cashier	Date	Opening Balance (Rs.)	Particular	Card No.	MR No.	Amount (Rs.)	Closing Balance (Rs.)	Signature of Cashier
1	2	3	4	5	6	7=2+6	8	1	2	3	4	5	6	7=2+6	8

(2) MEMBERSHIP REGISTER (MR):

FORR Page No:		Birchandra State Membership					Central Library Records					MR Page No:	
Sl. No	Card No.	Date of Issue	Name of Card Holder	Address	Subscription Amount (Rs.)	Money Receipt No.	Additional Subscription Amount (Rs.)	Money Receipt No.	Total Subscription Amount (Rs.)	Date of Card Surrender	Signature of Card Holder		
1	2	3	4	5	6	7	8	9	10 = (6 + 8)	11	12		

(3) FUND RECEIPT & PAYMENT REGISTER (FRPR):

Department of Higher Education				Government of Tripura						FRPR Page No:					
Fund Receipt &				Payment Records											
Birchandra State Central Library, Agartala, Tripura (West)										For the month of..... 20.....					
Date	Receipt, Payment, Balance & Transfer	Particulars	F/ TMR/ SM No.	Receipt & Payment Fund (Under Different Non-Govt. Sources of BCSC and Branch Libraries)						Corpus Fund (CF): (Mandatory to Maintain in this FY) Rs...../-			Interest	Cumulative Interest	Total Balance (Rs.)
				Public Security Fund (PSF) Rs.	Balance of PSF (Rs.)	Other Public Security Fund (OPSF) Rs.	Balance of OPSF (Rs.)	Fine and Other Receipts (FOR) Rs.	Balance of FOR (Rs.)	Payment from CF		Total Corpus Fund (TCF) (Rs.)			
										Payment From Sectioned Amount Rs.	Subtractive Balance of Yearly Total SA Rs...../-				
1	2	3	4	5	6 = ^6 (+/-)5	7	8 = ^8 (+/-)7	9	10 = ^10 (+/-) 9	11	12 = ^12-11	13 = ^13-11	14	15 = ^15+14	16 = (6+8+10+13+15)

(4) LEDGER REGISTER (LR):

Department of Higher Education,						Government of Tripura					LR Page No.	
Birchandra State Central Library, Agartala, Tripura (West)												
Ledger Account of						Library						
For the month of.....						Year: 20..... - 20.....						
Dr.											Cr.	
Date	Particulars	F/ TMR/ SM No.	Cash (Rs.)	Bank (Rs.)	Total (Rs.)	Date	Particulars	F/ TMR/ SM No.	Cash (Rs.)	Bank (Rs.)	Total (Rs.)	

(5) FUND CONTROL REGISTER (FCR):

Department of Higher Education, Government of Tripura													FCR Page No:				
Fund Control Records																	
Birchandra State Central Library, Agartala, Tripura (West)													For the month of..... 20.....				
Date	Particulars (Receipt & Payment)	TV/ F/ SM No.	Opening Balance (Rs.)	Receipt & Credit (Rs.)	Analysis of Financial Transactions <i>(Under the System of PIRSA)</i>								Grand Total (Rs.)	Payment & Debit (Rs.)	Closing Balance (Rs.)	Remarks	
					Balance (Rs.)	Receipt & Credit (Rs.)	Total (Rs.)	TFD (Rs.)	Balance (Rs.)	Cum. TFDs (Rs.)	Payment & Debit (Rs.)	Balance After Payment (Rs.)					
1	2	3	4	5	6	7	8 = 6 + 7	9	10 = 8 - 9	11 = ([^] 11 + 9) Or ([^] 11 - [^] 9)	12	13 = {10 + (9 + [^] 9) - 12}	14 = (4 + 5) Or (10 + 11) Or (11 + 12 + 13)	15	16 = (10 + 11) Or (11 + 13) Or (14 - 15)	17	

6. CASH BOOK:

Department of Higher Education, Government of Tripura											CB Page No.	
Birchandra State Central Library, Agartala, Tripura (West)												
CASH BOOK												
For the month of..... Year: 20..... - 20.....												
Dr.						Cr.						
Date	Particulars	TV/ F/ SM No.	Cash (Rs.)	Bank (Rs.)	Total (Rs.)	Date	Particulars	TV/ F/ SM No.	Cash (Rs.)	Bank (Rs.)	Total (Rs.)	

Annexure-B

The following Parameters/ Provisions/ Terms & Conditions/ Service Facilities are mandatory to be followed and fulfilled by the Bank in the process of proper maintenance of the Flexi Fixed Deposit (FFD) Bank Account for administrative convenience:

1. All kinds of deposit & payment should operate through Flexi Deposit (Savings) A/c. Every Flexi Fixed Deposit (FFD)/ Term Fixed Deposit (TFD) should create and open from the available amount of FD (Savings) A/c.
2. The 1st FFD/TFD must be amounting of Rs.1.80 Crore, but the maximum & minimum amount of the next following every FFD/ TFD should be amounting of Rs.1 (One) lakh. The maximum tenure of every FFD/ TFD should be 01 (One) year and all the FFD/ TFD will remain active only up to 31st March of every financial year.
3. The available balance amount in FD (Savings) A/c must be in the figure of Rs.1000/- (thousand). Refund in FD (Savings) A/c should be made separately in multiple of Rs.1000/- in the case of any pre-mature/ mature withdrawal by following 'List in First out' or 'LIFO' method. **No penalty should be charged by the bank for any pre-mature FFD/ TFD withdrawal.**
4. Bank must issue account statements (Printed or Soft copy) regularly by declaring/ mentioning total FFD/TFD amount in the FD A/c when it is so asked to be supplied the same for accounting, verifying and monitoring purpose.
5. A Monthly Balance Certificate must be issued by the Bank in the last day of every month for reconciling as well as verifying the balance amount highlighted in the Books of Accounts of the Birchandra State Central Library, Agartala.
6. Accrued interest from TFD/FFDs must be credited into the FD (Savings) A/c only, not in the TFD/ FFD Accounts. If there is any interest become receivable for any pre-mature withdrawal of TFDs/FFDs which was created more than 07 days before, it must be credited on the same day when such withdrawal will be made. But except interest of Pre-mature withdrawal other must be given/ credited into the account in the monthly basis in every financial year (i.e. 31st March).
7. Bank must issue a statement of Total Interest Amount in the last day of every financial year (i.e. 31st March).
8. All kinds of transactional service facilities related with the Cash-Less transactions other than the POS Machine such as Internet Banking, Mobile Banking, and Payment Apps etc. are must be provided by the Bank without any charges.
9. No Bank charges of any kind shall be charged and **account shall be treated a Government Account.**