



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)  
ODISHA: BHUBANESWAR

CIRCULAR

The undersigned is directed to invite applications from employees borne on regular establishment and holding substantive post up to **pay level 7** of the pay matrix through proper channel, in the enclosed format from Office of the Principal Accountant General (Audit-I), Odisha, who are willing to work as 'Cashier'. After appointed to work as a Cashier, the official should furnish security in accordance with the provisions contained in Rule 306 (1) to 306 (4) of the General Financial Rules, 2017. Selected official shall be paid Cash Handling and Treasury Allowance as stipulated in DoPT OM dated 18.01.2019. The list of duties is described below. Officials having the above eligibility criteria and desirous for applying, may submit their willingness in the proforma prescribed, to the Administration (Audit-I) Section latest by **20.03.2025**.

**Duty List:**

1. He shall maintain the Cash Book and the subsidiary Cash Book and all other records which are not specifically entrusted to other members of staff in the Cash Branch.
2. He shall encash the Cheques endorsed in his favour and bring the money to office safely and keep it securely in the cash chest or cash box as the case may be.
3. He shall receive all the moneys creditable to Government and prepare receipts in Form GAR-7 which will be issued after the signature of the Branch Officer (Cash).
4. He shall recover the dues of the Accounts Co-operative Societies, L.I.C. and such other bodies from the pay and allowances of the staff and officers.
5. He shall post the receipts as well as the recoveries in the Cash Book or the subsidiary Cash Book as the case may be.
6. He shall remit to the Bank or the payees concerned the amounts creditable to Government or payable to other authorities and watch receipts of challans and acknowledgements. He shall post the remittances into the register of Remittances and also in the Cash Book.
7. He shall disburse or arrange to disburse the amounts drawn to the payees concerned.
8. He shall obtain legal quittance in respect of all the payments. He shall post all the payments in the Cash Book.
9. He shall close the Cash Book and the subsidiary Cash Book, verify the cash and agree it with book balance sign the Cash Book/the subsidiary Cash Book and submit them to the Branch Officer (Cash) at the end of each day with all the other records necessary for him to verify the entries therein in the Cash Book/subsidiary Cash Book.
10. He shall prepare an analysis of the cash balance at the end of each month showing specific individual items which work up to the total amount of the balance in hand.

11. He shall maintain the Denomination Register and the Cheques movement register.
12. He shall maintain the Attachment Register.
13. He shall obtain monthly consolidated receipt from the Societies and shall be responsible for the proper upkeep of acquittance rolls and receipts.
14. He shall attend to other duties as may be assigned to him.

*Sd/-*

**Senior Audit Officer/ Admn.**

**Memo No. Admn (Audit-I)/Gen/Cashier/2024-25/3479**

**Date:20.03.2025**

Copy forwarded for information and necessary action to:

- 1) Secretary to Pr. Accountant General (Audit-I), Odisha, Bhubaneswar
- 2) Steno to DAG (Admin), Pr. AG (Audit-I), Odisha, Bhubaneswar.
- 3) Welfare Officer (Audit)
- 4) All Branch Officers, O/o the Pr. AG (Audit-I), Odisha, requested for wide circulation among their group members.
- 5) SAO/ DA Group to host in Office website.
- 6) Guard File/ Spare copy.

*Sd/-*  
*20/03/2025*

**Senior Audit Officer/ Admn.**

**APPLICATION FOR THE POST OF CASHIER**

Sl. No.	Brief details	
1.	Name of the employee in full (in Block letters)	
2.	Employee ID	
3.	Designation	
4.	Date of Birth	
5.	Date of Joining	
6.	Section in which presently working	
7.	Pay & Pay Band (with Grade Pay)	
8.	Serial number in the Gradation List as of 01.03.2024.	

**Date:.....**

**Signature of the employee: .....**