DEPOSITS

LOCAL FUND DEPOSITS

- Chapter III Art 73-74 TN AC – Vol. II
- Chapter XIII Art 303-313 –TN FCvol -I
- Part III Chapter V – TNTC Vol – I

DEFINITION: PART III CHAPTER V INSTR. 1 AND 2 TNTC – VOL – I

- The Moneys received and administered by a body which though not part of the Government Departmental organization, has been placed under the control of Government by a law or a rule having the force of law, whether in regard to its proceedings generally or to specific matters

- (e.g.) Budget creation, post sanction, appointment, pension, etc. are L.F. Accounts.

- The Moneys received and administered by any other specified body, when the Government have published a special notification to the effect that they constitute a Local Fund.
- L.F – Accounts – 8338 Deposit of .Local Fund
- Panchayat Union – (LF I to X) – LFI (Grl). III (Edn) V (Noon – meal) IX and X (State and Central Schemes)
- Town Panchayat – T.P.F I (Grl and Schemes) II (contingent and Misc)

MUNICIPALITIES/CORPORATIONS

- M.G.F – 1, II.
- Corporation G.F.I, II.
- P.F.D – 8342 PFD – Provident Fund 8342 Time Deposits – Loans and Advances Local Bodies employees(now not in use)
- P.D. A/c. – 8443 Civil Deposit
- Opening of L.F. A/c. – G.O. required
- Opening of P.D. A/c. – G.O. with AGs' Concurrence (S. R.7 (b) TR 10 TNTC I)
- P.D. A/c opened based on the Consolidated Fund
- A.G.'s concurrence is not necessary.

	Receipts	Payments
LF A/c PD A/c PFD Time Deposit	1. Challans remitted by Only by Cheque Specified for PD A/c by Executors only	Only by Cheque Specified for PD A/c by Executors only that A.c
	2. Adj. Bills by T.O/ (Proper A/c. No, D.P. Codes are A.T.O/S.T.O already furnished in the cheques (No public remittances issued by Bank Directly)	(Proper A/c. No, D.P. Codes are Time Deposit A. T.O/S.T.O already furnished in the cheques (No public remittances issued by Bank)
	PD A/c. – No Adj Bills – only ECS or Cheque payments to P.D. A/c.	

REGISTER OF L.F. A/C. – T.A.22
EXECUTOR-WISE/ ACCOUNT-WISE

Date	Cheque No. Challan No. Adj	Amount Received	Amount paid	Balance after each transaction	Initials
1	2	3	4	5	6

Monthly Total ________ ________

<u>Monthly Abstract:</u>

O.B
Receipts
Total
Payments
C.B

TR 22

- Fortnightly extract in duplicate to the Bank and acknowledgment to be Obtained in one copy from the Bank
- Monthly schedule with plus and Minus Memo to the Executors and to the District Treasury.

Monthly reconciliation should be done with the Executor and with the District Treasury.

REGISTER OF CONSOLIDATED PLUS AND MINUS MEMO – D.T. ACCOUNT – WISE

NAME OF A/C. ________________

Executor	O.B	Receipt	Total	Payments	C.B
1					
2					
3					

Total ___________ ___________

Grants – in – Aid to L.F. A/cs. (SR 25 TR 16 TNTC – I) Adjustment Bills for sanction of Grants in Aid.

REGISTER OF GRANTS – IN – AID

Date	Distribution Register No(DR No.)	Order No and Date and by whom issued	Head of A/c of bill	Period for which Granted	L.F/PD A/c. NO. and Executor	Amount	Date of Adj	Initial
1	2	3	4	5	6	7	8	9

- <u>Time limit for claims to Local Bodies</u>(Art 311 TNFC I)
- If time limit was specified in G.O – up to that date or Financial year ending.
- All Grants – in- Aid (Cess, Surcharge, stamp duty, etc.) – Six months from the date of sanction or 31st March whichever is earlier. (Art.311 TNFC Vol I)
- T.A.23 – Intimation of cash order/Adj intimation to the Bank/ Sub Treasury

Date	Order No and Date	Payees Name and Name of A/c.	Amount Adjusted	Date of Despatch of Intimation	Initial
1	2	3	4	5	6

- Adj. Intimations should be sent to Bank/SubTreasury and acknowledgement should be obtained and filed.

If more than one P.U/T.P/ Executor	T.A. 24 – Register of daily receipts and payments of L.F. A/c, P.D. A/c. etc.

Name of Account

Date	**Receipts**	**Payments**
	Pu (1)(2) (3)-Total	Pu (1) (2) (3)-Total

Monthly Total

Acceptance Certificate:

- On the 31st March of every year Acceptance certificate in Triplicate should be obtained from the Executors for all the Accounts and should be submitted to A.G. duly countersigned by A.T.O/T.O. before 31/5 each year
- Two – to District Treasury.
- From District Treasury – One to Accountant General.
- Figures of Executors/Sub Treasury/ District Treasury as on 31st of March should be identical.

REGISTER OF ACCEPTANCE CERTIFICATE:

Date	Name of Executor	A/c. No.	Acceptance as on 31st March	Try. Balance	Executor Balance	Rc.No. and Date of Despatch of Acceptance certificate	Initial
1	2	3	4	5	6	7	8

The above same Register should be maintained at the District Treasury, Sub-Treasury wise. The date of despatch to the A.G. should be noted in Col (7)

OVERDRAFT IN L.F. P.D. A/C

- Intimation letter should be immediately sent to the Bank to stop further payment of O.D. A/c.

- After the clearance of O.D. with a penal Interest at 4.5% simple interest for the period of over drawal, revoke order should be obtained from T.O and should be intimated to Bank to continue operation.

- O.D. amount – Should be remitted back to the Executor A/c.

- Penal Interest – 4.5% P.a. – Simple Interest for the period of O.D to be remitted to “0049 Interest-Interest of L.F. A/cs.

REGISTER OF O.D. ON L.F/P.D. A/CS:

Sl. No.	Name of A/c.	Executor	Date Of O.D	Amount Of O.D	Ref. No. and Date of stop payment order issued	Initial	Date of Clearance of O.D
1	2	3	4	5	6	7	8

Amount remitted in A/c.	Amount of Penal Int. remitted in 0049 Int.	Order of T.O. to revoke stop payment order	Initial
9	10	11	12

REGISTER OF OVERDRAWAL OF GRANTS INTIMATED BY THE L.F. DEPT.

Sl. No.	Order No. and date and by whom issued	Name of Executor	Name of A/c.	Amount of O.D	Date of remittance or date of Adj. of O. D Challan No/ R.C. No.	Amount adjusted	Initial
1	2	3	4	5	6	7	8

INTEREST ON L.F. A/C. (HALF – YEARLY INTEREST):

- Payable under “2049 Interest – Interest on L.F. Accounts” based on the Appropriation from Govt. to C.T. A and from C.T.A to T.O.(2049 60 101 AE 2503)
- Interest payable to – L.F.I. and III, T.P.F.I, M.G.F. Corporation General Fund
- 6 months minimum balance is to the arrived
- It no transaction on a month – Opening Balance is the Minimum Balance.
- No Interest is payable for O.D.Months.

4.5% Interest on minimum balance – each month

$= \quad 4.5 \times 1/100 \times 1/12$

$= \quad 9/2 \times 1/100 \times 1/12 = 9/2400 = 3/800$

6 Months Minimum balance total X 3/800

Sanction order by S.T.O/A.T.O/T.O account-wise and abstract to be arrived for total interest payable and adjustment bill under “2049 int.on L.F.A/C” – to be prepared and adjusted . The File to be closed in “D” Dis

Recoveries :

(1) O.D. OF Grants, not remitted

(2) Excess paid Interest in previous Half years.

(3) Penal Interest if any due for O.D.

HALF – YEARLY INTEREST PAYMENT REGISTER.

Sl. No. (1)	Name of A/C (2)	6 Months minimum balance		Total Minimum balance Half year ending (5)	Interest =Total MIN BAL * 3/800 (6)	Order No. and Date (7)	Date of Adj (8)	Recovery if any and Head of Account (9)	Appropriation Details (10)	Initial (11)
		Month (3)	Balance (4)							

Interest on L.F.A/C if not paid for a particular Half yearly for want of Funds can be paid in subsequent years after receipt of appropriation.

TEMPORARY P.D.A/C:-

- Should be closed on 31st March of every year
- Can be re-opened if necessary as per G.O. and Accountant General's order should be obtained for each year.
- Balance on 31st March should be remitted back to the Departmental revenue Head.

INOPERATIVE P.D.A/C :-

- If no transaction in a P.D.A/C for more than 3years it should be treated as in-operative and should be closed immediately (Art.269 TN.F.V Vol.1)
- Balance less than Rs.1 – may be cancelled and closed by A.T.O/T.O.
- Balance less than Rs 100/- may be cancelled after obtaining closing orders from T.O.
- Balance exceeding Rs. 100/-

  The Available balance should be remitted to the Revenue Receipt Head of Account of the Department concerned by withdrawing the balance and should be closed.

LIBRARY FUNDS:-

- Chapter V Para 3(c) of Tamilnadu Treasury Code volume. I

- Even though library funds comes under the classification of local funds, no separate Account need be maintained in ST / DT since only Library Fund remittances are made by local libraries.

CIVIL DEPOSITS

- Art 261-272 chapter II – T.N.F.C.Volume I
- Appendix 19 – TNFC Volume II
- Art 64-67 Chapter III T.N.A.C. Volume II
- Art 127 Chapter IV T.N.A.C. Volume II

Definition : - (Art 261 Chapter II T.N.F.C.I

- In connection with the transaction of Public Business, the Government receive moneys deposited with them for various purposes by or on behalf of various Public Bodies and members of the public and afterwards account for them by repayment or otherwise are called civil Deposits.

8443 CIVIL DEPOSITS:-

- Revenue Deposits
- Security Deposit – E.M.D
- Works Deposit – Deposits for works done for Public Bodies or private individuals
- Contract and Labour Act
- Chit Fund Act
- R.M.I.R.Act(Rice Mill Industries Regulation Act)
- Deposits in connection with Election (State and Central)
- Public works Deposits
- Trust Interest Funds
- Unclaimed Provident Fund
- Civil court Deposits
- Criminal Court Deposits
- P.D.Accounts.

- P.D. Accounts – Accounting procedure as Local Fund Accounts
- C.C.D – Court – wise Register of receipts and
- Payments – In from T.A.22 (as L.F.A/C)
- Monthly Plus and Minus memo for each month.- For P.D.A/c and C.C.D. A/c
- Weekly Statements for weekend – each Friday to all the courts.
- Monthly Plus and Minus memo to all the Accounts to executors (courts) and to District Treasury
- Monthly reconciliation with the court figures and District Treasury figures.

CONSOLIDATED PLUS AND MINUS MEMO IN.D.T. TO TALLY WITH MONTHLY ACCOUNTS.

	Receipts	Payments – Refunds
All Civil Deposits except C.C.D and P.D. Account	By Challan remitted by the Parties / Departments Refunding Authority should be furnished in challans	By Deposits Refund bills “c” form cheque for land Acquisition compensation on work Deposits
C.C.D	Challan by courts	Cheques by courts
P.D. Account	1 Challan by Executors 2.By Cheque/ECS for	Cheques by Executors

If refunding Authority is not furnished in a Deposit challan, it may be taken in input II to the Departmental Receipt Head – Instruction 19-TR.16

For licence and permit challan on R.D./RMIR Act etc. the date of lapse of the licence or permit should be noted without omission.

TA 20 – REGISTER OF RECEIPTS AND PAYMENTS DETAILS OF DEPOSIT (COL 2 TO 9)

Date of receipt and challan No.	Deposit No. (Sl.No) (Annual)	Sub Tresy. No.	Dist. Tresy. No.	From whom received	Nature of Deposit/ Date of lapse of license/ permit (if any)	Authority ordering Deposit (Refunding Authority)	Amount of Deposit	Initial
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

DETAILS OF REPAYMENT (col 10 to 14)						
Refunding Authority	Order No. & Date	Amount of Repayment	Balance	Initial	Year & Date on which lapsed	Initial
(10)	(11)	(12)	(13)	(14)	(15)	(16)

- Monthly Plus and Minus Memo should be arrived and sent to District Treasury.
- Parallel TA20 Registers-Deposit-wise and Sub Treasury-wise should be maintained at the District Treasury.
- Consolidated Plus and Minus Memo register should be maintained Deposit wise at the District Treasury.
- Monthly reconciliation of Sub-Treasury figures with District Treasury figures should be done to tally the figures.
- All Deposit Registers in Sub-Treasury / District Treasury are permanent Records. No destruction.
- Payments – Repayment of Deposits – T.N.T.C.64 Form.
- Order of re-payment can be issued only by the refunding authority noted in challan – Instr.19.T.R.16
- Payment entry should be made in the Deposit Register(TA-20) while admitting the Refund bill.

REGISTER OF REPAYMENT OF DEPOSIT – T. A.21
DEPOSIT-WISE

Sl.No	DETAILS OF ORIGINAL DEPOSIT			DETAILS OF REPAYMENT			Initial
	Date of receipt	By whom remitted	Amount of deposit / balance	Date	To whom paid	Amount paid	
(1)	(2)	(3)	(4)	(5)	(6)	(8)	(8)

Quarterly outstanding balances of each Deposit with the year-wise abstract for total outstanding unpaid balances to be prepared and sent to D.T. for each quarter – 31st March, 30th June, 30th September and 31st December – each year.

Total amount of each Deposit in Quarterly Outstanding statement should tally with the Closing Balance at the end of each quarter.

LAPSE OF DEPOSIT : ART 271 T. N..F.C. VOL.I

General / All	After 4 completed Financial years
Security Deposit	License and permit Fees – Date of closing of license or permit should be taken into account for lapse
Work Deposit for land for Acquisition purpose.	5 Financial years from the date of last payment Acquisition purpose. (Art .271-V)

LAPSES:-
CAUTION DEPOSITS (S.D) MADE BY :

Nursing Students in Govt. Medical Colleges	**2 Financial Years**
I.T.I. Students in Govt. I.T.I	**3 Financial Years**
Agricultural University, Coimbatore	**6 Financial Years**
Govt. Engineering Colleges	**8 Financial Years**
Library Deposits in Govt.Colleges	**7 Financial Years**
Arts and Craft College, Chennai	**5 Financial Years**

- License and Permits Deposits in S.D / R.M.I.R. Act – when the license or permit is renewed, the deposit also can be renewed.

C.C.D 4 completed Financial Years from
Cr. C.D date of last payment.

Lapsed Deposit statement as on
31st March each year to be prepared By T.O.
and send to A.G. and copy to S.T.O/A.T.O
(except C.C.D. abd Cr.C.D.)

By T.O.

Year wise, Item wise amount lapsed with year-wise Abstract Deposit-wise should be prepared.

- Cr.C.D - By T.O. to District court (C.J.M) and after getting approval of C.J.M. to the A.G / Sub Treasuries (Chapter IV, Art 127-TNAC-II)
- C.C.D. - By the court concerned to the District Court and to A.G. In the case of District Court it is sent directly to A.G and a copy to T.O, concerned who in turn will send to Sub Treasuries.
- Approval of A.G. should be obtained for all the lapsed statements and should be intimated to A.T.O / S.T.O later by T.O.

- Lapsed Deposits should be entered in TA20 (Deposit Register) for each item as lapsed and revised Plus and Minus Memo should be arrived in the month of March for all the Deposits except CCD.

- Item-wise entry need not be made for CCD but revised Plus and Minus Memo only should be strucked on 31st March.

- Lapsed Deposits are treated as transfer of the amount of Deposit to the regular receipts Head of Account only on Book entries in Deposit Registers as lapsed.

REFUND OF LAPSED DEPOSIT - TNTC 65 FORM.-(ART 272(A) OF TNFC.VOL.I)

Refund of Lapsed Deposit – Sanction.

- Upto 3 years -Treasury Officer.
- After 3 years up to 6 years Accountant General
- After 6 years Government sanction with A.G's concurrence.

- Lapsed Deposit bill with sanction submitted by the Department should be sent to A.G / Govt. for sanction by the A.T.O / T.O. duly furnishing the details of lapse in the bill. Bills can be presented at the Treasury only after getting sanctions by T.O / A.G /Government and A.G.

- Transfer of Deposits (Adjusting bill) – Form TNTC 66.

- Deposits forfeited or cancelled by Department, Adjusted to court (C.C.D) etc., will be adjusted to the Receipt Head of Account Eg. Election Deposit forfeited to Government.

- Generally there will be no lapse in Election Deposit – Either repaid or forfeited.
- Refund and transfer of Lapsed Deposit Bills – should be prepared in the Departmental Receipt Head (Deduct Refund) to which the Deposit Relates.
- Generally Revenue Deposit / Security Deposit (Lapsed Deposit Refund):-“0075 Miscellaneous General Service 0099 Deduct Refunds.
- AA Refund of Lapsed Revenue Deposit / Security Deposits” 0075 00 900 AA 0007.

Thank You