

GOVERNMENT OF WEST BENGAL
Office of the Director of Land Records & Surveys
And Jt. Land Reforms Commissioner, West Bengal
35, Gopal Nagar Road, Alipur, Kolkata-700027.

Memo No.23/5237-54/C/2001

Dated, Alipur, the 29th August, 2001.

From:
S. SURESH KUMAR, IAS
Director of Land Records and Surveys
And Joint Land Reforms Commissioner,
West Bengal.

To
The District Land & Land Reforms Officer
Haora/Hugli/Nadia/Murshidabad/Birbhumi/
Malda/Dakshin Dinajpur/Uttar Dinajpur/Jalpaiguri/
Darjeeling/Coochbehar/North 24-Parganas/South 24-Parganas.

Sub : Deposit of Government money.

Ref : Directorate memo no.23/4107-23/C/2001

- 1.0 Embedded Iron chests should have been installed in all the BL&LRO offices if not done already.
- 2.0 For any fund received from the RI office through the R1 or the B.S. a DCR shall be issued to the official stating the proper head including the entire 14 digit head of account without fail by the clerk receiving cash in the BL&LRO office.
- 3.0 DCR Books shall be preserved safely and the BL&LRO shall issue the DCR books as per a written requisition to the person entrusted with the duty of receiving the cash and depositing the cash with proper noting in the Register 94 (for DCR Books). The proforma for Register 94 is at Annexure A.
- 4.0 The maximum amount to be retained in the BL&LRO office shall not exceed Rs.50,000/- (Rupees fifty thousand) at any point of time. The amount available shall be deposited in the Treasury Bank Branch of the SBI from time to time through a

