



No. F. 13 (13-30) DFWPM/IDSP/10  
Government of Tripura  
Director of Family Welfare & PM.

11.01.2007

To  
The District Surveillance Officer  
Officer of the Chief Medical Officer  
West Tripura  
Agartala

Sub :- Accounting Procedure of IDSP fund

Sir,

I have to inform that a sum of Rs. 4,89,000 has been credited into your SB A/C with TGB opened for transaction of fund allotted for IDSP. For Convenience of periodical audit some Books of Accounts are to be maintained in District Level Surveillance Unit (DSU) also. Because following Accounts statements are to be forwarded to this end on monthly basis for maintaining consolidated statements and for monitoring of Accounts maintained at DSU.

1. Receipt payment Account.
2. Income expenditure Account
3. Bank Reconciliation statement
4. Break up of operational cost
5. Certificate in respect of cash/bank balance on the last working day of every month.

For preparing the above-mentioned statements the following Books of Accounts are to be maintained.

1. Day Book (Cash Book) suitable for double entry system.
2. Ledger.
3. Operational cost register showing the break-up of operational cost as under :-
  - (a) TA/DA
  - (b) Cost of POL/Fuel hire charge of car
  - (c) Maintenance of Equipments
  - (d) Telephone/Fax
  - (e) Electricity
  - (f) Office Stationary
  - (g) Misc./Contingencies.
4. IEC expenditure Register (Information Educational & Communication)



5. Cheque issue Register.

Besides the above Account Books & Registers the following stock Registers are to be maintained.

- (i) Stock Register (Lab equipments)
- (ii) Stock Registers (Lab materials & supplies)
- (iii) Stock Registers (Furniture, Fixture & office equipments)

The person who will maintain Accounts at your unit may please be instructed to maintain Accounts in double entry system and vouchers are to be passed for each entry in cashbook and all vouchers should be numbered.

For any further clarification the Undersigned or consultant (finance) of State Surveillance Unit may please be contacted. A format of Operational Cost Register enclosed here with.

Enclosed : As stated

Yours faithfully

11.01.07  
(Dr. P. Chatterjee)  
State Surveillance  
Officer, IDSP  
Tripura.