



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/AC&BW/ACCOUNTS/2016-17/Circular/278

24.08.2017

OFFICE ORDER

OM no AC&BW/Centralised Fund Policy/2017 dated 29.05.2017 & Office Order no CBSE/AC&BW/ACCOUNTS/2016-17/Circular/241 dated 16.08.2017 on "Centralised Funds/Investment policy" may be referred vide which all ROs/units were informed that expenditure of ROs/units be met out from the funds transferred by Head Quarters on the basis of requirement substantiated with Cash Flow Statement as per approved Budget.

2. Funds are remitted to the units in Bulk and until the funds are spent, they are kept lying in the Saving Account which may cause loss of interest to the Board.
3. In view of above, in order to avoid loss of interest, all the ROs/unit/COEs are hereby instructed to take "Auto Sweep in and sweep out" facility in respect of Board's Bank Accounts.
4. The compliance of the (3) above, may be provided to the undersigned within one week.

*Bharti Zade*

(Bharti Zade)  
I.A.F.A.

Distribution:-

1. EO to Chairman, CBSE for Information
2. SPS to Secretary, CBSE for Information
3. SPS to all HODs
4. All the DDOs of the Board



AC&BW/Centralised Fund Policy/2017

29.05.2017

OFFICE MEMORANDUM

As per the approval of the Competent Authority, it has been decided to maintain the accumulated fund in respect of ROs/ Units at Head Quarters.

Accordingly following action is to be taken:

1. Encash all the existing FDRs as and when they are matured and remit the maturity proceeds to Head Quarters in the below mentioned account:

A/c Number: 91472180005470  
A/c Name : Secretary, CBSE DELHI  
Bank Name: Syndicate Bank, Preet Vihar, Delhi  
IFSC Code: SYNB0009147

2. Examination units shall remit the total fees collected to Head Quarters

It has also been decided that expenditure of ROs/Units shall be met out from the funds transferred by Head Quarters on the basis of requirement substantiated with Cash Flow statement as per the approved Budget.

*Bharti Zade*

(BHARTI ZADE)  
I.A.F.A.

Distribution:

1. The EO to Hon'ble Chairman
2. SPS to all HODs
3. All the DDOs of the Board





केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/AC&BW/ACCOUNTS/2016-17/Circular/ 241

03.07.2017  
16 08

**OFFICE ORDER**

With reference to OM no AC&BW/Centralised Fund Policy/2017 dated 29.05.2017 on "Centralised Funds/Investment policy", it is informed that policy has been approved by the Finance Committee in the meeting held on 22.06.2017 and ratified by Governing Body in the meeting held on 29.06.2017.

2. Therefore, while remitting proposal for funds transfer, all the ROs/units/COEs are advised to ensure availability of the following information/documents,:
- Cash flow statement of at least next three months from the month of proposal.
  - Approved Budget for the relevant year.
  - Monthly Account up to immediately preceding month.
  - Details of FDR maturing in next three months.
  - Available balance in Bank Accounts as on date of proposal.

*Bharti*

(Bharti Zade)  
I.A.F.A.

Distribution:-

- EO to Chairman, CBSE for Information
- SPS to Secretary, CBSE for Information
- SPS to all HODs
- All the DDOs of the Board