

No: EDN-H(8)-14/84  
Directorate of Education  
Himachal Pradesh

To

All the Principals,  
Govt./Private Affiliated Colleges, *Chauramardan*  
in Himachal Pradesh

Dated Shimla-171001, the 14<sup>th</sup> February, 2005,

Subject: Duties and responsibilities of Barsar.

Memo:

In compliance with the decision taken during the Principals conference held on 04.11.2004 the duties and responsibilities formulated for Barsar in Colleges of the State are enclosed herewith for favour of further implementation.

You are, directed to ensure compliance with these instructions strictly. Any violation in the matter will be viewed as an administrative lapse and will invite an appropriate action as per rules. This is in supersession of all earlier guidelines on this subject.

Encl: As above

*Katoh*  
Jt Director of Education  
Himachal Pradesh

Endst. No. Even Dated Shimla-171001, the 14<sup>th</sup> February, 2005.  
Copy to:-

1. Dean-cum-Director, College Development Council, HPU, Shimla-171005.
2. PA to Director of Education.

*Katoh*  
Jt Director of Education  
Himachal Pradesh

"Duties and responsibilities of Barsar"  
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1. Barsar will be appointed by the Principal of the College concerned.
2. Barsar must monitor day to day receipt of all the fee and funds and ensure its deposit in the Govt. Treasury/Bank in the very next day after verifying that the collection tallies with the amount to be deposited in the Bank/Treasury through Challans.
3. Fee collection receipt books should be issued to the fee clerk with the recommendations of Barsar, who in turn will ensure that previously issued receipt books have been accounted for and the collection made against those receipts has been entered in the collection register and cash book.
4. The cash book will be written daily by the concerned official, the total and opening/closing balance shall be checked by the Supdt. at the end of the month. Cash shall be physically verified by the Principal with the assistance of Barsar. The details of closing balance at the end of the month shall be given in the cash book.
5. For utilisation of funds, the proposals shall be routed through Barsar, who will properly scrutinise these proposals in the light of laid down codal formalities and then make his recommendations accordingly. Principal will be the final authority to take a decision on such recommendations.

Sd/-

(Dr. D.C.Katoch)  
Joint Director of Education  
Directorate of Education  
Himachal Pradesh