

CHAPTER - IX

OTHER ACCOUNT RECORDS MAINTAINED IN HEAD OFFICE.

Khadi Hundi -

9.1 Year after year, the Board receives khadi hundis from the Khadi Commission for distribution among staff members and others, which can be tendered at any khadi bhandars in lieu of cash. The value of the Khadi hundis is recovered in ten equal instalments from the staff. The hundis that are presented at the Bhandars at the time of purchase, are later forwarded by them to the Board's office for payment. The Board also claims a commission from the Khadi Commission for the total value of Khadi hundis so utilised. For keeping a watch over the transactions, the following procedure should be adopted.

9.2 The hundis of various denominations received from the Khadi Commission should first be entered individually in a Register of Khadi Hundis in Form No. ACCOUNT 46. When they are distributed to the employees, the name of the employee to whom the particular hundi is given should be indicated against the relevant number. When the hundis are later presented by the bhandars for discharge and payment, the date of such discharge and the name of the bhandar to whom the amount is paid should be indicated against the hundi number. This will ensure that there is no double payment and that hundis distributed by any other agency are not erroneously paid for.

9.3 Again, when the hundis are initially distributed, the value of the advance should be simultaneously entered in a Register of Khadi Hundis Advances in form No. ACCOUNTS-5, through which the recovery of monthly instalments should be watched. This register should be closed every month to show the total value of hundis given

