

CHAPTER - VI

L O A N - A C C O U N T S.Receipts and Repayment Register :

6.1 The Board receives loans from both the Khadi Commission and the State Government under various schemes. It is necessary, that a record of such receipts is kept and repayment against each such loan watched deligently. For this purpose, a register in Form No. ACCOUNTS-29 should be maintained, wherein a separate folio should be allotted to each receipt of loan from the Khadi Commission or the State Government. At the end of the year, the amount unspent out of the loan should be worked out in the Utilization Register in Form No. ACCOUNTS-30 and the unspent amount so arrived at refunded to the Khadi Commission/State Government. The amount so refunded should be shown distinctly in the Receipt and Payment Register. For the balance amount of loan repayable, the due dates for repayment of instalments should be indicated in the register and the subsequent repayment of the instalments recorded in it. This register should be filled in simultaneously with the signing of the letter forwarding the cheque for either refund of the unutilised loan or for the payment of the instalments. The balance outstanding as on 31st March should be got confirmed either from the State Government or from the Khadi Commission and a note of such acceptance kept in remarks column of the register. The register also provides for the details of interest levied and paid, which should also be filled in when such transactions occur.

Utilization Register :-

6.2 An Utilization Register in Form No. ACCOUNTS-30, should be maintained for purposes of ascertaining the

