

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Finance and Accounts Division

Activities of Cash Section

The Cash Section is entrusted with the following functions:-

1. Making all types of payment through ODL Soft.
 2. All Types of receipts.
 3. All types of payments are done by Cash Section through Cash/cheque/Demand Draft/RTGS. The payment is divided into three part (i) Employees (ii) Parties /Contractor's (iii) Grant to Regional Centres & Payments of Term & Examination to Study Centres.
- The medical, LTC,TA/DA, Salary, Tuition Fee, Remuneration, Telephone, Imprest- payments are made to the Employees.
 - The payments are also made to the Parties/Contractors. In the payments of Parties/Contractors, there are different components like-TDS, Works Contract Tax(WCT), Water Charges, Electricity Charges, Security Deposits and any withheld payment . Out of this TDS and WCT are important component is required to be deposited in time bound time.
 - Quarterly grant is given to all Regional Centres, Schools of University. The payment of terms and examination to all Study Centres is also done, payment to paper setters etc.
 - The Cash Books are required to be checked daily and TDS and WCT required to be deposited in stipulated time which is time bound..

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AR (Cash)/ SO (Cash)