Foreman (25 to 27)

25. Books of account to be maintained by the foreman. —In addition to the book of minutes of draws mentioned in Section 17, every foreman shall keep the following registers and books of accounts in the forms mentioned against each or in the forms as near thereto as possible.

(1) A register of subscribers in Form XIII;

(2) A ledger in Form XIV;

(3) A day book in Form XV;

(4) A receipt book in Form XVI duly certified by the Foreman as to the number of pages in duplicate;

(5) A book containing copies of all notices issued by the Foreman to the subscribers;

(6) A file containing the letters of authorization of the subscribers, for subscribing his name in the chit agreement and for participating in the auction of the chit;

(7) A file containing the vouchers for payment made by the foreman;

(8) A file containing documents relating to securities offered by the prized subscribers.

(9) A register in Form XXII showing the amounts deposited in approved banks in respect of all chit conducted by the foreman.

26. Accounts to be written up promptly.—(1) Every entry in the register of subscribers, the ledger or the day book mentioned in Rule 25 shall be made as and when the particular event occurs.

(2) On receipt of any money, a receipt shall immediately be prepared or cause to be prepared by the foreman in Form XVI and delivered to the payer.

(3) The foreman shall at the time of issuing every notice prepare a copy thereof in the book mentioned under clause (5) of Rule 25, certify it to be a true copy and enter therein under his Signature the date of dispatch of the notice.

(4) A voucher duly signed by the recipient shall be obtained by the foreman at the time any payment is made to him and such voucher shall be immediately filed in the file specified in clause (7) of Rule 25 after due verification of all the particulars entered therein.

(5) Every document relating to the security given by prized subscribers shall as soon as it is received be filed in the file mentioned in clause (8) of Rule 20. The file shall contain an index for facilitating the scrutiny of the documents.

27. Filing of vouchers.—As soon as each payment is made the foreman shall obtain a voucher from the payee. He shall verify whether the voucher specifies the proposed for which the payment was received and whether it is properly signed by the recipient and preserve it in the file mentioned in clause (7) of Rule 25 after assigning a serial number thereto
for each calendar month.

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