

T. N. T. C. FORM 77-A

Deleted

T. N. T. C. Form 78.

[See S. R. 77(4) under T. R. 16]

Period of claim

Payable at the District Treasury

Schedule of pension paid by money order for

P.P.O. No.	Name.	Amount.	Rate of pension.	Cost of M.O. form.	M.O. commis- sion.	Net amount.	Date of acknow- ledgment by the pensioner.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

1. Certified that I have satisfied myself that all payments noted above have actually been remitted by money order on

2. Certified that I have satisfied myself that all pensions included in the Schedule for the previous month except in cases described below have been paid to the proper persons and that I have obtained Money Order receipts in support of all the payments schedule in that included and filed them in my office.

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In the following cases, money order receipt have not been retained and the Postal Department authorities have been addressed.

Sl. No.	Name of Pensioner	P.P.O. No.	Amount send by Money order.
(1)	(2)	(3)	(4)

In the following cases the money order were retained undelivered for the reasons noted against each and the amount have been remitted back into treasury.

Serial No.	Name of Pensioner.	P.P.O.No.	Amount send by money order.	D. tails of operation. Ch. No. S. Date.	Head of Account.	Reasons of remitting back the money.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Pay Rs.

Assistant Treasury Officer.

T. N. T. C. FORM 79.

[See Subsidiary Rule 79 (d) under T. R. 16.]

CALL FOR THE PERSONAL APPEARANCE OF THE PENSIONERS.

No. Office of the

Dated the 19

Please note that, in accordance with the prescribed Rules for the identification of Pensioners, it will be necessary for you to attend personally at this office when presenting the next pension bill.

Signature :

Designation :

Reverse of the form

Address:

To

.....
.....
.....
Pin.

T. N. T. C. FORM 80

Deleted

2000

T.N.T.C. Form 81.

(See Instruction 64 under T. R. 16.)

REGISTER OF PENSION PAYMENT ORDER*District Treasury, Sub-Treasury.*

1. Pension payment order Number
2. Name of Pensioner and Post from which retired.
3. Residential address of Pensioner.
4. Monthly amount of pension (T. I. if any, should be shown separately)
5. Head of Account to which pension is debitabie.
6. Accountant-General's letter Number and date forwarding the PPO and the date from which pension is authorised.
7. Remarks (Special Conditions, Cessation, if any, and other important particulars may be noted in this column).

T N. T. C. FORM 81-A.

[See S.R. 90 (c) under T.R. 16.]

HEIRSHIP CERTIFICATE.

I do hereby certify that the following person/persons son/daughter of/wife of/
 husband ofwho was a Government pensioner and was last
 employed asin the
 .. Department/Office, died
on the
 leaving behind him/her them as his/her sole surviving legal heir(s) and repres-
 entative (s).

1.
2.
3.
4.
5.

DATE :

Signature :

Designation

T. N. T. C. FORM 82,
(See Instruction 2 under T. R. 30.)

WEEKLY CASH BALANCE REPORT.

CASH BALANCE REPORT OF THE.....DISTRICT AS KNOWN ON THE EVENING OF THE THURSDAY* the.....of

Particulars.	Total currency and Bank Notes.	Total amount of small coins.	Total.
(1)	(2)	(3)	(4)
	RS.	RS.	RS.
Sub-Treasury balances (excluding Sub-Treasuries which transact their cash business through the Bank).			
Total ..	_____	_____	_____

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- A. Expected Deposits of treasury surplus into the currency chests during the coming weeks by Sub-Treasuries which do not transact their cash business through the Bank.
- B. Expected withdrawals from currency chests to recoup the treasury balance during the coming week by sub-treasuries which do not transact their cash business through the Bank.

Station :

Dated 19 ..

Treasury officer

* If Thursday, a holiday the last previous working day should be entered

[See Subsidiary Rule 10 (c) under T. R. 30.]

ADVANCE INTIMATION OF DESPATCH OF REMITTANCE:

From No.

Dated the

19

To-

Sir, I have to intimate that a remittance of notes coins noted below will be despatched from this office to uncurrent coin and to request you to make arrangements for receiving it on arrival

of the train steamer.

- 1. Date of despatch train No.
- 2. By steamer leaving

Station at hours on

- 3. Date of arrival at Station.
- 4. Probable time of arrival at Station.
- 5. Number of boxes in the consignment.
- 6. Value of consignment.
- 7. Nature of consignment (that is, notes or current or uncurrent silver, nickel, bronze or copper coins).
- 8. Remittance accompanied by shroff named unaccompanied by shroff

returned to Currency Office.
Remittance packed in patent boxes to be delivered to the Agent or Manager at disposed on at the receiving office.

Remitting Officer.

T.M.T.C. Form 85.

[See Subsidiary Rule 15 (ii) under T. R. 30.]

INVOICE OF REMITTANCE OF UNCURRENT COIN TO THE MINT.

Invoice of..... box of..... uncurrent coins despatched per rail, steamer or via.....
 Treasury under charge of an escort consisting of..... commanded by..... from
 Treasury, accompanied by shroff named.....

Number of boxes.	Mark or number on each box.	Weight of each box.		Description of each kind of coin.	Number of coins of each kind in each box.	Rate at which received at treasury.	Value.	Total.	Remarks and reference order, etc.
		Kilo.	Grams.						

The.....19

Officer in-charge of the treasury.

Received from..... box..... said to contain treasure valued at Rs.
 and consigned to

The.....19

Commanding the escort.

[See Instruction 17 (a) under T. R. 30.]

**CERTIFICATE TO BE FURNISHED BY THE REMITTING TREASURY
ASSISTANT
CASHIER ACCOMPANYING A REMITTANCE.**

(1)	Advance made to <u>Assistant Cashier</u> by the remitting office.
(2)	Name of <u>Assistant Cashier</u>
(3)	Description of coin and notes sent. †
(4)	Value.
(5)	Number of boxes.
(6)	Destination of remittance.
(7)	Date and hour of discharge from the remitting office.
(8)	Signature of <u>Assistant Cashier</u>
(9)	Date and hour of arrival at the receiving office.
(10)	Number of days employed in examination*.
(11)	Date and hour of discharge from the receiving office.
(12)	Recommendation of the receiving officer regarding the grant of daily allowance for halts in excess of 10 days†.
(13)	Order of the competent authority.
(14)	Advance made to <u>Assistant Cashier</u> by the receiving office.

In the case of notes the number of pieces of each denomination should be furnished.

†The number of days for which the examination has been in abeyance owing to the absence of the accompanying cashier or other causes should be mentioned.

‡Full reasons should be given for the recommendation on the reverse of the certificate.

Remitting Officer.

Receiving Officer.

In the on /

Date /

Station /

Date :

T.N.T.C. Form 87.

(See Instruction 37 under T. R. 30.)

INDENT FOR RESERVE BANK OF INDIA DRAFT FORMS AND OTHER CONNECTED FORMS
REQUIRED FOR USE OF THE TREASURY AT

Description of form.	Issued in the past twelve months.	Spoiled and returned after defacement or otherwise disposed of in the past twelve months.	Balance in store.	Last number in store.	Indented for
(1)	(2)	(3)	(4)	(5)	(6)

(See Subsidiary Rule 4 (a) under T. R. 32.)

ACQUITTANCE ROLL OF PERMANENT AND TEMPORARY ESTABLISHMENT OF THE.....
 PAY
 FOR TRAVELLING ALLOWANCE FOR THE MONTH OF.....19..

OUTSIDE DEDUCTIONS.

(1) Sl. No.	(2) Name.	(3) Designation.	(4) Net amount payable.	(5) Dated Signature (with stamp where necessary, Unpaid items to be noted as such and attested.)	(6) Dues of Co-operative societies. Co-operative credit society.	(7) House building Society.	(8) Pay roll Savings Scheme.	(9) Court attachments.	(10) Benevolent fund.	(11) L.I.C.	(12) Miscellaneous.	(13) Net amount.	(14) Remarks.

Total Rs. ..

Total unpaid : Rupees ..

Passed for Rs. (Rupees.....) on the authority of establishment travelling allowance bill of for
 Cashier
 Divisional Accountant.

Certified that a proper acquittance has been taken in respect of each amount paid in this roll from the person entitled to receive it.

Drawing Officer.

Disbursing Officer.

T.N.T.C. FORM 90.

[See Instruction 6 (2) in Chapter II, Part III]

**REGISTER OF TENDERS OF SOVEREIGNS AND HALF-SOVEREIGNS UNDER SECTION 59
OF THE RESERVE BANK OF INDIA ACT, 1934 (INDIA ACT II OF 1934)**

AT THE

TREASURY

(1) Date of receipt.	(2) Register number of tender.	(3) Name of tenderer.	(4) Address of tenderer.	Number of coins accepted.		(6) Total weight.	(7) Amount paid. Rs. P.	(8) Remarks.
				(5-a) Sovereigns.	(5-b) Half sovereigns.			

T N T C Form 91

1. Name of the person or organization

2. Address

3. City

4. State

5. Zip

6. Telephone number

7. Date of birth

8. Signature of the person or organization

9. Signature of the recipient

10. Date of receipt

11. Description of the item or service received

12. Name of the person or organization

13. Address

Deleted

1. 1. 1.

Deleted

T. N. T. G. FORM 9:

Deleted.

Deleted.

T.N.T.C. FORM 96

(Instruction 41 in Chapter II—Part III)

RETURN SHOWING COUNTERFEIT COINS RECEIVED DURING THE QUARTER ENDING..... 19

Ten Rupee	One Rupee.	50 Paise.	25 Paise.	20 Paise.	10 Paise.	5 Paise.	3 Paise.	2 Paise.	1 Paise.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

T.N.T.C. FORM 97.

[See Paragraph 5(b) in Appendix 10.]

ADVICE OF CURRENCY CHEST TRANSACTIONS AT SUB-TREASURIES.

Name of chest	Nature of transaction.	Purpose.*	Amount		Total value.	Remarks
			Notes.	Silver		

With drawal
Deposit

SUB-TREASURY

Dated

19

Sub-treasury Officer

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* This should specify whether the transactions relate to Pay Office, Remittance, Exchange, or Treasury.

TNTC FORM 98

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T. N. T. C. FORM 99.

[See Instruction 2 B (i) under T. R. 32.]

INSURANCE PREMIUM RECEIPT REGISTER.

Name and Designation :
Account No.
Stock No.

Folio No.
Policy No.
Amount of Premium :
Due date :
Initials of the Drawing and Disbursing
Officer.

Details of Payment.

Due date of
Payment.

Date of Payment.

Amount paid.

Dated initial of the
Disbursing Officer in token
of inspection and
stamping of the receipt
with "No abatement
of Income Tax"
Stamp.

(2)

(3)

(4)

T N T C FO

[See SUBSIDIARY RULE 2 () UNDER T. R. 16

SLIP TO ACCOMPANY CLAIMS FOR MONEY OF DISBURSING OFFICERS ON TREASURIES (TO BE RETURNED IN ORIGINAL BY THE TREASURY OFFICER).

Major d.....
Minor Head.....
Sub-Head.....
etailed Head of Account.....

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To

The Treasury Officer

(To be filled in the Treasury)

Returned with Treasury.

Voucher Number and date as noted on the reverse side.

Please furnish the Treasury Voucher Number and date of the bill sent herewith for encashment.

Signature Treasury Officer/Sub-Treasury Officer.

Signature To

Drawing Officer

The

(Particulars of the bill are noted on the reverse)

Bill Particulars.

Amount paid Rs.....

Number.	Nature of claim	Amount of the bill.			
		Gross.		Net.	
		RS.	P.	RS.	P.

T V No.....

Date.....

Signature of.....
Treasury
Accountant.

Signature of Accountant.

T. N. T. C. FORM 100-A.

[See Subsidiary Rule 2 (c) under T. R. 16.]

REGISTER OF TREASURY VOUCHER SLIPS RETURNED TO THE DRAWING OFFICERS BY THE TREASURY.

Designation of the Drawing Officer. _____ Name of the treasury.....

Serial Number.	Treasury Voucher number, with Sub Account number Month and Year.	Description of the Bill.	Amount of the bill.	
			Gross Rs. P.	Net Rs. P.
(1)	(2)	(3)	(4)	(5)

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Full Signature of the messenger receiving the Treasury Voucher Slip. }

Treasury's letter number and date with which forwarded to the Drawing Officer. }

T.N.T.C. FORM 101.

[See Instructions 40 (a) under T. R. 16.]

STOCK REGISTER OF.....CHEQUE BOOKS.

(1) Date	(2) From/To Whom Received/ Issued.	Receipts.		Issues.		Balance.		(12) Dated Initial of the Treasury Officer,	(13) Remarks,
		(3) Number of books.	(4) Number of cheque leaves. Serial number of Cheque leaves. From. To.	(6) Number of books.	(7) Number of cheque leaves. Serial number of cheque leaves. From. To.	(9) Number of books.	(10) Number of cheque leaves. Serial number of Cheque leaves. From. To.		
			(5a) (5b)		(3a) (3b)		(11a) (11b)		

T. N. T. C. FORM 102;

[See SUBSIDIARY RULE 2 (a) UNDER T. R. 10.]

RECEIPT FOR CASH CHEQUE.

No.....

Date..... 1

RECEIVED from.....
 with letter No..... dated..... 19.....
 the sum of Rupees.....
 cash
 _____ on account of on payment
 of

Signature

Designation.

T.N.T.C. Form 102

[see SR.2 (Q) (d) 19 (IX) and 57(d) UNDER T. R. 16]

Form of authorisation for payment of bills to a person who is not the
 Drawing Officer himself or his duly Authorised Agent (Banker).

To

The Pay and Accounts Officer, Madras/Madurai

Treasury Officer/Sub Treasury Officer

The Reserve/State Bank of India,

Please pay bill No dated the for
 Rs (Rupees to
 of the Office of the whose attested
 specimen signature is given below;

Signature of the Drawing Officer/
 Disbursing Officer/Endorsee

Specimen signature

.....

Attested :

Signature of the Drawing/Disbursing Officer/
 Endorsee

Received payment

Signature of the person receiving payment;

T.N.T.C. form 104-A.
 (See instruction 3-B under T. R. 16.)

TOKEN ACCOUNT FOR THE MONTH OF.....19

Token number.	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st
---------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

- 1. Opening balance
- 2. Token redeemed by Bank/ Sub-Treasury.
- 3. Token redeemed at Treasury/ Sub-Treasury by return of unpassed bills.
- 4. Total
- 5. Issues.
- 6. Balance

- 100.
- 200.
- 500.
- 1000.
- etc.

T.N.T.C. FORM 104-B.

(See Instruction 33-B Under T. R. 16.)

REGISTER SHOWING THE TOKENS LOST OR WRITTEN OFF FROM ACCOUNTS AT THE...

- (1) Serial number.
 - (2) Token number and date of issue.
 - (3) By whom Lost.
 - (4) Amount remitted.
 - (5) Chalan number and date.
 - (6) Reference to the orders of Competent authority in which Write off ordered.
 - (7) Token Junior Assistant.
 - (8) Accountant.
 - (9) APAAO/TO/STO.
 - (10) Remarks.
- Initials of _____

T. N. T. C. FORM 104-C.

[See Instruction 33 (B) under T. R. 16.]

ENQUIRY REGARDING TOKEN NUMBERS OF OUTSTANDING BILLS.

For the month of19.....

Will you please note on the reverse, the token numbers of all bills received at the Pay and Accounts Office/Treasury/Sub-Treasury which may be outstanding in your section on the after-noon of the instant and return this memo without fail by the morning ? The list should include all bills (whether passed or unpassed) which remain with the section at present and which have not been handed over to cash section/actually sent to the Bank or returned to the token Junior Assistant or cashier as the case may be.

Date :

Signature :

To :

Accountant:

The Accountant

T. N. T. C. Form 104-D.

REPORT OF THE LOSS OF TOKENS.

(See instruction 33-B under T. R. 16)

Office of the District Treasury
Sub-Treasury.

To

Date :

The Branch Manager,

State Bank of India,

Sir.....

The token bearing number..... of the bill..... has been reported as lost by the party concerned. Payment relating to the concerned bill may please be *stopped immediately*. Further instructions will follow.

2. Please acknowledge receipt of this letter.

Signature of Treasury Officer.
Sub-Treasury Officer.

T. N. T. C. Form 104-E.

(See instruction 33-B under T. R. 16)

LETTER OF AUTHORITY FOR MAKING PAYMENT AT THE BANK,

Office of the District Treasury
Sub-Treasury.

To

The Branch Manager,
State Bank of India,
.....

Sir,

The token bearing number..... of the bill has been reported as lost. The cost of the token has been remitted by the party, to the credit of the Government accounts. Payment on the bill may be arranged to be made after proper identification of the claimant and on surrendering the copy of this letter which has been endorsed to the party.

Signature of Treasury Officer,
Sub-Treasury Officer.

Copy to

.....for information.

Payment may be obtained from the State Bank of India after surrendering this letter to the Bank

Deleted

T. N. T. & Form 105.

F.N.T.C. FORM 105-A.
Instruction 3 under T. R. 31.)

FURTHER REMARKS ON THE TREASURY OFFICER'S REPLIES TO THE OBJECTION STATEMENT
ON THE AUDIT OF THE FIRST/SECOND LIST OPAYMENTS OF

For.....19

355

Number of Item in Objection Statement.	Voucher Number.	Amount Objected to.	Further Objection.	Replies by the Treasury Officer.
--	-----------------	------------------------	-----------------------	-------------------------------------

(See instruction 4 under T. R. 31.)

REGISTER SHOWING ALL RETRENCHMENTS ORDERED BY THE ACCOUNTANT-GENERAL.

(1)	Serial Number.
(2)	Number and date of Accountant-General's Order.
(3)	From whom the recovery is to be effected. Name and designation.
(4)	Nature of overpayment.
(5)	Amount of overpayment to be recovered.
(6)	Number of instalments in which the recovery is to be effected and due date for each instalment.
(7)	Initials of the Sub-Treasury Officer/Treasury Officer/Assistant Pay and Accounts Officer.
(8)	Date of recovery.
(9)	Amount recovered.
(10)	Head of account voucher number and net amount of the bill in which the recovery is effected/chalan number and date of remittance.
(11)	Initials of the Sub-Treasury Officer/Treasury Officer/Assistant Pay and Accounts Officer.

Details of recovery.

T.N.T.C. Form 107.

(See Subsidiary Rule 30 under T. R. 16.)

Bill for advances for Replacing Missing Boundary Marks.

Payable at

Designation of the
Drawing Officer. }

Voucher No.

Month/Year :

Sub Account :

	Amount	
	Rs.	P.
Head of Account		
Major Head	8550	Civil Advances.
Minor Head	(b)	Revenue Advances.
Sub Head	AA	Advances for survey operations.
Detailed Head	(i)	Cost of Survey marks.
(i) Collectors		
(ii) Survey Officers		

Under Rupees

Received a sum of Rs. (Rupees
.....) being the advance for replacing missing boundary marks
Details of credit available are furnished on the reverse.

Station :

Signature :

Date :

Designation :

FOR use in District Treasury/Sub Treasury.

Token No.

Token No. :

Date Seal:

Date Seal :

For use in the Department :-

Amount of credit available
Sanctioned Amount of floating Advance
Balance available on the 1st of the month
Add Amount adjusted during the month
Total
Deduct :					
Amounts drawn on bills dated	-	-	-	-	-
1.	-	-	-	-	-
2.	-	-	-	-	-
3.	-	-	-	-	-
4.	-	-	-	-	-
5.	-	-	-	-	-
Balance available:	-	-	-	-	-

Signature :

Designation

 For use in District Treasury/Sub Treasury.

Pay Rs. (Rupees

Treasury Officer/Sub Treasury Officer.

 For use in the Bank.

T.N.T.C. FORM 108.

(Instructions 10(b) and 12 under T. R. 30.)

ADVICE OF RECEIPT/DESPATCH OF FOREIGN/LOCAL REMITTANCES.

.....TREASURY

Date.....19 ..

The undersigned advises despatch/receipt of a Foreign/Local remittance of Rs..... as particularised
 overleaf from/to the.....Treasury/Small coins depot this day.

2. The amount has this day been credited/debited in the Treasury/Small coin depot account in the month of.....

Treasury Officer.

To

The Currency Officer,
 Reserve Bank of India,
 Issue Department,
 Madras.

339

	Kind.	Amount.
NOTES --		
Home
Foreign
GOLD --		
Sovereigns
Half Sovereigns
SILVER--		
Whole Rupee
Half Rupee
four anna pieces (25 P)

NICKEL

50 P
25 P
10 P

COPPER OR BRONZE OR NICKEL

..
..
..

Total ..

T.N.T.C. FORM 109.

(Art. 131—Resource Manual.)

District Treasury.....

TREASURY REMITTANCE RECEIPT

No. Dated.....19 .

ORIGINAL.

Preliminary receipt.

RECEIVED from the Police Escort Officer.....bags.....boxes of marks and weights detailed in the invoice said to contain notes and coins to the value of Rs.....as per..... Officer's Invoice No....., dated19 .

(This is subject to detailed examination.)

	Rs.	P.
Notes		
Coins		
Total ..	<hr/>	

TREASURY OFFICER.

To
The.....
.....

T.N.T.C. FORM 109.

(Art. 131—Resource Manual.)

District Treasury.....

FOR THE POLICE ESCORT.

No. Dated.....19 .

DUPLICATE.

Preliminary receipt.

RECEIVED from the Police Escort Officer.....bags.....boxes of marks and weights detailed in the invoice said to contain notes and coins to the value of Rs.....as per..... Officer's Invoice No....., dated19 .

(This is subject to detailed examination.)

	Rs.	P.
Notes		
Coins		
Total ..	<hr/>	

TREASURY OFFICER.

To
.....
.....

T.N.T.C. FORM 109.

(Art. 131—Resource Manual.)

District Treasury.....

FOR THE TREASURY OFFICER CONCERNED.

No. Dated.....19 .

TRIPPLICATE.

Preliminary receipt.

RECEIVED from the Police Escort Officer.....bags.....boxes of marks and weights detailed in the invoice said to contain notes and coins to the value of Rs.....as per..... Officer's Invoice No....., dated19 .

(This is subject to detailed examination.)

	Rs.	P.
Notes		
Coins		
Total ..	<hr/>	

TREASURY OFFICER.

To
The Treasury Officer,
.....

Deleted

FORM 110

T. N. T. C. Form 111

[Subsidiary Rule 57 (b) under T. R. 16.]

REGISTER OF ORDERS FOR PAYMENT ISSUED BY THE
TREASURY ON THE STATE BANK OF INDIA AT

(1)	Consecutive number.
(2)	Date.
(3)	In whose favour.
(4)	Particulars.
(5)	Amount.
(6)	Initials of the Treasury Officer/Sub-Treasury Officer.
(7)	Date of Discharge by the Bank.
(8)	Initials of the Treasury Officer/Sub-Treasury Officer.
(9)	Remarks.

Rs. P.

7108

T. N. T. C. FORM 112.

REGISTER FOR WATCHING THE RECOVERY AND REMITTANCE OF MONEYS DUE TO CO-OPERATIVE SOCIETIES
(TO BE MAINTAINED BY DISBURSING OFFICERS.)

T. N. T. C. FORM 113.

(See Subsidiary Rule 33-A under T. R. 16.)

(1)	Name of the Co-operative Society.	Receipt.
(2)	Name and Designation of Employee from whom dues have to be recovered.	
(3)	Date of receipt of copy of agreement from the society.	
(4)	Number and date of receipt of Demand from the Society.	
(5)	Amount of demand.	
(6)	Date of recovery.	
(7)	Amount recovered (Particulars of Token number, Voucher number, month, Gross and Net amount, etc., from which the amount was recovered).	
(8)	Date of remittance.	
(9)	Amount of remittance.	
(10)	Chalan number and date of remittance or dated signature of the authorised representative of the Society or Number and date of Bank Draft and Date of remittance to the Society.	
(11)	Number and date of the official Printed receipt of the Society.	
(12)	Remarks (Here enter the reasons for the difference, if any between the Amounts in Columns (5) and (7).	
(13)	Dated Initials of the Disbursing Officer.	

100

100

Deleted.

F. N. I. C. FORM 113-A

T.N.T.O. FORM 114.

(See Subsidiary Rule 33-A under T. R. 16.)

FORM OF REMITTANCE OF RECOVERIES EFFECTED FROM THE
GOVERNMENT SERVANTS ON ACCOUNT OF DUES TO A CO-OPERATIVE
SOCIETY.

To

The President/Secretary,
Co-operative Society.

.....

Sir,

Ref :

With reference to Article 87-A of the Tamil Nadu Financial Code, Volume 1 Subsidiary Rule 33-A under Treasury Rule 16 of the Tamil Nadu Treasury Code Volume I, a sum of Rs. (in words)..... has been recovered from the salary of individual noted below for the month of..... 9.. towards the dues of your society and I remit herewith the amount recovered

The details of amount recovered are furnished below :—

Name and designation of the member.	Amount recovered.		Date of recovery.
	(1)	(2)	
	RS.	P.	
Total ..	<hr/>		<hr/>

Less cost of remittance if any.

Net Amount remitted:

Please send the printed receipt for the total amount recovered.

Yours faithfully

Disbursing Officer.

F.N.T.O. FORM 115

[See Note (2) below Subsidiary Rule 2 (r) under T. R. 16.]

REGISTER OF NON-PAYMENT CERTIFICATE ISSUED FOR LOST BILLS AND CHEQUES.

- 1 Serial Number
- 2 Nature of the bill/cheque book number ..
- 3 Head of account/cheque number and date.
- 4 Amount Rs.
- 5 Designation of the Drawing Officer ..
- 6 Date of drawal of the bill/cheque ..
- 7 Name of the payee
- 8 Bill number or token number with date ..
- 9 Number and date of the reference of the authority reporting the loss of bill/cheque.
- 10 Date of issue of non-payment certificate with current number and date of the reference of the Treasury Officer/Sub-Treasury Officer Pay and Accounts Officer.
- 11 Dated initials of the Treasury Officer/Sub-Treasury Officer/Assistant Pay and Accounts Officer.
- 12 Date of passing of the duplicate bill/cheque.
- 13 Dated initials of Treasury Officer/Sub-Treasury Officer/Assistant Pay and Accounts Officer.
- 14 Remarks.

T.S.F.C. FORM 116

(See Subsidiary Rule 21 under T. M. 16.)

REGISTER OF COURT ATTACHMENTS OF PAY ETC.

(1)	Serial number.	
(2)	Name and designation of defendant.	
(3)	Name of the Court and Court's order number and date.	
(4)	Suit number.	
(5)	Name of Plaintiff.	
(6)	Amount to be recovered.	
(7)	Number of instalments in which to be recovered and the amount of each instalment.	
(8)	Dated initials of the Drawing Officer/ Treasury Officer.	
(9)	Date.	Recovery.
(10)	Amount.	
(11)	Dated initials of the Drawing Officer/ Treasury Officer.	
(12)	Date of remittance.	
(13)	Mode of remittance.	
(14)	Date of acknowledgment by the Court.	
(15)	Dated initials of the Drawing Officer/ Treasury Officer.	
(16)	Remarks.	

T.N.T.C. Form No. 117.
(See S.R. 26B under T. R. 16)

SIMPLE RECEIPT.

Form for drawal of amount lost due of misappropriation, Defalcation, Embezzlement, etc.

Head of Account :

No. _____

850. Civil Advance—ac. Other Advances—
Ap. Redrawal of amount lost through
embezzlement, misappropriation, etc.

Received the sum of Rs. _____ (Rs. _____ only) being the amount
mentioned for redrawal in G.O. _____ dated _____

Proceedings No. _____
of the _____ (copy enclosed).

Place :

Signature :

Date :

Stamp of Office :

For use in Treasury.

Pay Rupees

Examined

Treasury Accountant—

SUB-TREASURY OFFICER.

REGISTER OF CHEQUE FORM ISSUED TO THE CHEQUE SECTION, DISTRICT TREASURY.

Date.	Opening Balance.			Receipts.			Total.			Number of Forms used actually.			No. of Forms cancelled.	No. of Sl. No. cancelled.	Closing Balance.			Initials of the Assistant Treasury Officer.
	Number	From	To	Number	From	To	Number	From	To	Number	From	To			Number	From	To	

T. N. T. C. Form No. 119.

Note Book showing the Distribution of Cheques forms Among Cheque writers.

Name of the cheque writer.	Number of blank cheques given for writing.	Initials of che- que writers.	Number of cheques returned.	Initials of che- que writers.	Initials of the Accountant.
(1)	(2)	(3)	(4)	(5)	(6)
			Written		
			From		
			To		
			From		
			To		
			From		
			To		
			From		
			To		
			From		
			To		
			Total		
			Spoilt		
			From		
			To		
			From		
			To		
			Total		
			Unused		
			From		
			To		
			From		
			To		
			Total		

FORM NO M.T.C. 120.

Acknowledgment.

Received by Cheque Rs. ()
Dated the

) from the

in the payment of Bill Number
19 , on account of

Station :

Date :

Signature.

Name of the messenger to whom payment is to be made.

Signature of Thumb-impression of messenger.

(To be taken by the Treasury Officer)

FORM No. 121.

Register of Cheques Delivered : Treasury Pay Department.

Date	Serial Number	Number of Cheques	To whom paid	Token Number	Description of charge	Amount	
						Rs.	P.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	

FORM No. M.T.C. 121-A.

Number of Undelivered Cheques.

Balance of previous day

Date :

Number of Cheques signed today (as per Cheque Book)

Total ..

Number of Cheques delivered today (as per Register of Cheques Delivered).

Balance in hand to be deposited in Safe :

Total ..

Superintendent

Cheques received.

Superintendent

T.N.T.C. Caps 122.

LAST PAY CERTIFICATE.
(See instruction under T.R. 23)

LAST PAY CERTIFICATE OF Thiru/Thirumathi/Selvi
proceeding on

of the

2. He/She has been paid upto and for ----- at the following Rates :

Particulars.	Rate.
Pay	
Special Pay	
D.A.	
A.D.A.	
H.R.A.	
C.C.A.	
Gross	_____

Rate of Deductions :

G.P.F. Account Number :
G.P.F. Subscription :
P.L.I. Number :

F.B.F. Rs.
S.P.F. Rs.

3. He/She made over charge in this office on the Noon of _____.

4. Recoveries are to be made from the emoluments etc., of the Government Servants as detailed in the Annexure.

5. He/She is entitled to draw the following.

ANNEXURE
DETAILS OF RECOVERIES

Nature of Advance	Amount of Advance Rs.	Amount so far recovered Rs.	Balance to be recovered Rs.	Recovery to be com- menced from :
-------------------	--------------------------	--------------------------------	--------------------------------	--------------------------------------

Details of Income Tax recovered.

Month and Year.	Amount Recovered.
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Signature :

Designation :

T.N.T.C. FORM 123.

REGISTER OF CHEQUES ISSUED.

(See Exception (B) below SR 4 () under TR 32)

- (1) Date and Number.
- (2) Reference to Serial Number of Bill Register.
- (3) Particulars of the Bill.
- (4) Cheque Number.
- (5) Amount.
- (6) To whom issued.
- (7) To whom issued.
- (8) Initials of the Drawing Officer.
Date of cashment.
- (9) Initials of the Drawing Officer.
- (10) Progressive total of assignment
- (11) Balance in Assignment.
- (12) Remarks.

