

CHAP. IV] ACCOUNTS RETURNS TO BE RENDERED [Art. 127
BY TREASURIES

3. When the list of lapses of deposits is made up by the Judge or Magistrate, notice of the amount which has lapsed should be sent to the Treasury Officer or the bank so that the amount may be deducted in the personnel ledger. All items which have lapsed should also be excluded from the *plus* and *minus* memorandum furnished by the court for the month of March of each year.

4. *Lapses of Official Receivers deposits.*—Official Receivers should prepare lists of items which will lapse to the Government and submit them to the treasury by the 31st March in each year with a cheque in favour of the Treasury Officer for the total amount of these items. The Treasury Officer should submit the lists to the Accountant-General along with the monthly treasury account.

5. *Lapsed deposits in sub-treasuries.*—In April of each year Treasury Officer should prepare statements of lapses of revenue and forward them to the sub-treasuries of the district Mufassal civil and criminal courts should prepare statements of lapsed civil and criminal courts' deposits in April of each year and send them to the Sub-treasury Officers concerned through the Treasury Officer. On receipt of these statements, the Sub-treasury Officer should make an entry under his own initials, of the lapsing each deposit in the register of receipts.

When the month's accounts are closed, the sum lapsed should be subtracted from the balance in the *plus* and *minus* memorandum.

(Memo. No. 32891/Codes I/73-1, dated 6th August 1973.)

Part III

CHAPTER V—ACCOUNTS OF SMALL COIN DEPOTS.

(Note.—This chapter relates solely to Central transactions and has therefore been omitted.)

* * * * *

LIST OF FORMS.

Forms prescribed by the Comptroller and Auditor-General.

Serial number of forms.	Description of forms
T.A. 1	..
" 2	..
" 3	..
" 4	..
" 5	..
" 6	.. Register of Reserve Bank Deposits
" 7	.. Register of Miscclassification by the Bank
" 8	.. Statement of daily transactions—Receipts
" 9	.. Statement of daily transactions. Payments
" 10	.. Register Schedule of Railways Posts and Telegraphs Defence Department Receipts.
" 10A	.. Schedule Register of Public Works Department Receipts.
" 11	.. Register of Payments made to Officers of the Railways, Posts and Telegraphs Defence Department on Cheques against Letters of Credit or otherwise.
" 12	.. Consolidated Receipt-cum-Schedule for Forest Cash Remittances
" 13	.. Register Schedule of Forest Cheques Paid
" 14	..
" 15	..
" 16	..
" 17	..
" 18	..
" 19	..
" 20	.. Register of Receipts of Deposits
" 21	.. Register of Repayments of Deposits
" 22	.. Register of Personnel Deposits
" 23	.. Register of Cash Orders on Sub-treasuries Issued and Adjusted.
" 24	.. Register of Daily Receipts and Re-payment of Personal Deposits
" 25	.. Issue-cum-Drawing Schedule Register-Telegraphic Transfers
" 25A	.. Issue-cum-Drawing Schedule Register Drafts
" 25B	.. Subsidiary Register of the Issue-cum-Drawing schedules
" 26	.. Register of Reserve Bank of India Remittances Encashed.
" 27	..
" 28	..
" 29	..
" 30	..

Omitted.

Omitted.

Omitted.

<i>Serial number of forms.</i>	<i>Description of forms.</i>	<i>Page.</i>
T.A.31	.. Register of Advances Made Recovered	
" 32	.. Omitted.	
" 33	.. Register of Pension Paid	
" 33 (A)	Subsidiary Register of Pensions paid Government Treasury.	
" 34	.. Register Schedule of Payment of Coupons on Bearer Bonds.	
" 35	.. Register Schedule of Payment of Interest on Promissory Notes Stock Certificates.	
" 36	.. } Omitted.	
" 37	.. }	
" 38	.. }	
" 39	.. Schedule of Forest Remittances	
" 40	.. }	
" 41	.. }	
" 41A	.. }	
" 42	.. Schedule of Payments Cheques paid on account of Department (Railway P. & T. Defence.	
" 42A	Schedule of Cheques paid	
" 43	.. Extract Register of Receipts of Deposits	
" 44	.. List of Repayments of Deposits	
" 45	.. Extract Register of Receipts and Payments of Personal Deposits.	
" 46	.. plus and minus Memorandum	
" 47	.. }	
" 48	.. }	
" 49	.. Statement of Lapsed Deposits	
" 50	.. }	
" 51	.. }	

Forms prescribed by the Government.

I.A.	I	Shroff's Cash Book
"	II	Shroff's Cash Balance Register
"	III	Day Book
"	IV	Weekly Statement of Receipts and Payments of Deposits under the Provisions of the Madras Estates Land Act.
"	V	Check Register of Cash Orders
"	VI	Register of Repayments of Deposits at Sub-treasuries.
"	VII	Daily Classified List
"	VIII	Transfer Slip
"	IX	Alteration Memorandum
"	X	List of Payments (General)

<i>Serial number of forms.</i>	<i>Description of forms.</i>
T.A.	X-A Schedule of Payment relating to Pay Bill
"	X-B Schedule of Payments relating to Travelling Allowance, Contingencies and Miscellaneous Charges. ..
"	X-C List of Payments (Departmental)
"	X-D Schedule of payments relating to foreign Governments.
"	XI Memorandum of Transfer of Deposits
"	XII Extract Register of Receipts of Deposits ..
"	XIII Extract Register of Repayment of Deposits ..
"	XIV Statement of Lapsed Cash order
"	XV Statement of Central (Other than Railways Posts and Telegraphs and Defence) Transactions at non-Bank Treasuries.
"	XVI Statement of Railways Posts and Telegraphs and Defence Transactions at non-Bank Treasuries.
"	XVII Schedule of Receipts List of Payment on account of Railways Posts and Telegraphs Defence Department at non-Bank Treasuries.
"	XVIII Register of immovable Government property in respect of Government Buildings under the administrative charge of Department.
"	XIX Subsidiary Register of Deductions

FORMS

[No. 6

FORM T.A. 6.

[See Chapter III, Article 44.]

REGISTER OF RESERVE BANK DEPOSITS.

CENTRAL|STATE.

For the month of 19 .

TREASURY.

Date.	Net payments.		Net receipts.		Initials of Treasury officers.
	(2)	(3)	(3)	(4)	
(1)	RS.	P.	RS.	P.	
Total for the month	_____	_____	_____
Deduct—Payments Receipts	_____	_____	_____
Net Payments Receipts	_____	_____	_____

Note.—There will be only one entry in column (2) or column (3), as the case may be against each date. When the total receipt exceed the total payments, the difference will be posted in column (2) and when the total Payment exceed the total receipts, the difference will be posted in column (3).

No. 7]

FORMS

Form T.A. 7.

(See Chapter III, Article 46.)

REGISTER OF MISCLASSIFICATIONS BY THE BANK

THE	BRANCH OF THE	STATE BANK OF INDIA.	
Date of Bank Scroll. (1)	Particulars of bills and (or) chalans. (2)	Receipts. (3) RS. P.	Payments. (4) RS. P.
<i>A. Central transactions included in the State statement.</i>			
<i>Chalan No. 728—</i>			
	0021. Taxes on income other than Corporation Tax—Ordinary collections.	875 00	..
<i>Voucher No. 82—</i>			
	3425. Other Scientific Research—Headquarters Office—Other Offices and Observatories—Pay of Establishments.		380 00
<i>Voucher No. 90—</i>			
	2075. Miscellaneous General Services—Register of Joint Stock Companies—Pay of Establishment.		180 00
	Total—A	<u>875 00</u>	<u>500 00</u>
<i>B. State transactions included in the Central statement.</i>			
<i>Chalan No. 751—</i>			
	0029. Land Revenue—Ordinary Revenue	7,500 00	..
<i>Chalan No. 758</i>			
	0030. Stamps and Registration—fees for Registering documents.	100 00	
<i>Voucher No. 94—</i>			
	2202. General Education Secondary—Government Secondary School—Government Secondary School for Boys—Pay of Establishments.		270 00
<i>Voucher No. 102—</i>			
	2055. Police—District Executive Force—District Police—Voted—Pay of office establishments.	..	410 00
	Total—B	<u>7,600 00</u>	<u>680 00</u>

Form T.A. 8

STATEMENT OF DAILY TRANSACTIONS—RECEIPTS AT TREASURY/SUB-TREASURY

DP R1 _____ PAGE

Code Date Number of Transaction Amount

(1) Daily Serial number.

(2) Name of remitter.

(3) Head of A/C Description.

(4) D.P. Code.

(5) D

(6) Cash. RS. P.

(7) Transfer. RS. P.

(8) Cross. RS. P.

(9) Major head total. RS. P.

(10) Number of chalang.

Form T. A. 9

DP CI STATEMENT OF DAILY TRANSACTIONS—CHARGES AT TREASURY/SUB-TREASURY

_____ PAGE

Code Date Number of transaction Amount

(1) Daily Serial number.

(2) Voucher No. Monthly Serials.

(3) Drawing Officer.

(4) D.O. Code.

(5) Head of Account cum D.P. Code.

(6) Head of Account cum D.P. Description.

(7) C

(8) Gross. RS. P.

(9) Transfer. RS. P.

(10) Cash. RS. P.

(11) Major Head Total. RS. P.

(12) No. of Voucher.

Total

STATEMENT SHOWING THE DAILY TRANSACTION CHARGES.

Form T.A. 10

(See Chapter III, Article 57.)

[No. 10

REGISTER/SCHEDULE OF

RAILWAYS/POST AND TELEGRAPHS/DEFENCE/
DEPARTMENT RECEIPTS.

During the month of 19 .

Payments made into treasury by
officers of the department.

*Payments made into treasury on account of
officers of the department.

Date of receipt.	Payments made into treasury by officers of the department.				*Payments made into treasury on account of officers of the department.										Remarks.	
	RS.	P.	RS.	P.	From whom received.	On what account.	On account of	On account of	On account of	On account of	Other items.	Daily total carried to Day-book.				
	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.

FROM

*Here should be entered the official designation of the Officer concerned. All payments made by the officer (including his sub-ordinates) should be entered in this column.

These columns should be filled up only when payments into the treasury are not made by officers of the department but by others on their account.

(Memorandum No. 127992/Codes/63-5, dated 24th December 1964.)

Form 10-A.

SCHEDULE/REGISTER OF "PUBLIC WORKS" DEPARTMENT RECEIPT DURING THE
MONTH OF 19 HEAD OF ACCOUNT "PUBLIC WORKS REMITTANCE—1. REMITTANCE".

TREASURY.

(1)	(2)	(3)	(4)	(5)	Payment made into Treasury by officers of.			(9)	(11)	(12)
					*Division.	*Division.	*Division.			
Serial number.	Sub-Treasury, which Treasury in which remitted.	Date of Receipt.	Designation of the Departmental Officer who remitted the amount.	Chalan number.	Amount.	Amount.	Amount.	So on.	Amount Misc. assified under the head of account.	Remarks.
					(6)	(7)	(8)			
Total.										

*Here should be entered the Name of the Division Concerned.

Certified that the total of Rs. agrees with the total credit shown under the heads of account PUBLIC WORKS
Remittances I, Remittances in S.A. for the month of

Treasury Officer.

(Memorandum No. 6303/Codes/65-6, dated 29th December 1965.)

Form T. A. 11.

(See Chapter III, Article 57.)

REGISTER OF PAYMENTS MADE TO OFFICERS OF THE RAILWAYS/POST AND TELEGRAPHS/
DEFENCE DEPARTMENT.

On cheques against letters of credit or otherwise from to 19

‡ Date of payment.	Cheque Book number.				Serial number.	Cheque Book number.				Serial number.†	Cheque Book number.				Serial number.‡	Cheque Book number.				Daily total of payment carried to Day-book.		
	Number of cheque.	Amount.	* Balance.	* Initials of T.O.		Number of cheque.	Amount.	* Balance.	* Initials of T.O.		Number of cheque.	Amount.	* Balance.	* Initials of T.O.		Number of cheque.	Amount.	* Balance.	* Initials of T.O.			
	RS. P.	RS. P.				RS. P.	RS. P.				RS. P.	RS. P.							RS. P.	RS. P.	RS. P.	

* Entries should be made in the column of "balance" only when the amounts are drawn against letters of credit. Each such entry and each payment entry must be attested by the Treasury Officer's initials, who should see that the balance is correct in each case.

† In the case of payments at the Bank or at sub-treasury, it should be sufficient to enter in the register the daily total paid and to note the balance available after each such entry.

‡ A separate column should be used for each officer having a letter of credit separate account on the treasury.

(Memo. No. 127992 / Codes / 63-5, dated 24th December 1964.)

Form T. A. 12.

98

(See Chapter III, Article 58.)

CONSOLIDATE RECEIPT-CUM-SCHEDULE FOR FOREST CASH REMITTANCES.

From Forest Division

TREASURY.

For 19

Received from the office-in-charge of the sum of Rs. as detailed below for credit to the Forest Department. Division

Date Remittance to Treasury or Sub-treasury.	Name of Treasury or Sub-treasury.	By whom remitted.	Number each chalan.	Amount remitted with each chalan.	Number of Cr. item and the date of entry in Forest Account.
(1)	(2)	(3)	(4)	(5)	(6)

RS. P.

Countersigned,

Forest Office

Division.

Dated 19

Officer-in-charge of Treasury.

19

FORMS

[No. 12

Form T.A. 13
(See Chapter III, Article 68.)
REGISTER/SCHEDULE OF FOREST CHEQUES PAID

Date of payment.	Particulars of cheques.		TREASURY.				Remarks.
	Number.	Date.	By whom drawn.	Division.		Division.	
				RS.	P.		

during

19

Form T.A. 20
(See Chapter III, Articles 64 and 66.)
REGISTER OF RECEIPTS OF DEPOSITS

Date of receipt and chalan number.	Number of each deposit	Details of repayments.		Name of the court or authority ordering the deposit.	Amount of each deposit	Initials of Treasury Officer.	Daily total carried to day book.	Date.	Name of the court or the authority ordering the repayment.	Amount of each repayment.	Balance.	Initials of Treasury Officer.	Year and date on which repaid and credited to Government.
		In the month of	at										

RS. P.

RS. P. RS. P.

NOTE.—The entry in the column "Nature of deposit" should be sufficient to explain why the amount is deposited. (Memo. No. 24572/CoJes/64-4, dated 30th October 1964.)

Form T.A. 21
(See Chapter III, Article 66.)
REGISTER OF REPAYMENTS OF DEPOSITS

<i>In the month of</i>			<i>at</i>		<i>Treasury.</i>		<i>Daily total carried to Day-book.</i>	<i>Remarks.</i>	
<i>Detail of Original Deposit.</i>			<i>Amount repaid.</i>		<i>Initials of</i>				
<i>Date of receipt.</i>	<i>Number as per register of receipts.</i>	<i>Amount or balance of deposit.</i>	<i>Date of present payment.</i>	<i>Number of repayment voucher.</i>	<i>To whom repaid.</i>	<i>In cash.</i>	<i>By transfer.</i>	<i>Accountant.</i>	<i>Treasury Disbursing Officer.</i>
<i>Rs.</i>	<i>P.</i>	<i>Rs.</i>	<i>P.</i>	<i>Rs.</i>	<i>P.</i>	<i>Rs.</i>	<i>P.</i>	<i>Rs.</i>	<i>P.</i>

Form T.A. 22
(See Chapter III, Articles 68 and 73.)
REGISTER OF PERSONAL DEPOSITS

<i>Treasury on account of</i>						
<i>Date.</i>	<i>Number of payment cheque.</i>	<i>Amount received.</i>	<i>Amount paid.</i>	<i>Balance after each transaction.*</i>	<i>Treasury Officer's initials.</i>	
<i>Rs.</i>	<i>P.</i>	<i>Rs.</i>	<i>P.</i>	<i>Rs.</i>	<i>P.</i>	<i>P.</i>

* If there the large number of transactions on the same day, a balance need not be struck after each transaction but the Treasury Officer, if there be any possibility of an overdrawl should, by totalling the items of receipts and refunds and striking the balance whenever, necessary, satisfy himself that the balance is not overdrawn. The Treasury Officer should however invariably strike a total at the end of each day's transactions.

Form T. A. 23.
(See Chapter III, Article 69.)

No. 231

REGISTER OF CASH ORDERS ON SUB-TREASURIES ISSUED AND ADJUSTED.

Personal Ledger Account with

Sub-treasury.

Orders issued.										Orders paid.				
Date	Number of order.	Payee.	Value how received.	Initials.		Amount of each order.	Initials of Treasury Officer.	Daily total to be carried to Register of Personal Deposits	Payment at Sub-treasury.		Date.	Number of order.	Amount of order.	Daily total to Register of Personal Deposits
				Accountant.	Treasurer.				Date.	Amount.				
						Rs.	P.		Rs.	P.			Rs.	P.

The column "Payment at Sub-treasury" is provided under "Orders issued" in order to give space for marking off paid orders and ascertaining whether the total of the orders outstanding agrees with the balance on the books. The balance month by month (the difference between the sums of the two columns of daily total) should be carried forward to the new month to the column "Daily total" under "Orders issued". Under "Orders paid", the entries should be made in the order in which the paid orders are received back from the Sub-treasury without reference to the period of issue, and the total should be agreed with the total charge in the Sub-treasury account; the payment should at the same time be marked if in the issue columns from the original paid orders. The orders may be numbered in a general series for the whole district, but those on each Sub-treasury must also be numbered in a separate annual series. The column "Value how received" is intended for remarks denoting cash or transfer.

FORMS

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Form T. A. 24.

(See Chapter III, Articles 70 and 73.)

REGISTER OF DAILY RECEIPTS AND REPAYMENTS OF PERSONAL DEPOSITS.

at the

Treasury in the month of

19 .

Receipts.						Payments.					
Date.	Account No.		Daily total to Day book.		Date.	Amount No.		Daily total to Day book.			
	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	

Total

A separate column on each side should be assigned to each account in which the daily gross receipt and gross charge should be entered from the personal ledger. Thus there should be but one single line in this register for the transactions of all personal ledger accounts each day and its gross total should give the figures to pass into the cash book. A page of foolscap has probably breadth enough for nine such accounts if there be more than one page can accommodate, either the two sides may be separated into different parts of the same volume, the same columns being carried across both pages, or more than one register may be opened, and the totals of the second, third, etc., carried into separate columns of the first.

Form T.A. 25

(See Chapter III, Article 78.)

Register of Telegraphic/Transfer issued by.....

(Name of issuing Office).

Schedule No.....

Date:

Name of applicant.	Exchange Rate.	Amount.	Telegram charges.	No.	Telegram confirmation.	Initials.	Name of payee.	Drawn on Office.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
			Rs. P.					

Place.	Amount.	Initial.	Acknowledgement received on.	Duplicate P.O. received on.	Date of payment.	Initials.	Remarks.
(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

Schedule of telegraphic/Transfers issued by.....

(Name of Issuing Office.)

Date:

Schedule No.....

Name of payee.	Drawn on Office.	Place.	Amount.	Initials.	For use in C.A.S. marked off on.	Initial.	Remarks.
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Forwarded to the Manager, Reserve Bank of India, Central Account Section, Nagpur.

It is certified that:

- (a) Drafts aggregating Rs.....have been issued on date.
- (b) The total of Drafts, T.Ts, and M.Ts. issued on date is Rs.....which agrees with the total receipts (excluding exchange on account of issue of remittances under the Reserve Bank of India Remittances Facilities scheme as per this office cash book.

Officer-in-charge.

(G.G. Ms. No. 1081, Finance, dated 6th December 1968)

No. 25-A]

Form T.A. 25-A.

(See Chapter III, Article 78).

Register of Drafts issued by.....

(Name of issuing office.)

Schedule No.

Date :

Name of applicant.	Name of payee.	Exchange Rate per cent.	Rs. Amount.	P.	Draft No.	Drawn on office place.	Rs. Amount.	P.	Initials.	Remarks.
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Schedule of Drafts issued by..... (Name of issuing office.)

Schedule No.

Date :

Draft No.	Drawn on Office place.	Rs. Amount.	P.	Initials.	For use in C.A.S. Marked on on.	Initials.	Remarks.
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Forwarded to the Manager, Reserve Bank of India, Central Accounts Section, Nagpur.

It is certified that:

- Draft form Nos. have been destroyed on date as being spoilt.
- Draft form Nos. have been used on date for issue of duplicate(s).
- Draft form Nos. have been lost from the custody of this office and the loss has been advised to the Currency Officer.
- T.Ts/M.Ts. aggregating Rs. have been issued on date.
- The total of Draft T.T.s. and M.T.s. issued on date is Rs. which agrees with the total receipt (excluding exchange) on account of issue of remittances under the Reserve Bank of India Remittance Facilities Scheme as per this office cash book.

Officer-in-charge.

(G.O. Ms. No. 1081, Finance, dated 6th December 1968.)

Form T. A. 25-B

(See Chapter III Article 78.)

Subsidiary Register of Issue-cum-Drawing Schedules.

Date of drawing.	As per issue-cum-Drawing Schedule [Form T.A. 25 and T.A. 25-A].....	Amount received.	Exchange Amount.	Daily total carried to the day book.	Remarks.
	Page No. Serial No.				

[G.O. Ms. No. 1081, Finance, dated 6th December 1968.]

Form T. A. 26.

[See Chapter III, Article 82.]

REGISTER OF RESERVE BANK OF INDIA REMITTANCES ENCASHED.

During the period from _____ to _____

Number of item.	Drawn		Nature of drawing Date.	Name of payee.	Serial number of remittance.	Initials of treasury.		Remarks.
	By.	Place.				Amount *	Sub-treasury Officer.	
						RS.	P.	

* In case of Telegraphic Transfers the name of the beneficiary should be given.

Form T. A. 31.

(See Chapter III, Article 91.)

REGISTER OF ADVANCES MADE RECOVERED

TREASURY.

In the month of _____ 19____

Date	Number of Chalan		From whom received.	Loans and Advances.		Advances Repayable.	
	Number of voucher.		To whom paid.				
(1)	(2)		(3)	(4)		(5)	
				RS.	P.	RS.	P.

Daily total carried to Day Book.	(6)	Initials of Treasury Officer.	(7)	Remarks.	(8)
----------------------------------	-----	-------------------------------	-----	----------	-----

Date.

Number of voucher.

Name of pensioner.

Period for which pension is paid

RS. P.	Pensions payable to officers appointed by the Secretary of State.	} Superannuation and retired allowance charged.
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During the month of

19 .

TREASURY.

FORM T.A. 33
(See Chapter 111, Article 81.)
REGISTER OF PENSIONS PAID

RS. P.	Other pensions.	
RS. P.	Superannuation and retired allowances charged.	} retired
RS. P.	<u>Voted.</u>	

Compassionate allowances.

RS. P.	Gratuities.	} Charged, <u>Voted</u>
--------	-------------	----------------------------

RS. P.	Compassionate Charged.	} Gratuities
RS. P.	<u>Voted.</u>	

RS. P. Pensions or distinguished and meritorius services.

RS. P. Income-tax recovered.

RS. P. Other deductions.

RS. P. Net amount paid.

RS. P. Daily total carried to Day Book

Initials of Treasury Officer.

Number of the voucher.

P.P.O. number.

Name of the pensioner.

Period for which the amount is paid.

Amount of monthly pension.

Amount of cost of living allowance.

Amount of special living allowance.

Total.

Monthly W. and O.P. abatement.

Net pension payable.

*Less—other Government Income-tax.

Other deduction and Natural

*Amount debitable to other Government.

Less Indian Income-tax.

Net amount paid.

Daily total carried to the Day Book.

Initials of the Treasury Officer.

Remarks.

GOVERNMENT

TREASURY

SUBSIDIARY REGISTER OF PENSION PAID.

(See Chapter III, Article 91.)

Form T.A. 33-A

*The name of the Government should be specified in each case in the register (Memo No. 18755/Codes/59-1, dated 30th April 1959.)

FORM T.A. 34.

[See Chapter III, Article 91.]

No 34

REGISTER/SCHEDULE OF PAYMENT OF COUPONS OF BEARER BONDS

TREASURY.

For the month of

19 . .

Date.	Number of bond.	Amount of bond.	Particulars of the coupons paid.		Amount of coupons paid.			Deductions of Income tax.	Net payment.	Treasury Officer's initials.	Daily total of net payments.	
			Half-year represented by coupons.	Dividend numbers of coupons.	4%	3½%	3%					
					RS.	P.	RS.	P.	RS.	P.	RS.	P.

Sub-column should be opened according to local requirements.

FORMS

Form T.A. 35.

(See Chapter III Article 91)

REGISTER / SCHEDULE OF PAYMENTS OF INTEREST ON PROMISSORY NOTES/
STOCK CERTIFICATES.

TREASURY.

For the month of 19 .

Date.	Number of voucher.	Name of payee.	Number of note.	Amount of note.	Date up to which paid.	Number of half-years for which paid.	Interest paid. *		Deduction of Income tax credited per contra.		Net payment.	Daily total of gross payment.	Initials to Treasury Officer.
							Amount.	Rate.	Amount.	Rate.			
				RS. P.	RS. P.	RS. P.	RS. P.	RS. P.	RS. P.	RS. P.	RS. P.	RS. P.	RS. P.
Total ..													

*Name of loan should be entered in the blank columns as required.

Total (in words) _____

Treasury Officer.

No. 35]

Form T.A. 39.

(See Chapter IV, Article 102.)

SCHEDULE OF FOREST REMITTANCES

TREASURY

*Credited during**acknowledged in separate consolidated treasury
receipts (Form T.A. (2).)*

Item Number.	Name of division.	Amount.	Remarks.
--------------	-------------------	---------	----------

RS. P.

Total	..		

Form T.A. 42.

(See Chapter IV, Article 104.)

SCHEDULE OF PAYMENTS / CHEQUES PAID.

On account of Department from
Railways
 Posts and Telegraph / Defence.

to 19

Date of payment. Serial number, Number of Voucher Amount. Remarks.
Cheque.

RS. P.

(Memo. No. 1 27992/Codes/63-5, dated 24th December 1964).

Form T.A. 42-A.

SCHEDULE OF CHEQUES PAID ON ACCOUNT OF.....
 DEPARTMENT DURING THE MONTH OF.....19

TREASURY.

HEAD OF ACCOUNT

Serial Number.	Sub-Treasury/ Treasury in which paid.	Date of Payment.	Designation of the Departmental Officer who has issued the cheque.	Cheque Number and date.
(1)	(2)	(3)	(4)	(5)
Payment made by the Treasury on account of				Amount misclassified under the
*Amount.	*Amount.	Amount.	Amount.	Remarks.
(6)	(7)	(8)	(9)	(10)
				(11)

RS. P.

*Here should be entered the name of the Division concerned. Total Rs.

Certified that the total of Rs..... agrees with the total debit shown under the
 head of account Public Works II cheques in S.A..... for the month
 of.....19

Treasury Officer.

(Memo. No. 6303/Codes/65-6, dated 29th December 1965.)

FORMS

11

Form T.A. 43.

(See Chapter IV, Article 125.)

EXTRACT REGISTER OF RECEIPTS OF DEPOSITS.

<i>at the</i>	<i>Treasury in the month of</i>			19
Date.	Number of each deposit.	From whom received.	Nature of each deposit.	Amount of each deposit.
(1)	(2)	(3)	(4)	(5)

RS. P.

For use in the Accountant-General's Office.

In the year of receipt.	In the first year following the year of receipt.	Total repayment on each deposit.	Balance of each deposit.	
			Lapsed.	Transferred to clearance register.
1 2 monthly columns.	12 monthly columns.	(8)	(9)	(10)
(6)	(7)	RS. P.	RS. P.	RS. P.

(N.B.—It is not necessary to total the last three columns of this register.)

Form T.A. 44.

(See Chapter IV, Article 105.)

Schedule of Re-Payment of Deposits (Separate Schedule should be prepared for each class of deposit)

Deposits of
for the month of

Serial Number.	Number and date of repayment of voucher.	Amounts repaid.	Remarks.
(1)	(2)	(3)	(4)
		RS. P.	

Total

Date :

Treasury Officer.

(Memo. No. 72250, Codes, I/71-1, dated 7th September 1972.)

Form T. A. 45.

(See Chapter IV, Article 108.)

EXTRACT REGISTER OF RECEIPTS AND PAYMENTS OF PERSONAL DEPOSITS.

Accounts.		at the Treasury in the month of 19 .				
		Opening balance.	Receipts of month.	Total credits.	Number of vouchers.	Payments.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		RS. P.	RS. P.	RS. P.	RS. P.	RS. P.
Total						

Form T. A. 46.

(See Chapter IV, Articles 90 and 110.)

PLUS AND MINUS MEMORANDUM

of		for		19		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Nature of transactions.	Balance from the last month.	Additions to balance this month.	Total.	Deductions from balance.	Balance at the end of month.	Remarks.

TREASURY.

Dated : 19 .

Treasury Officer.

Form T. A. 49.

(See Chapter IV, Article 127.)

STATEMENT OF LAPSED * DEPOSITS,

of the Treasury, for the year 19 .

Particulars of deposit.

For use in accountant-General's Office.

Year.	No.	Balance lapsed.	Number and date of refund order.	Amount of refund sanctioned.	Initials.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Rs. P.		Rs. P.		

* Civil Courts, Criminal Courts, or Revenue.

V-113-23-87

CHIEF CLERK CHITTOOR COUNTY OF KRISHNA
 Date.
 Particulars.

(a) RECEIVED
 (b) PAID

Form T. A. 14

(See Chapter III, Local Ruling 1 under Article 29).

SHROFF'S CASH BOOK

RECEIPTS.

Taluk.

Currency Notes.

Silver.

Nicked.

Bronze and Copper.

(3)	(4)	(5)	(6)		(7)			(8)			(9)			(10)			
			Value.	Rupces.	½ rupee.	¼ rupee.	⅓ rupee.	4 annas.	2 annas.	1 annas.	Double pice.	Single pice.	Half pice.		Pie pice.		
Person by whom paid.	Serial number.	Total amount of receipts.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	Remarks.
			---	---	---	---	---	---	---	---	---	---	---	---	---	---	
Total			---	---	---	---	---	---	---	---	---	---	---	---	---	---	

Form T. A. I—cont.

CHARGES.

Stamp

(1) The amount of the charges payable in gold or silver or copper
 (2) The amount of the charges payable in silver
 (3) The amount of the charges payable in copper
 (4) The amount of the charges payable in gold
 (5) The amount of the charges payable in silver and copper
 (6) The amount of the charges payable in gold, silver and copper
 (7) The amount of the charges payable in gold, silver and copper
 (8) The amount of the charges payable in gold, silver and copper
 (9) The amount of the charges payable in gold, silver and copper
 (10) The amount of the charges payable in gold, silver and copper

Nickel.

Bronze and Copper.

Date.	Particulars.	Person to whom paid.	Serial number.	Total amount of charges.		Number.	Value.	Rupees.			Annas.			Single pice.			Remarks.
				Rs.	P.			Rs.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)			(10)						

Shreff.

Double Lock Officer.

Sub-Treasury Officer.

THE STATE BANK OF INDIA
 (INCORPORATED IN INDIA)
 1917

Form T.A. 11,
(See Chapter III, Local Ruling 1, under Article 29)
SHROFF'S CASH BALANCE REGISTER.

	For the		day of				19				Total.
	Notes.	Val-ber. ue.	Silver.		Nickel.		Copper and bronze.				
(1)	(2)	(3)	(4)		(5)		(6)		(6)		
	Rs.	Rs. Rs.	Rs. P.	Rs. P.	Rs. P.	Rs. P. Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	
Opening balance ..											
Issues from double lock ..											
Receipts from Public ..											
Total ..											
Issues to the public ..											
Balance ..											
Add or subtract exchange ..											
Balance ..											
Put away in double lock ..											
Closing balance ..											

Note. (1) The Sub-treasury Officer should check that—
 (i) the opening balance agrees with the closing balance of the previous days.
 (ii) issues from double lock agree with the entries in M.T.C. Form 31 ;
 (iii) the receipts and issues to the public agree with the totals of T.A. Form 1.
 (iv) the amount put away agrees with the entry in M.T.C. Form 31 ; and
 (v) the closing balance represents the cash in single lock.
 (2) The total of the closing balance should be entered also in words.

Shroff.

Double Lock Officer.

Sub-Treasury Officer.

No III]

FORMS

FORM.

(See Chapter III, Local Ruling under Article 32-34)

Challan number.	State day book Receipt Particulars.	Head of Account.	Cash.	Transfer.	Total.
1297	Sub Registrar Circle	0030. Stamps and Registration Fees for registering documents.	100 00
		Search fees ..	5 00	..	105 00
	Travelling allowance bill of Inspector of Excise Circle.	0039. State Excise Duties Recoveries of overpayments.	..	1 00	5 00
General services	Y. Gnanamani, Clerk, Collector's Office. (Account Test).	0075. Miscellaneous Department Examination fees.	6 00	..	6 00
67	A. V. Pillai (Special Test).	Do.	8 00	..	8 00
79	Assistant Surgeon.	0058. Stationery and Printing-Sales of Gazettes and other Government Publications.	1 00	..	1 00

Treasury (non-bank) for
Disbursements.

Voucher number.	Particulars.	Head of Account.	Cash.	Transfer.	Total.
128	Sub Registrar—Contingent bill.	2030. Stamps and Registration District charges Contingencies.	50 00	..	50 00
129	Supplemental pay of the office of District and Sessions Judge.	2014. Administration of justice - Civil and Sessions Courts' Pay of Establishments.	200 50(2) 49	50	250 00
130	Travelling allowance bill of Revenue Divisional Officer.	2053. District General Administration District Administration Sub-divisional Establishments Travelling Allowance.	112 00	..	112 00
131	Transfer travelling allowance bill of K.G.D. Ayyangar, Senior Inspector of Co-operative Societies.	Advances re-payable objection book advances other Officers.	100 00	..	100 00
132	Travelling allowance bill of A.B. Jack.	2039. State Excise —District Executive Establishment Allowances and Honararia.	96 00	5 00	101 00
As per Chittas—					
14.	Stamps Discou-nts on sale of Stamps.	0030. Stamps and Registration fees Stamps Non-Judicial.	..	15 00	15 00

Voucher number.	Particulars.	Head of account.	Cash.	Transfer.	Total.	
	As per Chittas—					
0029.	Land Revenues	800 00	..	800 00	
0039.	State Excise Duties.	1,200 00	..	1,200 00	
0030.	Stamps and Registration fees.	Non-Judicials ..	285 00	15 00	300 00	
	Local Fund Deposits	District Board Fund	500 00	30 00	530 00	
	Government Provident Fund subscriptions.	State Provident Fund.	..	25 00	25 00	
	Amount transferred from Central day book.	Adjusting accounts between Central (Non-Railways) and State.	300 00	492 00	792 00	
		Total	..	<u>3,205 00</u>	<u>567 00</u>	<u>3,772 00</u>
		Total day book receipts	3,772 00
		Last day's balance	1,800 00
		Total	<u>5,572 00</u>
		Charges	<u>1,686 00</u>
		Balance	<u>3,886 00</u>

(Rupees three thousand eight hundred and eighty six only)

Voucher number.	Particulars.	Head of Account.	Cash.	Transfer.	Total.	
	Local Fund Deposits.	Elementary Education Funds.	300 00	(b) 280 00	580 00	
	Charges transferred from Central day book.	Adjusting account between Central (on Railways) and State.	260 50	217 50	478 00	
		Total	..	<u>1,119 00</u>	<u>567 00</u>	<u>1,686 00</u>

The deduction is made up of Income Tax Rs. 10, General Provident Fund. The deduction on account of Income tax and Postal Life Insurance should be Life Insurance which will be subsidiary to the Central day book while the deduct General Provident Fund Register (State.)

(b) Out of this sum of Rs. 280, Rs. 30 represent a credit to District Board Current between Madras and "Posts and Telegraphs."

		Central-day book of		
Recovery of travelling allowance advance from Income tax Officer Circle.	Objection Book advances (Central).	..	200.00	200.00
Adjustment from District Board Elementary Education Fund.	Account between Madras and Posts and Telegraphs.	..	250.00	250.00
As per Chittas.—				
IV Taxes on income than Corporation tax.	other	300 00 27 50	327 50
General Provident Fund (Central).	 14 50	14 50
Total receipts transferred to State day book.	Adjusting Account (—) between Central (Non-Railways) and State.		300.00(—) 492.00(—)	792.00
	Total ..		<u>Nil.</u>	<u>Nil.</u>
			<u>Nil.</u>	<u>Nil.</u>

(c) The Income tax deducted should be entered in the adjusting column of the income tax chitta.

(Central) Rs. 14.50 and subscription to General Provident Fund (State Rs. 25 entered in the adjustment columns of the chitta as for Income tax and Postal on account of General Provident Fund both of should be entered in the Funds and the balance of Rs. 250 represent a credit to the head "Account the treasury for

120 Transfer-Travelling allowance bill of the Income tax Officers Circle.	002. Taxes on income other than Corporation tax.	100.50	200.00	300.50
121 Contingent bill of the income tax Officer.	002. Taxes on income other than Corporation tax.	57.50	..	57.50
122 V. P. Ayyar ..	2049. Interest payments 01. Interest on internal Debt.	102.50	17.50	(e) 120.00
	101. Interest on market doons—BK. Tamil Nadu Government 11.5 percent loan, 2010.			
Total payment transferred to State day book.	Adjusting Account (—) between Central (Non Railways and State.	(—)260.50	(—)217.50	(—)478.00
	Total ..	<u>Nil.</u>	<u>Nil.</u>	<u>Nil.</u>

No. IV]

FORMS

Form T.A. IV.

(See Chapter III, Local Ruling 5, under Articles 64-67).

WEEKLY STATEMENT OF RECEIPTS AND PAYMENTS OF DEPOSITS
UNDER THE PROVISIONS OF THE MADRAS ESTATES LAND ACT.

Debit.					
Date.	Serial number of voucher.	Number of the suit execution petition or sale application.	Name of payee.	Purpose for which the deposit was made.	Amount.
(1)	(2)	(3)	(4)	(5)	(6)
				Balance to Credit	RS. P.
				Total ..	
credit					
Date.	Serial number of chalan.	Number of the suit execution petition or application.	Name of the depositor.	Purpose for which the deposit is made Balance brought forward	Amount.
(7)	(8)	(9)	(10)	(11)	(12)
					RS. P.
					Total ..

STATION :

Date :

To

The Revenue Divisional Officer.

Officer in-charge of the Treasury.

Form T A V:

(See Chapter III, Local Ruling 3 under Articles 68-70.,

CHECK REGISTER OF CASH ORDERS.

(1)	Payable in the Number.			(4)	Taluk for the year '19		(7)
	(2)	(3)	(5)		rs.	p.	
Date of each order.	Printed.	Special.	To whom payable.	Amount of each orders.	Initials of the Sub treasury officer.	Date of payment and to whom paid.	Amounts paid.

(8)	Abstract of daily payments.			(12)
	(9)	(10)	(11)	
Initial of the Sub-Treasury Officer,	Date of payment.	Number of the cheques paid.	Daily total carried to Cash or Day-book.	Remarks.

The Revenue Department
 Officer-in-charge

FORMS

Form T.A. VI.

(See Chapter III, Local Ruling 2 under Articles 75-76.)

REGISTER OF REPAYMENTS OF DEPOSITS AT SUB-TREASURIES.

In the taluk of _____ in the district of _____ during the month of _____ 19 ____.

Details of original deposit.

(1) Date of receipt.	(2) District Treasury number as per register of receipts.	(3) Taluk number.	(4) Amount of Balance of deposits.	(5) Date of present re-payment.	(6) Number of repayment voucher.
(7) To whom paid.	(8) Amount paid in cash.	(9) Amount paid in cash. Amount paid transfer.	(10) Initials of the Section Head/Sub-Treasury Officer.	(11) Daily total carried to Day book.	(12) Re adjusted to proper head, state in what amount and in what item included, and under what head credited.
	RS. P.	RS. P.		RS. P.	

FORMS
Form T.A. VIII

[See Chapter IV, Local Ruling 5 under Article 95-99.]

TRANSFER SLIP

<i>Monthly Serial No.</i>		<i>dated</i>		19
(1)	Page of posting register in which posted.	(2)	Amount. Dr.	(3)
			Account Heads.	(4)
			Amount. Cr.	(5)
				Page of posting register in which posted.

Explainato of the necessity for the alteration.

(1)	Posted.	(2)	Initials of Accountant.	(3)	Initials of Section Head/Sub-Treasury Officer.	(4)	Initials of Section Head/Sub-Treasury Officer.	(5)	Initials of Accountant.	(6)	Posted.
-----	---------	-----	-------------------------	-----	--	-----	--	-----	-------------------------	-----	---------

Signature of Section Head/Treasury Officer.

No. IX]

FORMS

Form T.A. IX.

[See Chapter IV, Local Ruling 8 under Articles 95-99.]

ALTERATION MEMORANDUM.

What month's Account.	Treasury Account of		district .		Reasons for adjustment.		
	Amount to be adjusted.		To the debit of original amount.			To the credit of Original amounts.	
	RS.	P.	RS.	P.	RS.	P.	
Total	_____		_____		_____		Rupees (in words).

I have personally satisfied myself that the alteration(s) proposed is are necessary

TREASURY OFFICE.

Dated

19

Treasury Officer.

To

The Accountant-General, Madras.

FORMS

[No. X

Form T.A. X *

(See Chapter IV, Local Ruling 11 under Articles 95-99)

LIST OF PAYMENTS (GENERAL)

DISTRICT.....

*List of payments made at
Tamil Nadu between the* *and* *of Treasury of the Government of*
19

Number of vouchers as per Schedule.	Particulars of payment.	Amount paid.	Remarks.
(1)	(2)	(3)	(4)
		RS. P.	

DEPARTMENTAL PAYMENTS

Account Nos. 2 to 21, 23, 25, 26 and 27.

DEBIT AND REMITTANCE HEADS.

Savings Bank Deposits—				
General Provident Fund
Provident Fund
Deposits of Local Funds—				
District Funds—Local Funds—				
District Board
Panchayat
Minor Union

Municipal Funds—				

Carried over/ ..

*!Separate lists should be prepared for State and Central transactions (see Local Ruling 11 under Articles 95-99).

No. X]

FORMS

Form T.A. X*—cont.

Number of voucher as per schedule. (1)	Particulars of payment.	Amount paid.	Remarks.
	(2)	(3)	(4)
		RS. P.	

Brought forward.

DEBIT AND REMITTANCE HEADS—cont.

Deposits of Local Funds—cont.			
Port and Marine Funds—			
	Minor Port Funds
	Minor Pilotage Fund
	Tuticorin Port Fund
	Tuticorin Port Trust Fund
	Landing and Shipping Dues Fund
 Fund		
Education Fund—			
	University Fee Fund
 Fund		
	Other Miscellaneous Funds
Revenue Deposits			
State Legislature Election Deposits			
	Civil Court Deposits	{	Bank
		{	Treasury
	Criminal Court Deposits
	Market Committee Funds
	Village Panchayat Funds
	Deposits for work done for Public Bodies or Individuals.
	Workmen Compensation Act Deposits
	Personal Deposits
	Trust Interest Fund	{	Central Trust
		{	Local Trust
		{	Charitable
		{	Endowments
Other Deposits			
Advances Repayable—			
Civil Advances—			
	Gazetted Officers
	Advance for remitting treasure
	Special Advances
	Revenue Survey Advances
	Cost of Survey marks
	Revenue Advances

* Separate lists should be prepared for State and Central transactions (see Local Ruling 11 under Articles 95-99)

Number of Voucher as per schedule. (1)	Forms		Amount paid. (3) RS. P.	Remarks. (4)
	Form T.A. X*—cont.			
	Particulars of payment. (2)			
	Brought forward ..			
DEBIT AND REMITTANCE HEADS—cont.				
Advances Repayable—				
	Permanent Advances			
	Account with the Government of Burma..			
	Account with Reserve Bank			
	Suspense accounts			
Loans and advances by State Govern- ments—				
	Gazetted Officers			
	Other Officers			
	Loans to Municipalities, etc.			
	Advances to Cultivators			
	Miscellaneous loans and advances ..			
Cash Remittances, etc.—				
	Cash Remittances between Treasuries ..			
	Forest Remittances			
	Public Works Remittances—Cheques ..			
	Remittances			
Reserve Bank Remittances				
	Adjusting Account between Central			
	(Non-Railways) and State Govern-			
	ments—Madras.			
	Pay and Accounts Office			
Adjusting Account with Railways—				
	Southern Railway			
	Western Railway			
Inter-State Suspense account—				
	Bombay			
	West Bengal			
	Uttar Pradesh			
	Total			

* Separate lists should be prepared for State and Central transactions (See Local Ruling II under Articles 95-99.)

No. X-A]

Form.

Forms T.A. X-A.

(See Chapter IV, Local Ruling 11 under Articles 95-99).

SCHEDULE OF PAYMENTS RELATING TO PAY BILLS.

DISTRICT—

Schedule of the payments relating to Subsidiary Account No. _____ made
between _____ and _____ of _____ 19 _____

(Pay bills should be entered in detail.)

(NOTE.—Separate list should be drawn out for Gazetted Officers and Non-Gazetted Establishment.)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
Number of voucher.	Class of bills.	Gross amount.	Income-tax.	House-rent—P.W.D.	General Fund.	Provident	Advances Repayable — objection Book advances.	Postal Life Insurance Fund.	Details of Deductions.						Total deduction.	Net Payment.

Forms.

[No. X. B and X-C]

Form T.A.X.-B

(See Chapter IV, Local Ruling 11 under Articles 95-99.)

SCHEDULE OF PAYMENT RELATING TO TRAVELLING ALLOWANCE,
CONTINGENCIES AND MISCELLANEOUS CHARGES.

DISTRICT —

Schedule of payments relating to Subsidiary Account No. _____ made
between _____ and _____ of _____ 19 _____

(Only travelling allowance, contingencies and miscellaneous charges should be recorded.)

(NOTE.—Separate list may be drawn out for Gazetted Officers' T.A. Bills.)

Date.	Number of voucher.	Class of bills.	Net amount paid.	Deductions.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)
			RS. P.	RS. P.	

N.B.—In column (3) the class of bills should be indicated as follows :—

C—Contingencies. M—Miscellaneous. T—Travelling allowance, etc., in column (5) deductions from bills should be shown.

Form T.A. X.C

(See Chapter IV, Local Ruling 11 under Articles 95-99.)

LIST OF PAYMENTS (DEPARTMENTAL).

Payments made at between the	Particulars of payments.	Amount paid.		Remarks.
		in cash.	By adjustment.	
(1)	(2)	(3)	(4)	(5)
		RS. P.	RS. P.	

FORMS.

[No. X-D and XI

Form T.A. X-D.

[See Chapter IV, Local Ruling I under Articles 95-99.]

SCHEDULE OF PAYMENTS RELATING TO FOREIGN GOVERNMENTS

Schedule of payments relating to Foreign Governments made at Treasury
in support of the relevant vouchers for the payments made at that treasury

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Nature of payment.	Period of payment.	P. P. O. number, if any.	Reference to the letter of authority from the Foreign Government if not a pension payment.	Name of payee.	Amount due.	Deduction, if any.	Amount paid.

Form T.A. XI

(See Chapter IV, Local Ruling I under Articles 105-108.)

MEMORANDUM OF TRANSFER OF DEPOSITS.

In the district during the month of 19 .

(1)	(2)	(3)	(4)	(5)	(6)
Voucher number.	Amount paid by transfer.	Major head.	Minor and detailed heads.	Amount in which included.	Remarks.
	To what head transferred.				

RS. P.

RS. P.

Nos. VII and VIII Forms.

Form T.A. XII.

(See Chapter IV, Local Ruling 4 under Articles 105-108.)

EXTRACT REGISTER OF RECEIPTS OF DEPOSITS.
taluk, district during the month ending 19 .

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Taluk number.	Huzur number.	Date of deposit.	From whom received.	Nature of deposit.	Amount.	Orders of the Treasury officer.	Replics of the Sub-treasury officer.
					RS.	P.	
* Civil Courts, Criminal Courts or Revenue							

Form T.A. XIII

(See Chapter IV, Local Ruling 4 under Article 105-108.)

[For use only when a duplicate (carbon) copy of Form T.A. 21 is not utilized for the purpose.]

EXTRACT REGISTER OF REPAYMENTS OF DEPOSITS
in the taluk of _____ in the district of _____
during the month ending _____ 19 .

Details of original deposit.							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
Date of receipt.	Huzur number as per register of receipts.	Taluk number.	Amount or balance of deposit.	Number of repayment voucher and date.	Amount repaid.	Remarks.	
					RS.	P.	
					RS.	P.	

FORMS
Form T.A. XIV

Nos. XIV and XV

(See Chapter IV, Local Ruling under Article 116.)

STATEMENT OF LAPSED CASH ORDERS.

in the district of _____ for the month.

Cash orders issued and personal deposit chalans.

Cash Order and personal deposit chalans.	Date.	Number and month of the voucher or the cheque in which charges were originally drawn or on which the amount was credited in cash.	Name of the officer by whom drawn or the name of the party by whom the cash was remitted and the purpose of remittance.	Amount. RS. P.	Head of account to which the amount is now credited (in detail).	Item in which the amount credited is included.
(1) Initials of the Auditor in token of verification or the adjustment in the treasury account. Number and month of Transfer entry and the head of account to which the amount is adjusted.	(7)	(2) Initials of the Superintendent in token of the adjustment having been made.	(3) Number and date of Refund Order.	(9)	(4) Amount of refund sanctioned and head to which it is charged.	(5) Initials of the Gazetted Officer.

Form T.A. XV

(See Chapter IV, Local Ruling under Articles 117-118.)

STATEMENT OF CENTRAL (OTHER THAN RAILWAYS, POSTS AND TELEGRAPHS AND DEFENCE) TRANSACTIONS AT NON-BANK TREASURIES.

TREASURY

for the week ending.

Receipts.	Payments.	Net $\frac{\text{receipts}}{\text{Payments.}}$	Remarks.
RS. P.	RS. P.	RS. P.	

Dated :
Station :

Treasury Officer .

To

The Accountant-General, Madras (Account Current Section.)
(Memo. No. 127992/Codes/63-5, dated 24th December 1964.)

FORMS.

Nos. XVI and XVII

Form T.A. XVI

(See Chapter IV Local Ruling under Articles 117-118.)

STATEMENT OF RAILWAYS /POSTS AND TELEGRAPHS-DEFENCE
TRANSACTIONS AT NON-BANK TREASURIES.

Name of Railway.	Receipts as per		Payments as per		Receipts Net payments. RS. P.	Remarks.
	separate schedules enclosed. RS. P.		lists of pay- ments enclosed. RS. P.			
Southern Railway..						
Northern Railway..						
Western Railway..						
Central Railway..						
...Railway ..						
...Railway ..						

Dated :

Station :

Treasury Officer.

NOTE.—The statement for the last week of the month should include transactions to end of that month so that the total amount of four statements of the month may agree with the totals of receipts and payments in the treasury accounts.

To

The Accountant-General, Madras (Account Current Section),
(Memo. No. 127992/Codes/63-5, dated 24th December 1964.)

Form T.A. XVII.

(See Chapter IV, Local Ruling under Articles 117-118.)

SCHEDULE OF RECEIPTS

ON ACCOUNT OF
LIST OF PAYMENTS RAILWAYS/POSTS AND TELEGRAPHS/DEFENCE DEPARTMENT
AT NON-BANK TREASURIES.

Date of receipt payment.	No. of chalan of vouchers.	Particulars.	Receipts. Payments.	
			RS. P.	RS. P.
		Total ..		

Dated :

Station :

Treasury Officer.

NOTE.—(1) One copy with relevant vouchers and chalans should be sent to the Railways/Posts and Telegraphs/Defence Accountants Officers and one copy should be sent to the Accountant-General, Madras (Account-Current Sections) along with Form T.A. XVI.

(2) The total receipts and payments as per this statement should agree with the lumpsum figures shown in Form T.A. XVI.

(Memo. No. 127992/Codes/63-5, dated 24th December 1964.)

FORMS
Form T.A. XVIII

Nos. XVIII

(See Chapter 2, Note 2, under Local Ruling under Article 19 in Volume I.)

**REGISTER OF IMMOVABLE GOVERNMENT PROPERTY IN RESPECT OF
GOVERNMENT BUILDINGS UNDER THE ADMINISTRATIVE CHARGE
OF
DEPARTMENT**

Name of the department holding administrative charge of the buildings.

Station or locality

		Particulars of property.		Nature of buildings.					Residential.		Non-residential.										
									Recorded value.		Recorded value.										
(1)	Serial number.	Description with details of every detached structure including Survey number, Town door number, villages, etc.		(3)	Dimension plinth area, etc.	(4)	Walls.	(5)	Roof.	(6)	Floor.	(7)	Number of storeys.	(8)	Superficial plinth area including verandhas.	(9)	Cubical contents.	(10)	Year of construction or purchase of transfer to and from the department.	(11)	Original cost of buildings including the cost of sites.
(12)	Subsequent addition or reductions.	Recorded value.		Funds from which.		Object of construction.		Assessed standard rent.													
(13)	Progressive total.			Constructed or purchased.		to		Rule		Rule											
(14)	Constructed or purchased.			Maintained.		from time		By whom or how occupied		Under Fundamental		Under Fundamental									
(15)				Original.		to		45-A.		45-B.											
(16)	Original.			How used		time.		Remarks.													
(17)	How used							Signature and designation of the Officer.													
(18)	By whom or how occupied																				
(19)	Under Fundamental																				
(20)	Under Fundamental																				
(21)	Remarks.																				
(22)	Signature and designation of the Officer.																				

NOTE—Wherever possible, figures under the column, 'Original cost of building including the cost of sites should be given separately for the cost of buildings and the cost of sites.

FORMS

[No XIX

Form T.A. XIX

(See Chapter III, Local Ruling under Article 41)

Subsidiary Register of Deductions

in the month of

at

Treasury/Sub-treasury

					<i>Details of deductions</i>					
Date	Voucher number.	Chalan number.	Name of the drawing Officer.	Name of the remitter.	General Provident Fund.	PLI	FA.	Conveyance advance	HBA.	MNA
(1)	(2)	(3)			(a)	(b)	(c)	(d)	(e)	(f)
<i>Details of deductions—cont.</i>					<i>Total.</i>					
(g) OBA.	(h)	(i)	(j)	(k)	(l)	(m)	(5)			
							By adjustment.	In cash.		Remarks.

(Memo. No. 78907/SVI/68-1, dated 23rd August 1969.)

ANNEXURE.

CHAPTER II.

Article 9-A.

S.A. 27E.

Receipts Side.

(1)

(2)

8658. Suspense Accounts—

101. Pay and Accounts Office—

Suspense

Ministry of External Affairs :

Ministry of Industrial and
Civil Supplies Department
of Industries and Develop-
ment.Ministry of Industries and Civil
Supplies Department of Heavy
Industries.Ministry of Industries and Civil
Supplies Department of Civil
Supplies and Co-operation :Ministry of Tourism and Civil
Aviation.

Department of Tourism ..

Department of Meteorology ..

Department of Civil Aviation

Department of Statistics ..

Ministry of Labour

Ministry of Law, Justice and Company
affairs—

Department of Legal Affairs ..

Legislative Department ..

Total I. ..

S.A. 27E.

(1)

Receipts Side.

(2)

Ministry of Law, Justice and Company affairs.	and	—
Supreme Court
Department of Company Affairs.		
Ministry of Home Affairs
Ministry of Planning
Ministry of Supply
Department of Rehabilitation		
Central Board Direct Taxes
Ministry of Information and Broadcasting.		
Central Board of Customs and Central Excise.		
Loksabha Secretariat, New Delhi		
Ministry of Chemicals and Ferti- lizers.		
Total II

State.

Disbursements.

(1)

(2)

Ministry of Finance—Department
of Economic affairs—

- A. Emergency Risk Insurance
Scheme.
- B. Interest on Central Govern-
ment Securities—G.P. Notes
etc.,
- C. Discharge of Central
Government Securities ..
- D. Public Provident Fund ..
- E. Pay Roll Savings Scheme ..
- F. Small Coin Deposit ..
- G. Special Deposits ..

8658. Suspense Accounts—

101. PAO Suspense—Ministry of
Finance Department of Econo-
mic affairs—

- H. 1. Malaysian Pension ..
- H. 2. Singapore Pension ..
- H. 3. Srilanka Pension ..
- H. 4. Other Pensions ..

H. Total Pension

Total III. ..

State,
(1)

Disbursements,
(2)

8658. Suspense Accounts—

101. PAO Suspense—Ministry of
Finance Department of Eco-
nomic Affairs—

I. 1. Interest on ADADA (Old)

2. Interest on ADADA (New)

3. Interest on Additional
Wages.

Total I. Interest on ADADA ..

J. Unidentifiable items ..

Total Ministry of Finance—
Department of Economic
Affairs.

Total IV :

*State.**Disbursements.*

(1)

(2)

8658. Suspense Accounts—

101. Pay and Accounts Office
(Suspense)—

Department of Coal	..	--
Department of Steel		..
Department of Mines		..
Department of Social Welfare:		
Department of Culture
Department of Revenue and Banking.		..
Department of Expenditure		..
Ministry of Commerce		..
Ministry of Health and Family Planning
Ministry of Electronics		..

Total V ..

<i>State.</i>	<i>Disbursements.</i>
(1)	(2)
8658. Suspense Accounts—	
101. PAO —Suspense—	
Department of Science and Tech- nology	
Department of Personnel and Administrative Reforms ..	
Ministry of Works and Housing ..	
Department of Agriculture ..	
Department of Rural Development	
Department of Food ..	
Department of Irrigation ..	
PAO— Union Territory, New Delhi ..	
Rajyasabha Secretariat, New Delhi. ..	
Accountant-General, Himachal Pradesh and Chandigarh.	
Ministry of Defence ..	
PAO— Audit (Indian Audit Department), Madras ..	
	Total VII ..

State.
(1)

Disbursements.
(2)

8658. Suspense—

101. Pay and Accounts Office
(Suspense) —

Pay and Accounts Office, Rehabi-
litation, Bombay ..

Pay and Accounts Office, Rehabi-
litation, Calcutta ..

Pay and Account Office, Lok
Sabha ..

Director of Accounts, Goa ..

Director of Accounts, Cabinet
Secretary ..

P.A.O., Nagarjunasagar ..

P.A.O., Department of Agricul-
ture ..

P.A.O., Department of Agricul-
ture, Calcutta. ..

P.A.O., Department of Agricul-
ture, Madras ..

P.A.O., Department of Food, Madras

Total VIII —

<i>State.</i>	<i>Disbursements.</i>
(1)	(2)
8658. Suspense—	
101. Pay and Accounts Office, (Suspense)— <i>cont.</i>	
P.A.O.—Andaman and NICOBAR Islands	..
Accounts Officer, District Telephones, Madras	..
Accounts Officer, G.M. Project, Madras	..
Chief Accounts Officer, Telecommunication, Madras	..
P.A.O., Dhandakaranya Project	
P.A.O., Pondy	..
P.A.O., Department of Food, New Delhi	..
Election Commission	..
 Total 8658.—101. P.A.O. Suspense	

State.

Disbursement.

(1)

(2)

8658. Suspense Accounts—

102. Suspense Account (Civil)—

H.a. Transaction between the Government of Tamil Nadu and Railways—

- 1. Northern Railway
- 2. Southern Railway
- 3. Eastern Railway
- 4. Central Railway
- 5. Western Railway
- 6. South-eastern Railway
- 7. South-Central Railway
- 8. Integral Coach Factory
- 9. Account with Railway Board
- 10. Chittaranjan Locomotive Works
- 11. North-eastern Railway
- 12. North-east Frontier Railway

Total 8658.—102H.—Transaction between Government of Tamil Nadu and Railways

State.

Disbursement.

(1)

(2)

8658. Suspense Accounts—

102. Suspense Accounts (Civil) ..

b. a. Transaction between the
Government of Tamil
Nadu and Defence—

1. Controller of Defence
Accounts, Allahabad ..
2. Controller of Defence
Accounts (Fund),
Meerut ..
3. Controller of Defence
Accounts, Western Com-
mand, Meerut ..
4. Controller of Defence
Accounts Central Com-
mand, Meerut ..
5. Controller of Defence
Accounts Command,
Poona ..
6. Controller of Defence
Accounts Airforce,
Dehra Dun. ..
7. Controller of Defence
Accounts (Factories),
Calcutta. ..
8. Controller of Defence
Accounts (Navy),
Bombay. ..
9. Controller of Defence
Accounts (Other Ran-
ges), Madras. ..
10. Controller of Defence
Accounts (Officer),
Poona. ..
11. Controller of Defence
Accounts, Patna ..
12. Controller of Defence
Accounts, Madras. ..

Total 8658.—102—1. Trans-
action between Govern-
ment of Tamil Nadu and
Defence. ..

<i>State.</i>	<i>Disbursement.</i>
(1)	(2)
8658. Suspense Accounts—	
102. Suspense Account (Civil)—	
	J. Transaction between Govern- ment of Tamil Nadu and Post and Telegraph, Mad- ras—
	Other Miscellaneous Receipt ..
	Postal Life Insurance ..
	B.R.L. Stamps
	Total D.A.A. Post and Tele- graphs, Madras.
	Total—8658.—102—J—Trans- action between Govern- ment of Tamil Nadu and Post and Telegraphs, Madras.
	c. Transaction relating to the Union Territory MIZO- RAM and ARUNA- CHAL PRADESH adjustable by the Account- ant-General, Assam.
8658. Suspense Accounts—	
107. Cash Settlement Suspense Account—	
	Accountant-General, Jammu and Kashmir ..
	Accountant-General, Sikkim ..
	Accountant General, Nagaland ..
	Total—8658—107—Cash Settle- ment Suspense Ministries/ Department

*State**Disbursements.*

(1)

(2)

8658. Suspense Accounts—	..
109. Reserve Bank Suspense— Head- Quarters—	
AA. Transactions between the Government of Tamil Nadu and P.A.O. of Ministries/ Departments—	
Ministry of External Affairs	..
Ministry of Industries and Civil Supplies	..
Department of Industries and Deve- lopment, Ministry of Law, Justice and Company Affairs	..
Department of Company Affairs	..
Department of Chemicals and Petro Chemicals	..
Department of Public Enterprises	
Ministry of Communication Postal Services	..
Ministry of Communication Tele Communication	..
Ministry of Communication Services	
Ministry of Communication Depart- ment of Communication	..
Ministry of Labour	..
Ministry of Tourism and Civil Aviation	..

<i>State.</i>	<i>Disbursements.</i>
(1)	(2)
	8658. Suspense Accounts— <i>cont.</i>
	109. Reserve Bank Suspense— Head quarters— <i>cont.</i>
	AA. Transaction between Govern- ment of Tamil Nadu and P.A.O. of Ministries/Depart- ment— <i>cont.</i>
	Department of Tourism ..
	Ministry of Law and Justice ..
	Ministry of Law, Justice and Com- pany Affairs, Legislative Depart- ment ..
	Ministry of Home Affairs ..
	Department of Statistics ..
	Ministry of Planning ..
	Central Board of Direct Taxes ..
	Ministry of Information and Broad Casting ..
	Central Board of Customs and Central Excise ..
	Lok Sabha Secretariat, New Delhi ..
	Department of Power ..
	Department of Coal ..
	Ministry of Finance ..
	Department of Economic Affairs ..
	Department of Steel ..
	Department of Mines ..

State.

Disbursements.

(1)

(2)

8658. Suspense Accounts—*cont.*109. Reserve Bank Suspense—
Head quarters—*cont.*AA. Transaction Between
Government of Tamil
Nadu and P.A.O. of Minis-
tries/Department—*cont.*Ministry of Human Resources
Development, Department of
Youth Affairs and SportsMinistry of Human Resources
Development, Department of
EducationDepartment of Women and Child
Development

Department of Expenditure

Department of Electronic

Ministry of Health and Family
WelfareDepartment of Science and Tech-
nology

Department of Space

Department of Atomic Energy

Ministry of Petroleum

Ministry of Shipping and Trans-
port

Presidents Secretariat

Department of Union Public
Service Commission

Ministry of Work and Housing

Stationery and Printing

Department of Agriculture

<i>State.</i>	<i>Disbursements.</i>
(1)	(2)
	8658. Suspense Accounts— <i>cont.</i>
	109. Reserve Bank Suspense— Head quarters— <i>cont.</i>
	AA. Transaction between the Government of Tamil Nadu and P.A.O. of Ministries/ Department— <i>cont.</i>
	Ministry of Food and Civil Supplies Department of Food ..
	Ministry of Food and Civil Supplies Department of Civil Supplies
	P.A.O., Lok Sabha ..
	Director of Accounts, Goa ..
	Ministry of Tourism and Civil Aviation ..
	Cabinet Affairs ..
	Department of Supply ..
	Ministry of Commerce ..
	Department of Fertilizer ..
	Department of Non-Conventional Energy ..
	Department of Agriculture and Culture ..
	Department of Electronics ..
	Department of Personnel and Admi- nistrative Reforms ..
	P.A.O., Pondicherry ..
	Department of Rural Development

<i>State.</i>	<i>Disbursements.</i>
(1)	(2)
	8658. Suspense Accounts— <i>cont.</i>
	109. Reserve Bank Suspense—Headquarters— <i>cont.</i>
	AA. Transaction between the Government of Tamil Nadu and P.A.O. of Ministries/Department— <i>cont.</i>
	P.A.O. Audit (Indian Audit Department) ..
	PA.O. (Secretariat) Department of Agriculture, Delhi ..
	P.A.O. Department of Agriculture, Calcutta ..
	P.A.O. Department of Food, New Delhi ..
	P.A.O. Department of Food, Madras
	P.A.O.—Andaman and NICOBAR Islands ..
	Accounts Officer, District Telephones, Madras ..
	Accounts Office, G.M. Project, Madras ..
	Ministry of Food Processing Industries ..
	Ministry of Parliamentary Affairs ..
	Ministry of Programme Implementation ..
	Ministry of Textiles ..

State.

Disbursements.

(1)

(2)

8658. Suspense—*cont.*109. Reserve Bank Suspense—
Head Quarters—*cont.*

Ministry of Welfare ..

Union Territory, Dadra and Nagar
Haveli ..

Union Territory, Lakshadweep

Union Territory, Daman and Diu

P.A.O. Nagarjunasagar ..

Chief Accounts Officer, Tele-
Communication ..P.A.O. Department of Agriculture,
Bombay ..P.A.O. Department of Agriculture,
Madras ..

Ministry of Ocean Development

National Savings Organisation

Total 8658—109—AA. Reserve
Bank Suspense (Head
quarters—Ministries Depart-
ment.)

State.
(1)

Disbursements.
(2)

(3)

8658. Suspense—cont.

109. Reserve Bank Suspense—
Head Quarters—cont.

AB. Transaction between the
Government of Tamil Nadu
Railways—

Northern Railway
Southern Railway
Eastern Railway
Central Railway
Western Railway
North-eastern Railway
South-Central Railway
Integral Coach Factory, Perambur
Account with Railway Board
Chittaranjan Locomotive
South-Eastern Railway
North-east Frontier Railway

Total—8658—109—AB. Railway

Disbursements.

(2)

8658. Suspense Accounts—*cont.*109. Reserve Bank of India—
Suspense Head Quarters—*cont.*AG. Transaction Adjustable between
Government of Tamil Nadu
Defence—Controller of Defence Accounts,
AllahabadController of Defence Accounts
(Funds), MeerutController of Defence Accounts ..
Command, Poona ..Controller of Defence Accounts
Central Command, MeerutController of Defence Accounts
Western Command, MeerutController of Defence Accounts
Airforce, Dehra DunController of Defence Accounts
(Factories), CalcuttaController of Defence Accounts
(Navy), Bombay ..Controller of Defence Accounts
(Other Ranges), Madras ..Controller of Defence Accounts
(Officer), PoonaController of Defence Accounts,
PatnaController of Defence Accounts
(S.C.) MadrasTotal - 8658 - 109 - AC. Transaction
between Defence.

<i>State.</i>	<i>Disbursements.</i>
(1)	(2)
8658.	Suspense Accounts— <i>cont.</i>
109.	Reserve Bank Suspense—Head Quarters— <i>cont.</i>
	AD. Transaction between the Government of Tamil Nadu and Posts and Telegraph—
	D.A.A. Post and Telegraph, Calcutta
	D.A.A., Post and Telegraph, Delhi
	D.A.A., Post and Telegraph, Nagpur
	D.A.A. Post and Telegraph, Trivandram
	Director of Accounts, Tamil Nadu Postal Circle, Madras ..
	D.A.A. Post and Telegraph, Madras
	Total—8658—109—AD. Post and Telegraph
	Total 8658—109—Reserve Bank Suspense—
	Grand Total—Major Head 8658. .. .

State.

Disbursements.

(1)

(2)

(3)

I. 8658. Suspense Accounts--

101. P.A.O. Suspense Account
transaction adjustable by the
department of Economic Affairs
Pension payment on behalf of
Foreign Government.

(a) Malaysion Pension

(b) Singapore Pension

(c) Ceylon Pension.. .. .

(d) A.G.C.R. Pension

(e) P.A.O. Pondy

II Economic affairs by Finance Department

(a) Interest on A.D.A.D.A. ..

(b) Interest on Security

(c) Pay Roll Savings

(d) 10 year Annuity

(e) Income-tax Annuity... ..

(f) 5 Rs. Interest free Prize Bonds

(g) 100 Rs. Premium Prize Bonds.

(h) Election Deposit

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(N.B.—(1) The index has been compiled solely for the purpose of reference and no expression used in it should be considered as in any way interpretative directions.

(2) The abbreviation L.R.(s) stands for Local Ruling(s) under the relevant articles.)

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