

<i>Serial, Number of forms.</i>	<i>Description of forms.</i>	<i>Pages.</i>
(1)	(2)	(3)
23	Chalans for payment of money into a mafussil Civil Court (Where the Treasury Transactions its cash business through the Bank).	150
24	Treasurers daily balance sheet for the cashiers. (Treasury the transaction of which are conducted through Sub-treasury, or Bank.)	151
25	Deleted. . . . .	152
26	Register of Locks and Duplicate keys.	153
27	Cashiers slip to be placed in each Bag of coins.	154
28	Cashier slip to be placed on each bundle of notes.	155
29	Memorandum showing content in coin . . . .	156
30	Memorandum showing contents in notes. . . .	157
31	Treasurer's Daily balance sheet for Treasuries which do not transact this cash business through the Bank.	158
31A	Register of persons entering the strong room . .	161
32	Cashier's daily balance sheet . . . . .	162
33	Register showing the cash Double lock transactions of the Sub-Treasury. . . . .	164
34	Treasury Pay Office slip for a bundle of Notes . .	165
35	Treasury Pay Office slip for a bag of coins . .	166
36	Currency chest book . . . . .	167
37	Currency chest slip . . . . .	169
38	Verification of statement of currency chest Balance.	172

<i>Serial Number of forms.</i>	<i>Description of forms.</i>	<i>Pages.</i>
39	Register of Receipt and return of Departmental cash chest kept for safe custody in the Treasury.	174
40	Bill for miscellaneous payment .. .. .	175
40A	Bill for withdrawal from General and other Provident Fund (Tamil Nadu).	176
41	Deleted .. .. .	179
41A	Statement of rent recovered from the Pay Bill, etc.	180
41AA	Receipt for rent for Government Quarters Deducted at source deleted.	181
41B	Deleted. .. .. .	182
41C	Register of payments and deductions/recoveries made in bills of gazetted Government servants.	183
41D	Schedules of recovery of advances .. .. .	186
42	Bill for pay/leave salary and allowances of a Gazetted Officer.	187
43	Tour Travelling allowance bill of a gazetted Officer	193
44	Deleted .. .. .	197
45	Form of Bond of indemnity for drawing pay, leave salary pension, annuitis, etc., on behalf of Government Servants, etc.	198
46	Form of Bond of indemnity for drawing Pay, leave salary pension, Anmity, etc., on behalf of a single Government servant.	201
6A	Form of Bond of indemnity to be executed by a party requesting for a fresh cheque in lieu of a lost one.	202

<i>Serial number of forms.</i>	<i>Description of forms.</i>	<i>Pages.</i>
(1)	(2)	(3)
47	Detailed Pay Bill for permanent/Temporary Establishments.	204
48	Deleted .. .. .	208
49	Periodical increment certificate. .. .. .	209
50	Memorandum showing the recovery of the cost of Private Police Guards and Additional Police Employed under section 13 of the Tamil Nadu District Police Act, 1959 (Act XXIV of 1959.)	211
51	Memorandum showing the charges to be recovered on account of Additional Police employed Under Section 14 of the Tamil Nadu District Police Act, 1959 (Act XXVI of 1959). 15 of the Indian Police (Act 1961 Act V of 1861).	212
52	Tour Travelling Allowance bill for Non-gazetted Establishment.	214
52A	Transfer Travelling allowance bill for Gazetted Officer/Non-Gazetted Establishment,	216
53	Bill for Motor tickets issued on warrants presented by the Police Officer.	219
54	Tour Travelling Allowance Journal of Public Works Establishment.	222
55	Deleted .. .. .	225
56	Deleted .. .. .	225
57	Deleted .. .. .	227
57-A	Register for watching Adjustment of Temporary advance.	228
58	Fully vouched contingent bill. .. .. .	229
58-A	Sub voucher for petty contingencies. .. .. .	232
58-B	Bill for Inter Departmental Adjustment .. .. .	233
59	Bill for D 'Works' expenditure. .. .. .	235

<i>Serial number of Forms.</i>	<i>Description of forms.</i>	<i>Pages.</i>
(1)	(2)	(3)
	T.N.T.C.—	
60	Special Bill of contingent charges for service Postage Stamps.	237
61	Adjustment Bill for Discount on Stamps .. ..	239
62	Bill for refund of Revenue .. .. .	240
63	Bills for refund on account of Stamps .. ..	242
64	Deposit re-payment vouchers .. .. .	244
65	Refund of lapsed deposit .. .. .	246
66	Vouchers for Transfer of Deposits.. .. .	249
67	Payment order of a mafusil Civil Court (where the Treasury does not transact its cash business through the Bank.)	250
68	Payment order of a mafusil Civil Court (where the Treasury transacts its cash business through the Bank).	250
69	H & JNot available	251
69A	to 69J Objection raised on preaudit of bills .. .	253
70	Treasury bills Books.. .. .	273
70A	Register of bills handed over to the bill passing Accountants.	274
70B	Register for the return of Audited Bills .. ..	275
70C	Subsidiary Register to watch the return of tokens relating to the bills not cashed,	276

<i>Serial number of forms.</i>	<i>Description of forms.</i>	<i>Pages.</i>
(1)	(2)	(3)
	T.N.T.C.—	
70D	Register of bills received, passed and cheques drawn by the District Treasury on the State Bank of India Branch.	277
70E	Counterfoil / Treasury cheques form .. ..	278
70F	Register showing the receipt and disposal of passed bills payable.	279
70G	Memo of sums included in cheque No..... Dated.....Drawn by the..... in favour of.....	280
70H	Register showing the distribution of bills among the cheque writers.	281
70J	Register of cheques drawn—treasury .. ..	282
71	Memorandum of Deduction from bills .. ..	283
72	Register of bills received for preaudit before payment at a sub-treasury.....District.	285
72A	Intimation of passing of bills for payment at the Sub-treasuries.	286
72B	Deleted .. ..	287
72C	Deleted .. ..	288
73	Pass Book or list of cheques cashed against the account of	289
74	Certificate relating to the specimen signature of a person taking charge of an office by virtue of which we will have power to sign cheques on behalf of a local body.	290
75	Pensioner's bills .. ..	291
75A	Teacher Pensioner's bill .. ..	294
75B	Bill for withdrawing death-cum-Retirement Gratuity	296

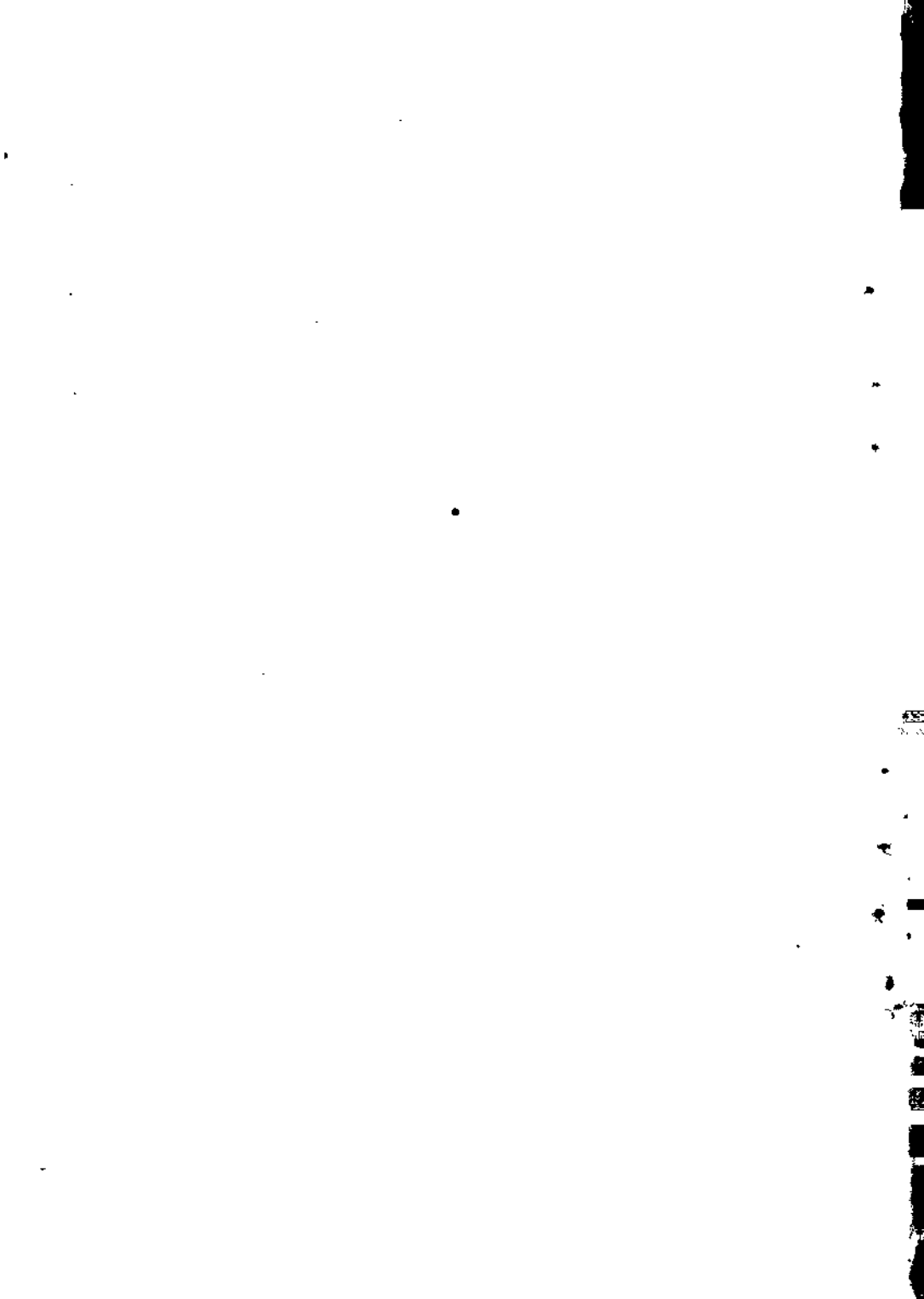
<i>Serial number of forms.</i>	<i>Description of forms.</i>	<i>Pages.</i>
(1)	(2)	(3)
	T.N.T.C.—	
75C	Bill for drawal of provisional pension / gratuity / Death-cum-retirement gratuity.	297
76	Deleted .. .. .	299
77	Register of pension payable by money order ..	300
77A	Deleted .. .. .	301
78	Schedule of pension paid by money order ..	302
79	Call for the personal appearance of the pensioner.	303
80	Deleted .. .. .	304
81	Register of pension payment order .. ..	305
81A	Heirship certificate .. .. .	306
82	Weekly cash balance report .. .. .	307
83	Advance intimation of despatch of remittances..	308
84	Invoice of remittance of coins / notes .. ..	309
85	Invoice of remittance of uncurrent coin to ..	310
86	Certificate to be furnished by the remitting Treasury Assistant Cashier accompanying a remittance.	311
87	Indent for the Reserve Bank of India draft forms and other connected forms required for use of the Treasury.	312
88	Acquittance Roll of Permanent/Temporary Establishment of the Pay Travelling Allowance.	313
89	Permanent Advance, Disbursement Register ..	314
90	Register of Tenders of Sovereign and half Sovereigns under section 59 of the Reserve Bank of India Act, 1934 (India Act V of 1934).	315

<i>Serial number of Forms.</i>	<i>Description of forms.</i>	<i>Pages.</i>
(1)	(2)	(3)
	T.N.T.C.—	
91	Deleted .. .. .	316
92	Deleted .. .. .	317
93	Deleted .. .. .	318
94	Deleted .. .. .	319
95	Deleted .. .. .	320
96	Return showing the counterfoil coins, received during the quarter ending.	321
97	Advice of currency chest transactions at the Sub-Treasuries.	322
98	Deleted .. .. .	322
99	Insurance premium receipt register .. ..	323
100	Slip to accompany claims for money of disbursing Officer on Treasuries.	324
100A	Register of Treasury voucher slips returned to the Drawing Officer by the Treasury.	326
101	Stock Register of .....cheque book ..	327
102	Receipt for cash /- cheques .. .. .	328
103	Form of authorisation for payment of bills to a person who is not the drawing officer himself or his duly authorised Agent (Banker).	328
104A	Token Account for the month of .. .. .	329
104B	Register showing the tokens lost or written off from Accounts at the.....	330

<i>Serial number of forms.</i>	<i>Description of forms.</i>	<i>Pages.</i>
(1)	(2)	(3)
	T.N.T.C.—	
104C	Enquiry regarding token Numbers of outstanding bills.	331
104D	Report of the loss of tokens .. .. .	332
104E	Letter of Authority for making payment at the Bank	333
105	Deleted .. .. .	334
105A	Filling remarks of the Treasury Officer's replies to the objection statement of the Audit of the First/ Second list of payment of..... for 19	335
106	Register showing all retrenchments ordered by the Accountant General.	336
107	Bill for advance for replacing missing Boundary marks.	337
108	Advice of receipt/Despatch of foreign/local remittances.	339
109	Treasury remittance receipt .. .. .	341
110	Deleted .. .. .	342
111	Register of order for payment issued by the..... Treasury on the State Bank of India at	343
112	Deleted .. .. .	344
113	Register for watching the recovery and remittance of money due to Co-operative Societies.	345
113-A	Deleted .. .. .	346
114	Form of Remittance of Recoveries effected from the Government Servants on Account of dues to a Co-operative Society.	347



<i>Serial number of forms.—</i>	<i>Description of forms.</i>	<i>Pages.</i>
(1)	(2)	(3)
<b>T.N.T.-C</b>		
115	Register of Non-Payment Certificate issued for lost bills and cheques.	348
116	Register of Court Attachment of pay etc. ..	349
117	Simple Receipt .. .. .	350
118	Register of cheques form issued to the cheque section.....District Treasury.....	351
119	Note Book showing the Distribution of cheque forms among cheque writers.	352
120	Acknowledgment .. .. .	353
121	Register of cheques delivered Treasury Pay Department.	354
121A	Number of undelivered cheque .. .. .	354
122	Last Pay Certificate .. .. .	355
123	Register of cheques issued .. .. .	356



T.N.T.C. Form 1

(See Subsidiary Rule 1 under Treasury Rule 4 and instruction 3 under T.R. 30.)

Date :

District :

DISTRICT TREASURY CASH BALANCE REPORT

To be despatched without fail by Post on the FIRST-working day. Each month.....]

Denomination.	Name of the Sub-Treasuries																		TOTAL	
	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.	RS.	P.

Notes :

- 10,000
- 500
- 100
- 50
- 20
- 10
- 5
- 2
- 1

Coins :

- Re. †
- 50 P.
- 25 P.
- 20 P.
- 10 P.
- 5 P.

Uncurrent and Withdrawn.....

Remittance in Transi.....

Grand Total.....

Treasury Officer.

## MEMO OF CASH REMITTANCE DURING THE MONTH OF ..... 19.....

## REMITTANCE RECEIVED

## REMITTANCE DESPATCHED

Date of despatch.	Date of receipt.	Treasury from which received.	Amount.	Date and Kind of receipt.		Remarks.	Date of despatch.	Treasury to which despatched.	Amount.	Remarks.
				First acknowledgment.	Final acknowledgment.					
TOTAL ..										

\*Whether a currency or Treasury remittance and the kind of coins or notes remitted. Remittances in transit should be indicated in this column by the words "in transit". If a remittance of uncurrent coin, the word "un current" should be written against it,

"I hereby certify that I have personally ascertained by counting that the balance in the Treasury, for which I am responsible amounted on the ..... to the amount shown in column (21) above, I hereby certify that the net amount debited/credited under the head "Reserve Bank, deposits - State/Central in the accounts of the month agrees with the net disbursement/receipts showing the daily statements of receipts and disbursements received from the Bank during the month the totals of which were checked and agreed with the totals shown in copies, received in this treasury on the daily schedule rendered by the Bank to its head office, the balance at Sub-Treasuries amounted on dates specified to the sums shown against them and I have received from the Sub Treasury officers certificates of the actual verification of these balances,

The balance of the currency chest amounted on the..... to Rs.....

Treasury Balance { Amount under Double Lock Rs.....  
Amount under Treasurer's single Lock Rs.....

The balance in the Small Coin Deposits at.....amounted on the..... to .....  
Treasury officer.

NOTE.— This memorandum should show

- (i) the remittances to other districts despatched in the past month and those, if any, and despatched in previous months for which first acknowledgments have not been received, with date of despatch of each remittance; and
- (ii) the remittances received from other districts in the past month with the dates of despatch and receipt of each remittance and of the despatch of the first and the final acknowledgments.

NOTE 2.— This memorandum should show only remittances which have been debited or credited in the treasury accounts, and should not include transactions of the following kinds—

- (i) Currency remittances i.e., remittances between two currency chests or between a currency chest and the Issue department of the Reserve Bank of India, Madras, which do not affect the treasury account.
- (ii) Remittances not brought to account in the month to which the report relates unless they are remittances despatched in previous months for which first acknowledgment have not been received.
- (iii) Exchanges of one kind of money held in the treasury balance for another kind taken from the currency chest. (The deposit of money in to and withdrawal of money from the currency chest on account of any such exchange should be done on the same day and should not be shown in the treasury account).

NOTE 3.— The treasury officer is responsible for seeing that the cash balance report is submitted punctually any delay in submitting it will be treated as a serious treasury irregularity.

T.N.T.C. FORM 2.

(See Subsidiary Rule 10 under T.R. 4.)

CERTIFICATE OF TRANSFER OF CHARGE FOR TREASURY OFFICER/SUB-TREASURY OFFICER.

Certified that we have on the forenoon/afternoon of ..... made over and received charge of the office of ..... in pursuance of ..... (Authority to be noted)

113-1-9

Name (in Block letters)  Designation.  Signature.	Relieved Officer.	Relieving Officer.
--	-------------------	--------------------

Memorandum of balance for which responsibility is accepted by the officer receiving charge

Treasury Balances

Cash

Rs.

P.

Permanent Advance

Quantity of Opium

Value of Stamps

Value of Securities.

(Break up details are given over leaf).

Relieved Officer.

Relieving Officer

115

Details of Balances.

Description.		Under Double Lock.		Under Single Lock.		Amanath (in the case of non-banking sub-treasuries).		Total.	
		Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
CASH.	Notes ..								
		500							
		100 ..							
		50 ..							
		20 ..							
		10 ..							
		5 ..							
		2 ..							
		1 ..							
	Coins	Rs. 10 ..							
		Rs. 5 ..							
		Re. 1 ..							
	50 Paise	..							
	25 "	..							
	20 "	..							
10 "	..								
05 "	..								
Non-current coins	..								
	Total Cash								

116

**Details of Balances.**

Description.	Under Double Lock.		Under Single Lock.		Amanath (in the case of non-banking sub-treasuries).		Total.	
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
<b>STAMPS.</b>								
Non-Judicial								
Court Fee paper								
Court fee labels								
Copy stamps								
Revenue Stamps								
Central Excise								
Revenue Stamps								
Broadcast Receiver								
Licence Stamps.								
Service Postage								
Hundi								
Other Stamps								
<b>Total Stamps</b>								

**OPIMUM/SECURITIES:**

Government and other securities held in safe custody for depositors.

(i) Government Promissory notes.

(ii) Undelivered Securities.

R.B.R.I Government Draft forms.

Cheque books [Number]

Station :

Date :

Relieved Officer.

Relieving Officer.

11

T.N.T.C. FORM 2 A

(See Subsidiary Rule 10 under T.R. 4)

CERTIFICATE OF TRANSFER OF CHARGE

Certified that we have in the fore/afternoon of this day respectively made over and received charge of the Office of ..... in pursuance of order No.\* ..... Dated.....

Relieved Officer.

Signature:.....

Name (in BLOCK LETTERS).....

Designation.....

(i) If Proceeding on leave.....

(a) Duration of leave.....

(b) Address during leave.....

(c) Place at which leave salary is to be drawn.....

(ii) If retiring or if proceeding on leave preparatory to retirement and if it is proposed to draw the Provident Fund money immediately—whether application for withdrawal of Provident Fund money has been sent to the Accountant General.

or

(ii) If on transfer.....

Post.....and

Station to which transferred.....

Official designation if only holding charge in addition to other duty.....

or use in Audit Office:

Noted in A/R at Page.....

Noted in Leave A/C at page.....

Leave Salary Certificate/  
Service Statement issued  
on.....

Auditor.

Supdt.

AAG

AAO.



For use in Audit Office:

Noted in A/R at page.....

Noted in Leave A/C  
at page.....

Pay Slip issued on.....

Auditor.	Supdt.	<u>A.A.G.</u>
		A.A.O.

Relieving Officer

Signature:.....

Name (in BLOCK LETTERS).....

Designation.....

Station.....

Date.....

(i) Whether returning from leave.....

(ii) If so, Place at which orders of posting were received.....

(iii) If not, from what.....

(a) Post..... and

(b) Station..... transferred

(c) Date of Relief at Old Station.....

F.N.

A.N.

If only holding charge in addition to other duty—

(a) Official Designation of the relieving Officer.....

(b) Name of Officer posted, if known.....

Memo. of the balances for which responsibility is accepted by the Officer receiving charge.

Cash Rs. .... Permanent Advance Rs. ....

\*Where the transfer of charge precedes the issue of formal orders by the competent authority, a suitable indication to that effect may be given

Relieved Officer.....

Forwarded to.....

Relieving Officer.....

T. N. T. C. FORM 3.

(See Subsidiary rule 10 under T.R. 5)

SUB-TREASURY CASH BALANCE REPORT

INSTRUCTION.

This form must be despatched without fail on the morning following the date on which the Treasury transactions for the month are closed.

Cash Balance Report of the Sub-Treasury at  
District

on 19

Notes		Amount	Coins		Amount
Denomi- nation.	Number.	RS.	Denomi- nation.	Number.	RS. P.
Rs.			RS. P.		
500			10 00		
			5 00		
			2 00		
100			1 00		
50			00 50		
20			00 25		
10			00 20		
5			00 10		
2			00 5		
1					
<b>Total</b>			<b>Total</b>		
<b>Uncurrent Notes.</b>			<b>Uncurrent Coins.</b>		
<b>Total</b>			<b>Total</b>		

## CERTIFICATE.

I certify that the balance of Rs. .... (Rupees .....  
 ..... detailed on the pre-page has been personally  
 examined and ascertained and that the said balance was actually in the Sub-Treasury  
 and agreed in details of notes and coins.

RS.

Amount of Currency Notes received during the month.

Amount of Currency Notes issued during the month.

Amount of Coins received from the public .. ..

Amount of Coins issued to the public .. ..

Double Lock Officer,

Asst/Sub-Treasury )

To

The Treasury Officer .....

## 1. N. T. C. Form 4.

(See Subsidiary rule 2 (2) and 19 (a) under T.R. 10.)

ACKNOWLEDGEMENT FOR RECEIPT OF CHEQUE ON  
GOVERNMENT ACCOUNT.

ORIGINALPLICATE

(to be handed over to the Remitter (to be retained in Office).

1. By whom tendered
2. Name and address of the person on whose behalf the cheque(s) is (are) tendered
3. For what purpose, with authority if any and head of account

Particulars of Cheques tendered.

Name of the Bank on which drawn and the place at which it is situated-	Bank's number on cheque.	Date of cheque.	Amount of cheque.
(1)	(2)	(3)	(4)

Rs. P.

Total (in words and figures)

Signature of Remitter

Date : 19 .

Date :

Station :

Signature .....

Designation of Officer .....

## T.N.T.C. FORM 5.

[S. R. 3 (a) under T. R. II]

## CASH BOOK IN DEPARTMENTAL OFFICERS

Office of the.....month.....

## RECEIPT

Date.	From whom received.	Particulars of receipt.	Amount.	Remarks.
(1)	(2)	(3)	(4)	(5)

## DISBURSEMENT.

Date.	To whom paid.	Particulars of payment.	Amount.	Remarks.
(6)	(7)	(8)	(9)	(10)

NOTE.—The column "Amount" represents Cheques including drafts, cash orders and other similar instructions.

T.N.T.C. Form 5-A.

(See Instruction 3. B under T.R. 10.)

CASH REMITTANCE BOOK.

Date.	Nature of remittance.	Amount in		Name and Designation of the Messenger.	Signature of the Messenger.	Chajan No. and date of remittance.	Dated Initials of the Head of Office for having verified the Chajans.	Remarks.
		Figures.	Words.					
(1)	(2)	(3-a)	(3-b)	(4)	(5)	(6)	(7)	(8)
		Rs.	P					

## I.N.T.C. FORM . 6

(See Instruction 5 under T.R. 10.)

ACKNOWLEDGMENT FOR MONEY RECEIVED BY A GOVERNMENT SERVANT IN THE PUBLIC WORKS DEPARTMENT OR BY THE ADMINISTRATOR GENERAL AND OFFICIAL TRUSTEE.

*Acknowledgment.*

Book No.

Dated

This is to acknowledge the payment of Rs. .... by ..... on account of ..... for making payment to the Government of Tamil Nadu. The person who remits the amount will be entitled to a receipt duly signed by the Officer empowered to issue receipt on behalf of the Government within two weeks thereof. The payer is requested to contact such officer in case he does not receive the receipt within two weeks.

Signature :

Designation :

NOTE.—This is merely an acknowledgment in token of payment and on no account can it be treated as valid receipt for the money paid. No..... dated

## T.N.T.C. FORM 7.

(See Instruction under T. R. 10).

RECEIPT FOR MONEY RECEIVED BY A GOVERNMENT SERVANT IN THE PUBLIC  
WORKS DEPARTMENT OR BY THE ADMINISTRATOR-GENERAL  
AND OFFICIAL TRUSTEES.

Book No.	Receipt No.	Place	
		Date	19

*Division**Sub-division.*

Received from  
Rs. (Rupees)  
on account of

Cashier  
or  
Accountant.

Signature  
Designation

T.N.T.C. FORM 8.

*Deleted.*



**TAMIL NADU TREASURY CODE FORM 9.**  
Sec S.R. 10 (c) Under Treasury Rule 10.

**TAMIL NADU TREASURY CODE FORM 9.**  
Sec S.R. 10 (c) Under Treasury Rule 10.

**TAMIL NADU TREASURY CODE FORM 9.**  
Sec. S.R. 10 (c) Under Treasury Rule 10.

STATE

Chalan No.

STATE

Chalan No.

STATE

Chalan No.

Chalan for payment of money at .....

Chalan for payment of money at .....

Chalan for payment of money at .....

Date :

REMITTER COPY

Date :

DEPARTMENTAL COPY

Date :

TREASURY COPY

By whom paid-Name and Address.		Reason/Authority for payment.		By whom paid-Name and Address.		Reason/Authority for payment.		By whom paid Name and Address.		Reason/Authority payment.	
Head of Account.	D.P.CODE	Rs.	Ps.	Head of Account.	D.P.CODE	Rs.	Ps.	Head of Account.	D. P. CODE	Rs.	Ps.
Total				Total				Total			

Amount in words Rupees  
Verified, Receive cash  
and grant receipts.

Amount in words Rupees  
verified, Receive cash  
and grant receipts.

Amount in words Rupees  
Verified, Receive cash  
and grant receipts.

Signature of remitter.

Signature of remitter.

Signature of remitter.

Signature of the officer verifying the Chalan.  
Designation.

Signature of the Officer verifying the Chalans  
Designation.

Signature of the Officer verifying the Chalans  
Designation

Received Rupees .....

Received Rupees .....

Received Rupees .....

For use of Bank/Treasury

For use of Bank/Treasury

For use of Bank/Treasury

Agent/Accountant

Agent/Accountant

Agent/Accountant

Treasury officer/Sub-Treasury Officer.

Treasury Officer/Sub-Treasury Officer,

Treasury Officer/Sub-Treasury Officer.

Cashier/Shroff

Cashier/Shroff

Cashier/Shroff

+ Head of account should be filled in by the Departmental Officer/Treasury Officer

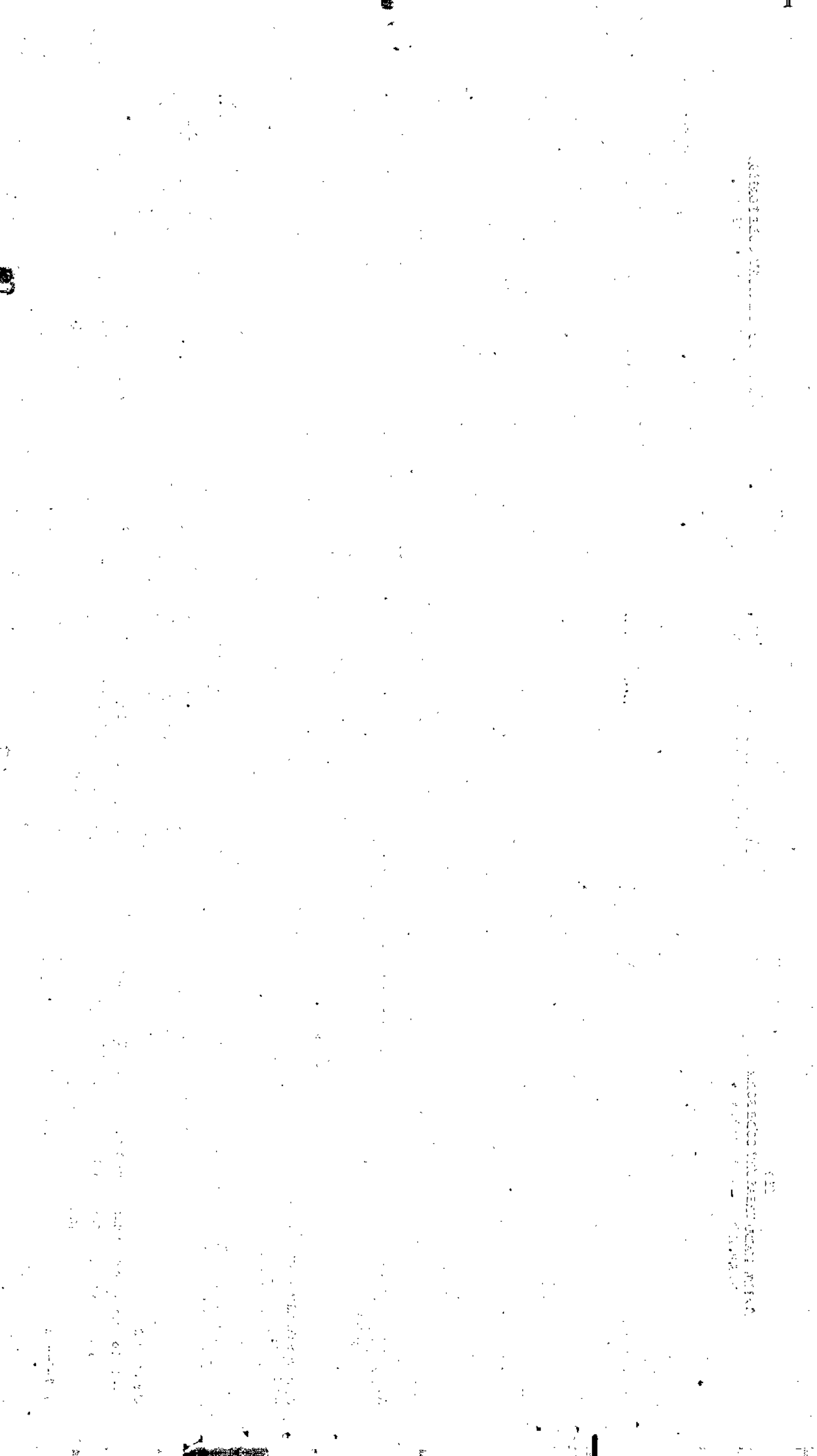
+ Head of Account should be filled by the Departmental Officer/Treasury Officer

+ Head of Account should be filled by the Departmental Officer/Treasury Officer

+ To be used only when a Departmental Officer /Treasury Officer passes the  
Chalan for payment by a Private party.

+ To be used only when a Departmental Officer/Treasury Officer passes the  
Chalan for payment by a private party.

+ To be used only when a Departmental Officer/Treasury Officer passes  
the Chalan by a private party.



## F.N.T.C. FORM 9 -A.

[Subsidiary Rule 10 (e) under T.R. 10.]

REGISTER SHOWING THE TRIPPLICATE COPIES OF CHALANS DESPATCHED BY  
TREASURIES TO THE DEPARTMENTAL OFFICERS.

Name of Departmental Officer .

Date.

Chalan No.

Amount.

RS. P.

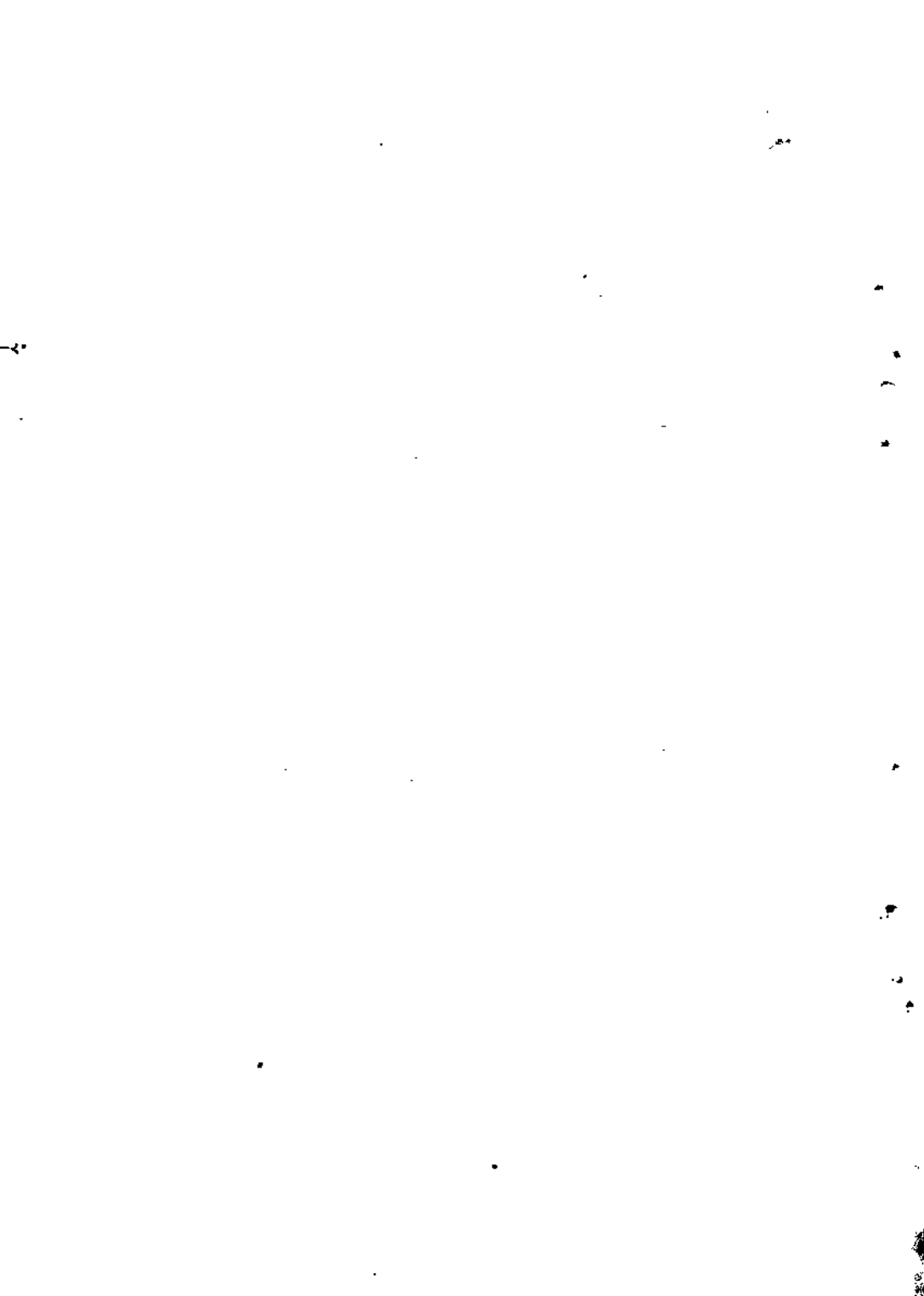
Total No. of chalans despatched .-

Date of despatch (if sent by post) -

Signature of messenger with date (when chalans are handed over in person).

To

The P. A. O. Madras/MaduraiThe Treasury Officer.....Sub-Treasury Officer.....



Chalan for adjustment at.....

Date : TREASURY COPY,

Supplied Officer : Head of Account  
 Supplying Officer :

Details of supplies made or services rendered

Rs. P.

Total ..

Amount in words Rupees.....  
 Signature of the Supplied officer.

For use the Treasury/Sub-Treasury/Pay and Accounts office  
 Received (Rs.....) Rupees.....  
 by transfer

Treasury Officer/Sub-Treasury Officer/Pay and Accounts Officer.

"To be used for inter Department adjustment credit Nor available for regard,"  
 See sub rule 19(X) under TR 16

Chalan for adjustment at.....

Date : SUPPLIED OFFICER'S COPY.

Supplied Officer : Head of Account  
 Supplying Officer :

Details of supplies made or services rendered

Rs. P.

Total ..

Amount in words Rupees.....  
 Signature of the Supplied Officer.

For use the Treasury/Sub-Treasury/Pay and Accounts Office  
 Received (Rs.....) Rupees.....  
 by transfer.

Treasury Officer/Sub-Treasury Officer/Pay and Accounts Officer.

"To be used for inter Department adjustment credit Nor advisable for regard,"  
 See sub rule 19(X) under TR 16

Chalan for adjustment at.....

Date : SUPPLYING OFFICER'S COPY.

Supplied Officer : Head of Account  
 Supplying Officer :

Details of supplies made or services rendered

Rs. P.

Total ..

Amount in words Rupees.....  
 Signature of the Supplied Officer.

For use in the Treasury/Sub-Treasury/Pay and Accounts Office  
 Received (Rs.....) Rupees.....  
 by transfer.

Treasury Officer/Sub-Treasury Officer/Pay and Accounts Officer.

"To be used for inter Department adjustment credit Nor available for regard,"  
 See sub rule 19(X) under TR 16

Chalan for adjustment at.....

Date : ACCOUNTANT-GENERAL'S COPY

Supplied Officer : Head of Account  
 Supplying Officer :

Details of supplies made or services rendered

Rs. P.

Total ..

Amount in words Rupees.....  
 Signature of the Supplied Officer.

For use in the Treasury/Sub-Treasury/Pay and Accounts Office  
 Received (Rs.....) Rupees.....  
 by transfer.

Treasury Officer/Sub-Treasury Officer/Pay and Accounts Officer

"To be used for inter Department adjustment credit Nor available for regard,"  
 See sub rule 19(X) under TR 16



T. N. T. C. FORM 10

*Deleted.*

T.N. C. FORM : 11

*Deleted.*



## T.N.T.C. FORM 12.

(See instruction 16 under T R 10)

## PUBLIC WORKS OFFICER'S TREASURY REMITTANCE BOOK.

Division:

Date of receipt	Amount in words.	Amount in figures.	<i>Treasurer.</i> Signature of Shroff (for sums received in cash) or the other Government servant designated for the purpose by the Treasury Officer/Sub-Treasury Officer (for sums received by transfer).	Signature of Sub-Treasury Officer/Assistant Treasury Officer.
1	(2)	(3)	(4)	(5)

R. P.

## I.N.T.O. FORM 15.

(See Instruction 31 under T. R. 16.)

## BANK TREASURY NUMBER BOOK.

Voucher number.	Debit head of account.	Receipts head of account.	Amount received by transfer.	Initials of the Treasury Officer, Sub-Treasury Officer.
(1)	(2)	(3)	(4)	(5)

R S. P.

T. N. T. C. FORM 13 A

[See Subsidiary Rule 12 (a) under T. R. 10]

SUB-TREASURY NUMBER BOOK.

Receipts.					Payments.						
(1) Chalan number.	(2) From whom received.	(3) Head of Account.	(4) By cash	(5) By Transfer.	(6) Voucher number.	(7) To whom paid.	(8) Head of Account.	(9) By cash	(10) By Transfer	(11) Pensions.	(12) Remand Lt.
			Rs. P.	Rs. P.				Rs. P.	Rs. P.	Rs. P.	Rs. P.

Note:— Amount rejected or found short should be noted against the number concerned in the remarks column.

F. N. T. C.

FORM 16

[ See Subsidiary Rule 12 (b) and Instruction 3 under T. R. 10 ]

REGISTER OF CHEQUES.

Serial number	Date of receipt.	From whom received	Name of the Bank, Cheque Number and date	Amount, Rs. P.	On wha account to be credited.	Date of despatch to the Bank.	Date of adjustment.	Date of credit in to cash book	Dated initials of Head of Office. Treasury Officer.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

T. N. T. C. FORM 14-A

*Deleted*

**T.N.T.C. FORM**

(See Instruction 21 under T. R. 10)

**CHALAN FOR PAYMENT OF MONEY INTO A MUFASSAL CIVIL COURT (WHERE THE TREASURY DOES NOT TRANSACT ITS CASH BUSINESS THROUGH THE BANK.)**

<p>No. _____</p> <p>In the Court of the _____ of _____</p> <p>To _____</p> <p>The Officer incharge of the Treasury at _____</p> <p>Received Rs. _____ (in words) _____</p> <p>Rupees _____</p> <p>Paise _____ only.</p> <p>From _____</p> <p>To the account of _____</p> <p>No. _____ of _____</p> <p>on the file of this Court</p> <p>dated the _____ day of _____</p> <p align="right">Initials of the Judge.</p>	<p>No. _____</p> <p>In the Court of the _____ of _____</p> <p>To _____</p> <p>The Officer incharge of _____</p> <p>Treasury at _____</p> <p>You are requested to _____</p> <p>receive the sum of Rs. _____ (in words) _____</p> <p>Rupees _____</p> <p>Paise _____ only.</p> <p>From _____ and _____</p> <p>Credit the same to the account of _____</p> <p>No. _____ of _____</p> <p>on the file of this court</p> <p>Dated the _____ day of _____</p> <p align="center">Signature of Judge</p> <hr/> <p>For use in the Treasury;</p> <p>Received the sum of Rs. _____</p> <p>Rupees _____</p> <p align="center">_____ Treasury Officer Sub-Treasury Officer.</p>	<p>No. _____ at _____</p> <p>Treasury _____</p> <p>received this _____ date of _____</p> <p>and entered as No. _____ of _____</p> <p>in the Register of _____</p> <p>(CIVIL) Courts Deposits _____</p> <p>the sum of Rs. _____ (in words) _____</p> <p>Rupees _____</p> <p>Paise _____ only.</p> <p>From _____ to the _____</p> <p>Credit of No. _____ of on the file of _____</p> <p>the Court of _____ dated _____</p> <p align="right">the _____ day of _____</p> <p align="right">_____ Treasury Officer Sub-Treasury Officer.</p>
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*Beleleg*

N. T. C. FORM 16.

*Deleted.*



## T. N. T. C Form 18.

(See Instruction 23 under T. R. 10)

## REGISTER OF UNSHROFFED TREASURY AND CURRENCY REMITTANCES.

Date and time of receipt.	Name of Treasury, etc., from which received.	Amount in Rs.	Date and initials of Treasury Officer/Sub- Treasury Officer.	Date of crediting in the accounts.	Date and initials of Treasury Officer/Sub- Treasury Officer.	Remarks (Progress of Shroffing to be Noted.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(1) Annual Serial Number  
(Calendar year).

(2) Date of receipt.

(3) From whom received.

(4) Number of boxes, packets  
bags, etc, and number  
of seals on them, if any.

(5) Description of the valuable  
said to contain  
in them.

(6) Authority for deposit,  
and the conditions under  
which the article was  
received.

(7) The date upto which the  
articles is required to be  
kept in safe custody.

(8a) Initials of the Treasury  
Officer/Sub-Treasury  
Office

(8b) Initials of Treasurer  
Double Lock Officer.

(9) Date of return.

(10) To whom returned.

(11a) Initials of Treasury Officer  
Sub Treasury Officer.

(11b) Initials of Treasurer  
Double Lock Officer

(17) Full Signature of the  
person to whom the  
article was returned

I. N. T. C. FORM B,  
See Instruction 20 under T. R. Et.  
SAFE CUSTODY REGISTER.

**Y. N. T. C. FORM 19-A.**

(See Instruction 20 under T. R. 15.)

(REGISTER OF SECURITIES LODGED UNDER ARTICLE 285 OF T.N.F.C. VOLUME, I.)

Serial number.	Date of receipt.	From whom received.	Number of securities.	Description of the Securities and their face value.	Initials of Treasury Officer sub-Treasury Officer.	Initials of Treasury/Double Lock Officer.	Date of verification.	Whether particulars given in Columns (4) and (5) were verified with the securities actually in custody and if so with what result.
(1)	(2)	(3)	(4)	(5)	(6a)	(6b)	(7)	(8)
Signature of verifying officer and date	Date of return to depositing authority.	To whom returned.	Initials of Treasury Officer/sub Treasury Officer.	Initials of Treasurer/Double Lock Officer.	Full signature of whom the securities were delivered.			
(9)	(11)	(12a)	(12b)					

T.N.T.C. Form 19-B

(See Instruction 20 under Treasury Rule 11.)

RECEIPT FOR SAFE CUSTODY ARTICLES

No.

..... TREASURY  
RECEIVED this day of 19 cash  
chest/sealed packet with..... seals said to contain  
.....  
from the.....  
and entered as item..... of.....  
in the safe custody register.

This should be produced when the article is required  
back.

Dated.....

Treasury Officer/Sub-Treasury Officer.

T.N.T.C. Form 19-B

(See Instruction 20 under Treasury Rule 11.)

RECEIPT FOR SAFE CUSTODY ARTICLES

No.

..... TREASURY  
RECEIVED this day of 19 cash  
chest/sealed packet with..... seals said to contain  
.....  
from the.....  
and entered as item..... of.....  
in the safe custody register.

This should be produced when the article is required  
back.

Dated.....

Treasury Officer/Sub-Treasury Officer.

T.N.T.C. Form 29

(See Instruction 26 under Treasury Rule 10 and Subsidiary Rule 4 (c) under T. R. 32.)

REGISTER OF UNDISBURSED PAY, ETC.

(For watching the disbursement of moneys drawn from the treasury and not disbursed on the same day.)

Undisbursed balance of bills cashed.						Disbursement.					
Date.	Annual serial number.	Description of bill or cheque originally cashed.	Amount of the bill or cheque.	Amount undisbursed.*	Date of subsequent disbursement.†	Amount disbursed.‡	Balance.	Date.	Number of receipt item from which disbursed.	Particulars of payment	Amount.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
			RS. P.	RS. P.		RS. P.	RS. P.				RS. P.
		Office establishment bill.									
		Office travelling allowance bill.									
		Total ..	_____	_____		_____	_____				_____
		Deduct amount paid ..	_____	_____		_____	_____				_____
		Closing balance ..									
		Details of balance ..									

\* Entries in Columns (1) to (4) may be made after the encashment of bills provided all bills encashed at the treasury for disbursement are entered without omission in the order of their encashment. The drawing officers should compare the entries with those in the Treasury Bill Book and record a certificate in token of having checked the entries.

† The entries in these columns are to be made in the same line as the original receipt entries.  
 In these columns the amount disbursed should be entered consecutively.

F.N.T.C. Form 21.  
(See Subsidiary Rule 16 (e) under W. R. 10)

**RECEIPT FOR SUMS REALISED BY CASH OR BY CHEQUE FOR SERVICE POSTAGE  
STAMPS ISSUED BY THE TREASURY.**

Received from.....the sum of  
Rupees ( ) only  
in cash on account of the value of  
by cheque service postage stamps purchased from the  
District Treasury of  
Sub-Treasury of

		RS.	P.
15 Paise Post cards			
1 Paise Stamps			
2 Paise Stamps			
3 Paise Stamps			
5 Paise Stamps			
6 Paise Stamps			
10 Paise Stamps			
15 Paise Stamps			
20 Paise Stamps			
25 Paise Stamps			
30 Paise Stamps			
50 Paise Stamps			
1 Rupee Stamps			
2 Rupee Stamps			
5 Rupee Stamps			
10 Rupee Stamps			

Dated \_\_\_\_\_ Total .. \_\_\_\_\_  
Treasurer \_\_\_\_\_ Treasury Officer \_\_\_\_\_  
hro ff \_\_\_\_\_ Sub-Treasury Officer \_\_\_\_\_

Received from.....the sum of  
Rupees ( ) only  
in cash on account of the value of  
by cheque service postage stamps purchased from the  
District Treasury of  
Sub-Treasury of

		RS.	P.
15 Paise Postcards			
1 Paise Stamps			
2 Paise Stamps			
3 Paise Stamps			
5 Paise Stamps			
6 Paise Stamps			
10 Paise Stamps			
15 Paise Stamps			
20 Paise Stamps			
25 Paise Stamps			
30 Paise Stamps			
50 Paise Stamps			
1 Rupee Stamps			
2 Rupee Stamps			
5 Rupee Stamps			
10 Rupee Stamps			

Dated \_\_\_\_\_ Total .. \_\_\_\_\_  
Treasurer \_\_\_\_\_ Treasury Officer \_\_\_\_\_  
hro ff \_\_\_\_\_ Sub-Treasury Officer \_\_\_\_\_

## T. N. T. C. FORM 22.

(See Subsidiary Rule 18 under T. R. 10)

CONSOLIDATED TREASURY RECEIPTS FOR PUBLIC WORKS DEPARTMENT REMITTANCES  
FOR THE MONTH OF 19 .

Treasury

Received from the Officer in charge of  
Division the sum of Rupees\* for credit to the Public Works Department.

Rs.

Date the 19

Assistant Treasury Officer/Assistant  
Pay and Accounts Officer.

\* In words.

\* In figures

T.N.T.C. Form 23.

(See Instruction 35 under T. R. 10)

**CHALAN FOR PAYMENT OF MONEY INTO A MUFUSSIL CIVIL COURT (WHERE THE TREASURY  
TRANSACTS ITS CASH BUSINESS THROUGH THE BANK)**

<p>No. _____  <b>In the court of</b>                  To                  The Agent, State Bank of India                  at _____                  Received Rs. _____ (in words)                  Rupees _____                  Paise _____ only                  from _____                  to the credit of Civil Courts' Deposits                  Personal Ledger Account of this Court</p>	<p>No. _____  <b>In the court of</b>                  To                  The Agent, State Bank of India                  at _____                  You are requested to receive the sum of                  Rs. _____ (in words)                  Rupees _____ Paise _____ only                  from _____                  and credit the same to Civil Courts'                  Deposits Personal Ledger Accounts of                  this Court</p>	<p>No. _____                  State Bank of India                  Received this _____ day of _____                  the sum of Rs. _____ (in words)                  Rupees _____                  Paise _____ only                  from _____                  and Credited to civil Courts,                  deposits Personal Ledger Account of                  the Court of _____</p>
<p>Dated the _____ day of _____</p>	<p>Dated the _____ day of _____                  _____                  Signature of the Judge</p>	<p>Dated the _____ day of _____</p>
<p>Initials of the Judge _____</p>	<p>For use in the Bank:                  Received the sum of Rs. _____                  Rupees _____                  AGENT, State Bank of India</p>	<p>Signature of the Agent                  State Bank of India.</p>

150



## T.N.T.C. FORM 24.

(See Subsidiary Rule 21 under T.R. 10.)

Treasurer's  
Cashier's

Treasury  
Sub-Treasury

daily balance sheet for the \_\_\_\_\_ the transactions of which  
conducted through the Bank.

RS P.

Undisbursed Pay and Travelling Allowance .. .. .

Undisbursed Pension Imprest .. .. .

Other undisbursed amounts .. .. .

Balance of Permanent Advance  
other amount held in amanath .. .. .

Cash Total ..

RS P.

*Cash under Double Lock*

Denomination .. .. .

Double Lock Total ..

Cash under the sole custody of the \_\_\_\_\_  
Treasurer  
Sub-Treasury Officer.

Denomination .. .. .

Single Lock Cash Total ..

Add the value of the following items in the sole custody of the  
Treasurer/Sub-Treasury Officer.

Stamps .. .. .

Opium .. .. .

Banêerols .. .. .

Grand total balance in the sole custody of the Treasurer/Sub-  
Treasury Officer.

Treasurer/Double Lock Officer: Cashier

Treasurer Officer  
Sub-Treasury Officer

T.N.T.C. Form 25

deleted

T.N.F.G. Form 26.

[See Instruction 5 (a) under T. R. M.]

**REGISTER OF LOCKS AND DUPLICATE KEYS.**

(1) Serial Number.	(2) Date of receipt	(3) Number borne by padlock and keys.	(4) Description of padlock.	(5) Purpose for which used.	(6) Number of keys received with padlock	(7) Original	(8) Duplicate	(9) Number and date of order sanctioning removal of duplicate.	(10) Original	(11) Duplicate	(12) Number and date of order regarding final disposal.	Remarks.

T.N.T.C. Form 27.

(See Subsidiary Rule 7 (a) and (h) under Treasury Rule 11 .

CASHIER'S SLIP TO BE PLACED IN EACH BAG OF COINS

Name of treasury / Sub-Treasury,

Description of coin.

Number of pieces,

Counted by (full signature) .

Examined by (full signature).

Date.

113-1-14

T.N.T.C. Form 28.

(See Subsidiary Rule 7(b) and (h) under T.R. 11)

**GASHIER'S SLIP TO BE PLACED ON EACH BUNDLE OF NOTES.**

Bundle No.

of Rs.

Notes.

156

T.N.T.C. Form 29.  
 See Subsidiary Rule 7 (e) under T R 11.)  
 Box No.

MEMORANDUM SHOWING CONTENTS IN COINS.

- (1) Date
- (2) Put in (+) or issued (-)
- (3) Number of bags
- (4) Value  
 ss.
- (5) T.O. S.T.●. } Initials of
- (6) Treasurer } Initials of
- (7) Date
- (8) Put in (+) or issued (-)
- (9) Number of bags
- (10) Value  
 ss.
- (11) T.O./S.T.●. } Initials of
- (12) Treasurer } Initials of

T.N.T.C. Form 30  
 (See Subsidiary Rule 7(B) under T.R. 11.)

Box No.

MEMORANDUM SHOWING CONTENTS IN NOTES

CURRENCY AND BANK NOTES AND RUPEE ONE NOTES

(1)	Date
(2)	Put in [ + ] or issued [ - ]
(3)	Rs. 10,000/- Value in Rupees
(4)	Rs. 5,000/- Value in Rupees
(5)	Rs. 1,000/- Value in Rupees
(6)	Rs. 500/- Value in Rupees
(7)	Rs. 100/- Value in Rupees
(8)	Rs. 50/- Value in Rupees
(9)	Rs. 20/- Value in Rupees
(10)	Rs. 10/- Value in Rupees
(11)	Rs. 5/- Value in Rupees
(12)	Rs. 2/- Value in Rupees
(13)	Re. 1/- Value in Rupees
(14)	Total Value in Rupees
(15)	Initials of the Treasury Officer/Sub Treasury Officer.
(16)	Initials of the Treasurer/Double Officer.

T.N.T.C. Form 31.

[See Subsidiary Rule 7 (g) under T.R. 111]

TREASURER'S DAILY BALANCE SHEET FOR TREASURIES WHICH  
DO NOT TRANSACT THEIR CASE BUSINESS THROUGH THE BANK.

Date.....19.....

Balance brought forward from.....19.....

Received this day as per Treasurer's cash book .....

Total .....

Expended this day as Treasurer's Cash book .....

Balance .....

## PARTICULARS OF BALANCE

Specification Under joint keys of the Treasury

Officer and Treasurer

Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
Opening balance						
Taken out						
Placed under joint locks.						
Closing balance						
Closing balance in the hands of the Treasurer						
Total						

① Currency and  
Bank notes and  
Rupee one notes,

At Rs. 10,000

At Rs. 5,000

At Rs. 1,000

At Rs. 500

At Rs. 100

At Rs. 50

At Rs. 20

At Rs. 10

At Rs. 5

At Rs. 2

At Rs. 1

Total



	Opening Balance	Taken out	Placed under joint locks	Closing balance	Closing balance in the hands of the Treasurer	Total
Coins	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
One Rupee						
Fifty paise						
Twenty five paise						
Twenty paise						
Ten paise						
Five paise						
Total ..						
Grand Total .. (in words)						

## (Reverse of T. N. T. C. Form 31.)

Agreed with the Accountant's Day Book and balance in the hands of  
Treasurer inspected.

Number of chests containing valuables for safe custody.....		
Number of cash chests of other offices.....		
		Rs.    P.
Undisbursed Pay and Travelling Allowance.....		
Undisbursed Civil Pensions.....		
Undisbursed Military Pensions.....		
Balance of permanent advances.....		
Sum received after the Treasury is closed.....		
Receipts, the classification of which is not readily known.....		
Other amounts held in amanath.....		
	Cash (Total) ..	_____

Add the value of the following items in the sole custody of the  
Treasurer.

Single Lock Treasury Cash balance.....	
Stamps.....	
Opium.....	
	_____
Grand Total—Balance in the sole custody of the Treasurer .. ..	_____

Treasurer.

Treasury Officer.

Date of Signature.

- Notes.—1. No more small coin should be so left than is required for current use
2. The whole balance in the sole custody of the Treasurer should never exceed the amount required for the convenient transaction of Government business.
3. This balance sheet should be signed in the evening of the day to which it refers.

T. N. T. C. FORM 31A.

(See Subsidiary Rules 3 (a) and 8(e) under T.R. 11.)

REGISTER OF PERSONS ENTERING THE STRONG ROOM.

1. Date.	2. Name of person entering the strong room.	3. Signature of person entering the strong room.	4. Designation.	Time of presence		Name of the Treasury/ Sub-Treasury.		8. Remarks.
				From (a)	To (b)	Work done. (6)	Initials of the Double Lock Officer. (7)	

## T. N. T. C. Form 32.

(See Subsidiary Rule 8 [f] and [h] under T. R. 11).

**CASHER'S DAILY BALANCE SHEET FOR THE DAY OF** 19 .

	Rs.	P.	Rs.	P.
Balance brought forward .. .. .				
Received this day as per cash book ..				
Total ..	_____		_____	
Expended this day as per cash book.				
Balance ..	_____		_____	

## PARTICULARS OF BALANCE.

Specification.	In the main store.				In the current closing balance. @		Total.	
	Opening balance.	Taken out.	Deposited.	Closing balance.				
	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.		
Currency and Bank notes and Rupee one notes.								
At Rs. 10,000								
„ Rs. 5,000								
„ Rs. 1,000								
„ Rs. 500								
„ Rs. 100								
„ Rs. 50								
„ Rs. 20								
„ Rs. 10								
„ Rs. 5								
„ Rs. 2								
„ Rs. 1								
Total ..	_____		_____		_____		_____	

## COINS

One Rupee

Fifty paise

Twenty-five paise

Twenty paise

Ten paise

Five paise

---

 Total ..

---

 Grand Total ..
 

---

Note :—The balance should be entered also in words.

\* Every entry to be separately made in his own hand and initialled by the Double Lock Officer or the Government Servant holding the Double Lock Officer's keys at the time of opening the main store.

@ To be filled up from Cashier's cash balance Register.

Agreed with closing balance in the Day book. Current closing balance verified.

Cashier

Double Lock Officer.

Sub Treasury  
Officer.

T.N.T.C Form 33.  
 (See Subsidiary Rule 8 (g) under T.R. II.)

**REGISTER SHOWING THE CASH DOUBLE LOCK TRANSACTIONS OF THE SUB-TREASURY, DATED**

19

CURRENCY AND BANK NOTES. COINS.

Nature of Transaction.	
(1) Balance Brought forward Receipts Total including balance Issues to Single Lock Total issued Balance carried over	(2) Rs. 10,000 Value in Rupees. (3) Rs. 5,000 Value in Rupees. (4) Rs. 1,000 value in Rupees. (5) Rs. 500 Value in Rupees. (6) Rs. 100 Value in Rupees. (7) Rs. 50 Value in Rupees. (8) Rs. 20 Value in Rupees. (9) Rs. 10 Value in Rupees. (10) Rs. 5 Value in Rupees. (11) Rs. 2 Value in Rupees. (12) Re. 1 Value in Rupees. Total value in Rupees. Rupee One Value in Rupees. Fifty Paise Value in Rupees. Twenty five Paise Value in Rupees. Twenty Paise Value in Rupees. Ten Paise Value in Rupees. Five Paise Value in Rupees. (20) Total Value in Rupees.

T.N.T.C. Form 34.

(See Instruction 13(b) under T. R. 11.)

**TREASURY PAY OFFICE SLIP FOR A BUNDLE OF NOTES,**

State Bank of India, Pay Office,

This bundle consists of \_\_\_\_\_ pieces of \_\_\_\_\_ rupee noted

Examined by (Cashier)

\_\_\_\_\_ified by (Treasurer)

Treasury Officer.

T.N.T.C. Form 35.

(See Instruction 13(b) under T. R. 11.)

TREASURY PAY OFFICE SLIP FOR A BAG OF GOLD.

State Bank of India, Pay Office,

The Contents of this bag amount to Rs.

Examined by (Cashier)

Weighed by (Treasurer)

Treasury Officer.



T. N. T. C. FORM 37.

(See Instruction 14(V) under T.R. 11.)

CURRENCY CHEST SLIP NO.

TRANSACTION AT \_\_\_\_\_  
Name of centre.

CURRENCY CHEST ON \_\_\_\_\_  
Date.

Transactions and Balances.	Details of notes (Pieces)							
	Rs. 2.	Rs. 5.	Rs. 10.	Rs. 100.	Rs. 1,000.	Rs. 5,000.	Rs. 10,000.	Miscellaneous.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Total Number of pieces [Total of cols.(2) to (9.)]	Value of notes [Total value of cols.(2) to (9.)]	Details Rupee Coins.			
		Quarterly Rupee	Nickel Rupees.	Decimal Rupees.	Government of India Re. 1. notes.
(10)	(11)	(12)	(13)	(14)	(15)

Total value of Rupee coins  
Total of Columns (12) to (15)]

Rs.

(16)

1. Opening Balance.
2. Deposits—
  - (i) Remittance\*
  - (ii) Currency Transfer.
3. Total (1+2).
4. Withdrawals—
  - (i) Remittance\*.
  - (ii) Currency Transfer.
5. Total withdrawals (4).
6. Balances (3-5)\*\*.

\*\*includes non-issuable notes.

\*Indicate the name of Currency Chest/Issue Department.

Total value of Notes and Rupee  
coins [Total of columns (11) and (10)]

Rs.

(17)

Forwarded to the Currency Officer,  
Reserve Bank of India, Issue Department.....

@Comprises the following:—

	Old Re. 1 notes.	Rs. 2½ notes.	Rs. 20 notes.	Rs. 50 notes.	Total.
pieces					
Value					

Treasury Officer/Sub-Treasury Officer.

NOTES.—1. The chest slip should be written in ink only.

2. The chest slips should be numbered serially for each financial year of the Government (beginning from 1st April and ending with 31st March) The name of the chest and number and date of the chest Slip should be prominently indicated in the places/ Provided on the top on the obverse.

3. Figures should not be over-written or erased. In the case of any error in posting, the figure should be neatly scored and correct figure written above it and authenticated by the officer-in-charge under his signature.

4. The Chest Slips are designed to cover all the classes of transactions—

(i) Re-ittances between chests or between a chest and issue Department.

(ii) Currency transfers.

There should be only one chest slip for a day, the transactions being posted clearly against the appropriate item as provided in the slip.

5. On days, when there are operations on the chest, the chest slip should be prepared at the close of the day and despatched on the same day to the currency Officer. Sub-Treasury Officers should also forward a copy of the slip to the Treasury Officer of the District.

6. Non-issuable notes held in the Currency Chest under each denomination should be clearly indicated below item 6 on the obverse.

7. The Officers-in-charge should carefully verify the opening balance, transaction(s) and closing balance indicated in the Chest with those recorded in the Currency chest book (TN.T.C. Form 36.)

**F.N.T.C. FORM 38.**

( See Instruction 15 (ii), (iv), (v) and (vi) under T. R I. )

**VERIFICATION OF STATEMENT OF CURRENCY CHEST BALANCE FOR THE MONTH OF .....**

Name of Chest.	Date of verification.	Details of notes (pieces)							
		Rs. 2.	Rs. 5.	Rs. 10.	Rs. 100.	Rs. 1,000.	Rs. 5,000.	Rs. 10,000.	Miscellaneous.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Total Number of pieces [Total of cols. (3) to (10).]		Total value of notes [Total of cols. (3) to (10).]							
		Details of Rupee Coins				Total value of rupee coins [Total of col (10) to (16).]			
		Quarterly Rupees.	Nickel Rupees.	Decimal Rupees.	Government of India Re. 1 notes.				
		(13)	(14)	(15)	(16)	(17)			
Total value of notes and rupee coins [Total of cols. (12) and (17).]									
		Remarks,							

Miscellaneous under col (10) comprises the following:

	Old Re. 1 notes.	Rs. 2 notes.	Rs. 20 notes.	Rs. 50 notes.	Total.
Pieces	.....	.....	.....	.....	.....
Value	.....	.....	.....	.....	.....

172

113-1-18

I do hereby certify that I have personally ascertained that the balance in the Currency Chest at ..... of the ..... amounted to Rs. .... (.....) and that the whole of the balances has been kept under double locks.

(2) I further certify that certificates from Sub-Treasury Officers of Correctness of the balances of the Sub Treasury Chest is noted above, have been received by me.

TREASURER.

TREASURY OFFICER

VERIFYING OFFICER/ TREASURY OFFICER

ASST. SUB-TREASURY OFFICER.

NOTE.—(1) Certificate No. 1 is to be signed and all cases, except the following.—for chests in the custody of the Bank no verification report is required. Treasury Officer of such chest has still to send to the Currency Officer reports of balances of Sub-Treasury Chests under him, and in these reports, certificate No. 1 is not required, but only certificate No. 2.

(2) Certificate No. 2 is to be signed by District Treasury Officers sending reports of balances of the chests under them along with reports of their own balances to the Currency Officers.

(3) The statement at the front page of the chest book should invariably be filled in, whenever this report is despatched to the Treasury Officer or the Currency Officer, as the case may be (Vide Government Memo. No. 106302/T & A/62-4, dated 27th April 1962)

Forwarded to the Treasury Officer in terms of instruction  
Currency Officer 15(ii), (iv), (v) and (vi) under T.F.

Treasury  
Sub-Treasury

Dated, the ..... Treasury/Asst Sub-Treasury Officer.

173

T.N.L.C Form 39  
 (See Instruction 21 under T R II.)  
**REGISTER OF RECEIPT AND RETURN OF DEPARTMENTAL CASH CHEST KEPT FOR SAFE CUSTODY IN THE  
 TREASURY.**

To be filled up in the departmental office to which the chest belongs.

To be filled up in the treasury

- (1) Date on which the return of the chest is desired.
- (2) Name of the messenger authorised to receive the chest.
- (3) Signature of the head of the office authorising the messenger to receive the chest.
- (4) Signature of the messenger receiving the chest from the treasury with date.
- (5) Date of receipt of the chest again in the treasury.
- (6) Acknowledgment of treasury Officer or Sub-Treasury Officer.

**NOTE :-** Columns (1) to (4) should be filled up whenever the chest is taken out of the treasury and columns (5) and (6) each occasion when it is deposited in the treasury.

113-1-151

T. N. T. C. Form 40.

(See Subsidiary Rules 2 (f) and 18 (a) under T R 11.

BILL FOR MISCELLANEOUS PAYMENTS.

Treasury, month of \_\_\_\_\_ 19\_\_

HEAD OF SERVICE  
CHARGEABLE.

MAJOR HEAD-  
SUB-MAJOR HEAD-  
MINOR HEAD-  
SUB-HEAD-  
SUB-HEAD OF APPROPRIATION  
DETAILED ACCOUNT HEAD-  
OF

VOUCHER NO.

RECEIVED this  
Paise

Payable on account of

LIST OF PAYMENTS

\_\_\_\_\_ day of \_\_\_\_\_ 19\_\_ , the sum of rupees

being the amount.

Stamp,  
if the  
amount  
exceeds  
Rs. 20.

Rupees

Claimant's Signature.  
Passed for payment.  
Designation of Officer.  
Examined and entered,  
Accountant.

Pay Rs. \_\_\_\_\_ (Rupees

ASST Pay and Accounts Officer Treasury Officer

Asst Sub Treasury Officer

175

**T. N. F. C. FORM 40A.**

[See instructions 4(i) to (iii) under T R 17].

**BILL FOR WITHDRAWAL FROM GENERAL AND OTHER PROVIDENT FUND  
(TAMIL NADU).**

Payable at .....

Drawing Officer's Designation

Voucher No.

Head of account

Month, year :

Sub-Account :

Amount :

176

Serial number.	Name and Designation of the subscriber.	Pay.	Account number.	Nature of withdrawal.			Number and date of sanction order/authorisation.
				Advances.	Part-final withdrawal	Insurance premium	
		RS. P.		RS. P.	RS. P.	RS. P.	



Total ..

---

Details of Policies financed from Provident Fund.

---

Serial number	Name of the Subscriber with GRF. Account No.	Policy number.	Name of the company.	Amount of premium.	Due date of Premium	Stock number.
---------------	--	----------------	----------------------	--------------------	---------------------	---------------

---

Rs.P.

Certified that the claim prescribed is in accordance with the rules and regulations covering the paymant,

Drawing Officer

## T.N.T.C FORM 40-A (Page 2).

For use in the Treasury/Sub Treasury/Pay and Account Office.

Token No.

Token No

Token No.

Date Seal:

Date Seal;

Date Seal

Net amount of the bill (Rs. ) Rupees .....

Drawing Officer.

Contents received. Please pay to .....

whose specimen signature below is attested.

Specimen Signature of the

Subscriber : .....

Drawing Officer.

Attested.

Drawing Officer.

*For use in Treasury*

Pay Rs. .... (Rupees .....) .....

Asst Sub Treasury Officer.

Asst Pay and Accounts Officer.

*For use in Bank**For use in Audit Office*

Admitted Rs.

Objected Rs.

Total .. Rs.

Details of objections any

Auditor/Accounts Officer

To be printed with withdrawal pink colour form shall be used

Deleted

T.N.T.C. FORM 41-A

See subsidiary Rule 2(1) under T.R. 16.)

STATEMENT OF RENT RECOVERED FROM PAY BILLS OF THE		FOR THE MONTH OF				AT TREASURY	
Department		Treasury				Voucher	No.
Name of quarters.	Name of occupant designation and emoluments drawn.	House rent.	Water meter rent.	Furniture rent.	Electrical Installation rent.	Head account and division to which it is creditable.	Total.
	(2)	(3)	(4)	(5)	(6)	(7)	
		RS. P.	RS. P.	RS. P.	RS. P.		

*Signature and designation of drawing Officer.*

## T.N.T.C.FORM 41-AA.

[See subsidiary Rule 2 (1) under T R 16.]

RECEIPT FOR RENT FOR GOVERNMENT QUARTERS DEDUCTED  
AT SOURCE.

1. Particulars of the bill in which rent is deducted.
  - (a) Token number/Bill number and date
  - (b) Gross amount
  - (c) Net amount
  - (d) Date of encashment.
2. Name of the Government Servant from whose Salary/Pension, the rent is deducted.
3. Full description of the quarters such as its location number etc
4. Period for which the rent is deducted.
5. Amount of rent deducted (in words)

Signature

Designation of the Disbursing Officer

F.N.I.O. Form 41-B  
'deleted.

F.N.T.C. Form 41-C

(See Instruction 2 under I R 22)

**REGISTER OF PAYMENTS, DEDUCTIONS AND RECOVERIES  
RESPECT OF GAZETTED GOVERNMENT SERVANTS.**

Name and designation of Government servant.	Monthly rate of emoluments	Date from which due
	Substantive pay	
	Officiating pay	
	Special Pay	
	Leave salary	
	Dearness allowance	
	House Rent Allowance	
	City Compensation Allowance	
	<b>Total</b>	
A.G's. Pay Slip No. and date		
Dated Initials of T.O. STO ATO		

Stray payments			A.G's. advice Number and date
(5)	Serial number	Nature	Amount
Serial number.	Recoveries due Nature of Amount.		A.G's. Memo. Number and date, If any of OBA/ MCA/GPF Advance etc as per LPC.

T.N.T.C. Form 41—C

(See instruction 2 under T.R. 32)

**REGISTER OF PAYMENTS, DEDUCTIONS AND RECOVERIES IN  
RESPECT OF GAZETTED GOVERNMENT SERVANTS—cont.**

*Deductions.*

Month.	Token number and date	Gross amount.	Stray.	Payments.	P.F. A/G No.
(1)	(2)	(3)	(4)	(5)	(6)
April					
May					
June					
July					
August					
September					
October					
November					
December					
January					
February					
March					

*Deductions.*

I.T.			Net amount Paid	Dated Initials of Treasury Officer STO	Remarks.
(7)	(8)	(9)	(10)	(11)	(12)



- Note:**
1. The monthly rate of emoluments and the date from which due may be noted with reference to the particulars in the Accountant-General's pay slip/Authorisation.
  2. When restricted pay slips/authorisations are issued indicating therein the date from which no payment should be made to the Officer, the Particulars should be recorded in the relevant Col. by opening a 'Nil' money column from such date.
  3. Isolated/stray payments like Motor car advance, advance from Provident Fund, Part Final/Final Withdrawal of Provident Fund, House Building advance, etc. authorised by A. G. should be noted with full details, and payments when made indicated in col. 4 under Stray payments against the month concerned.
  4. Other isolated/stray payments like T.A. Bills, Medical Bills, Tour advance leave salary advance, etc. for which no specific advice from A.G. is necessary shall be noted in col. 5 under Stray payments' against the month concerned.
  5. Entries in column 3 (Gross amount) shall be the monthly rate of emoluments authorised by A.G.
  6. Blank col. (8) to (10) shall be retained for noting other deductions like OBA/MCA/P.F. advance, House Building advance etc., or recoveries of over payments.
  7. Remarks column shall be utilised for recording the fact of issue of L.P.C. and also for noting from the L.P.C. the particulars of payments made to the Government servant, recoveries made, etc., during the year up to the date of his coming under the payment of the Treasury Officer.

**T. N. T. C. FORM 41-D**  
**S.R. 2(f) under T.R 16**

**SCHEDULE OF RECOVERY OF ADVANCE FOR THE MONTH OF \_\_\_\_\_**

(1)	Serial Number.
(2)	Name and designation whether self drawing officer or other wise.
(3)	Treasury Voucher Number and month in which original advance/subsequent instalments of advance were drawn.
(4)	Amount of original advance subsequent instalments of advance.
(5)	Designation of the officer who has drawn the advance and the subsequent instalments.
(6)	The sub-Account under which the advance was classified.
(7)	Number of instalment of recovery.
(8)	Amount deducted in the bill against principal interest.
(9)	Total recovered to end of the month.
(10)	Balance out standing.
(11)	Remarks regarding transfer, and leave of official non-recovery of instalments, etc.

**Separate Schedules should be prepared for each type of advance.**

**Signature of the head of the officer.**

**Designation**

## T. N. T. C. Form 42

[See Subsidiary Rule 3 (a) and (c) under T. R. 16.]

**BILL FOR PAY/LEAVE SALARY AND ALLOWANCES OF A GAZETTED OFFICER.**

Payable at

Name of the Officer

Voucher No.

Designation

Month/Year

Sub Account.

**DEBIT**

Major Head

Sub-Major Head\*

Minor Head

Group Sub-Head

Sub-Head

--

Detailed/Sub-Detailed Head

01. Salaries—

Amount.

(1) Pay

....

(2) Dearness Allowance

....

(3) Medical Charges

....

(4) Other Allowances

....

03. Travel Expenses

....

Gross Total

....

\* Fill up this head if there is sub major head

**CREDIT****Amount.**AIS/General Provident  
Fund

Postal Insurance Premium

House Rent

Conveyance Advance

House Building Advance

Marriage Advance

Family Benefit Fund

Income Tax

Surcharge on Income Tax

Other Deductions

Total Deduction

Net Claim

Received for the month of

19

	Monthly Rate		Amount	
	Rs.	P.	Rs.	P.
	My substantive Pay			
Officiating Pay				
Personal Pay				
Dearness Pay				
Special Pay				
Additional Pay				
Leave Salary and Allowances				
Dearness Allowance				
Additional Dearness allowance				
Fixed Travelling Allowance				
City Compensatory Allowance				
House Rent allowance				
Conveyance Allowance				
Cash Allowance				
Other Allowances				
Medical Charges				

Gross Total

## DEDUCT

Credit Head of Account

Amount.

Rs. P.

All India Service Provident Fund

General Provident Fund

Postal Insurance Premium

Standard License Fee

Conveyance Advance (Motor Car,  
Motor Cycle and Other  
Conveyance)

House Building Advance

Marriage Advance

Junior I. A. S. Officers Advance

Family Benefit Fund

Other Deductions

Income Tax

Surcharge on Income Tax

Total Deductions.

Net Claim

Net amount payable (in words) Rupees \_\_\_\_\_

Certified that in respect of claims made in this bill I have satisfied myself that they have been made in accordance with the rules in force and the latest Government Orders covering such drawal.

Under Rupees

Signature

Stamp

Designation

## FOR USE IN PAY AND ACCOUNTS OFFICE/TREASURY/SUB-TREASURY

Token No

Token No

Token No

Date Seal :

Date Seal :

Date Seal :

Pay Rs.....(Rupees.....  
 .....) in cash and Rs.....(Rupees.....  
 .....) by transfer

Assistant Pay and Accounts Officer.  
Treasury Officer/Sub-Treasury Officer

FOR USE IN BANK

## FOR USE IN THE ACCOUNTANT-GENERAL'S OFFICERS.

Total amount of the bill	Rs
Admitted	Rs.
Disallowed	Rs.
Objected	Rs.

Retrenchment Slip No.      GAD :  
Details of objections      :

Auditor

Section Officer

Amounts Officer



**T.N.T.C. FORM 43.**

[See Subsidiary Rule (3) (d) under Treasury Rule 16]

**FOUR TRAVELLING ALLOWANCE BILL OF A GAZETTED OFFICER**

Name of Officer Payable at Voucher No.  
 Designation Month/Year

Sub Account

Pay  
 Grade  
 Headquarters

**DEBIT**  
 Major Head  
 Sub Major Head\*  
 Minor Head  
 Group Sub Head

D.P. Code

Sub Head/Detailed Head

03. Travel Expenses

Net Amount  
 Rs. P.

I certify that the Travelling Allowance Claim has been prepared in accordance with the T.N.T.A. Rules and the latest Government Orders, and that the amount claimed in the bill was not drawn before.

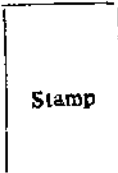
Net Amount of the bill (in figures and words) Rs.  
 (Rupees )

Signature  
 Designation

Countersigned for Rs

(Rupees )

Received Contents



Signature and Designation  
 of countersigning authority

Appropriation for 19 —19 —

Expenditure including this bill

Balance available

(Signature of the Claimant)

Fill up this head if there is sub major head

## T.N.T.C. FORM 43--cont.

Departure		Arrival		Mode of travel	Purpose of journey and authority wherever needed.
Place	Date Time	Place	Date Time		
				Road/Rail/Public Conveyance, etc. and class.	
Date of last visit.					
Number of blocks of 24 hours.					
Distance travelled in case of road journey.					

KM

Number of Kilometres for which mileage is claimed.				Number of daily allowance claimed.		Air/ Train.	Bus Fare, etc.	Remarks	
Rate ...paise per KM	Rate....paise per KM	Rate....paise per KM	Rate....paise per KM	For absence from head-quarters.	For incidental charges.				
				Ordinary Rate	Enhanced Rate	Ordinary Rate	Enhanced Rate		
KM	KM	KM	KM			Rs.	P.	Rs.	P.

---

 Total
 

---

 Rate
 

---

 Amount
 

---

Gross Claim	..	..	..
Less : Proportionate Fixed Travelling Allowance	..	..	..
Less : Tour Advance Drawn for	..	..	..
Net Claim	..	..	..

(FOR USE IN THE TREASURY/SUB-TREASURY PAY AND  
ACCOUNTS OFFICE)

Token No.:

Token No.:

Token No.:

Date Seal :

Date Seal :

Date Seal :

Pay Rs.

(Rupees

Asslt. Pay and Accounts Officer

Asslt. Treasury Officer/Sub-Treasury Officer

(FOR USE IN BANK)

## (FOR USE IN THE ACCOUNTANT-GENERAL'S OFFICE)

Total Amount of Bill

Rs.

Admitted

Rs.

Disallowed

Rs.

Objected

Rs.

Retrenchment Slip No. GAD :

Details of objection

Auditor

Section Officer.

Accounts Officer.

## T N I C FORM 44

*Deleted*

## T.N.F.C. Form 45

(See Subsidiary Rule 6 under T R 16.)

FORM OF BOND OF INDEMNITY FOR DRAWING PAY, LEAVE SALARY  
PENSIONS, ANNUITIES, ETC., ON BEHALF OF GOVERNMENT  
SERVANTS, ETC.

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_ One  
thousand nine hundred and \_\_\_\_\_ BETWEEN  
(1)  
(2)  
(3)

carrying on business in partnership under the style or firm of \_\_\_\_\_  
or incorporated under the \_\_\_\_\_ Companies  
Act and having their registered office at \_\_\_\_\_ (hereinafter  
firm

referred to as the \_\_\_\_\_ which expression shall, where the context so admits,  
company  
include their *executors, administrator, legal representatives* and their successors  
in business under the same or any other style or name of the one part and  
the Governor of Tamil Nadu (hereinafter referred to as the Governor which  
expression shall, where the context so admits, include his successors in office  
and assigns) of the other part;

WHEREAS the \_\_\_\_\_ firm  
\_\_\_\_\_ company  
have been in the habit of receiving on account  
of their customers pay, leave salary, pensions, annuities, allowances or other  
payments from funds administered by or on behalf of the Government of  
Tamil Nadu (hereinafter referred to as the Government) including pension pay-  
able on behalf of other Governments from  
the various officials whose duty it is to disburse such payments  
\_\_\_\_\_ upon the produc-  
Pay and Accounts Officer, Madras  
tion at the time of such payment of a certificate to the effect that the person  
on whose behalf such payments was claimed was then alive and, in the case of a  
pensioner  
\_\_\_\_\_ also of a certificate of non-employment according  
person drawing the annuity  
to prescribed rules;

AND WHEREAS in order to save time and expense in obtaining payment  
of such sums, the Government have agreed to allow such payments to be, from  
time to time, made as they fall due without requiring the production of the said  
certificates, except a certificate of non employment according to prescribed rules  
signed by a representative of the \_\_\_\_\_ firm  
\_\_\_\_\_ company upon being indemnified by the  
\_\_\_\_\_ firm  
\_\_\_\_\_ company against any loss by reason of such payments as aforesaid on  
account of any officer who may at the date of such payment be deceased and  
\_\_\_\_\_ firm  
upon the \_\_\_\_\_ entering into such an agreement as is hereafter contained  
\_\_\_\_\_ company  
\_\_\_\_\_ firm  
which the \_\_\_\_\_ have agreed to do;  
\_\_\_\_\_ company

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the promises the firm for themselves and their successors in business hereby covenant with the Governor that so long as the Government shall allow such payments as aforesaid to be made without requiring the production of the certificates hereinbefore referred to subject nevertheless as hereinafter provided, the firm will within seven days from the time when they shall have received notice of the death of any customer on whose behalf the company may have received any such payment as aforesaid communicate the date of such death to the officer for the time being responsible for payments to such deceased officer and further that the firm will immediately, after the expiration of the said period of seven days, repay and refund to the Government so much of any money which may have been received from such disbursing officer as aforesaid on behalf of such deceased customer as aforesaid as shall be in excess of the amount of the pay, leave salary, pension, annuity, allowance or other payments as the case may be, to which such deceased customer was entitled upto the date of his decease.

And also that if and when any change in the constitution of the firm shall happen whether by the death or retirement of any member thereof, the introduction or accession of a new member or members thereof or otherwise, howsoever the firm will on every such occasion within seven days after the change shall have occurred give notice in writing to the Government of the same having happened with full particulars thereof including the full name or names of any new member or members so introduced as aforesaid and in every case where any such introduction has taken place will as soon as may be thereafter on being so required by the Government procure the new member or members introduced to enter into a fresh Bond in the same form as these presents either alone or jointly with all the original or remaining members of the firm:

PROVIDED ALWAYS AND IT IS HEREBY AGREED and declared that the arrangement hereby made shall not be determined except by express notice in that behalf given as next hereinafter provided:

PROVIDED ALWAYS AND IT IS HEREBY FURTHER AGREED and declared that either the firm or the Government shall be entitled to determine the arrangement hereby made on giving to the other 14 days notice in writing in that behalf and on the expiration of such 14 days, this arrangement shall determine and the liability of the firm under the covenants herein contained shall cease in respect of any such payments as aforesaid made after that date but nothing herein contained shall be deemed to exonerate or release

the firm from their liability under the covenant herein contained in respect of company any such payments as aforesaid made prior to that date: PROVIDED ALWAYS and it is hereby further agreed and declared that in the case of pensions annuities

the firm will, according to prescribed rules, once in every year furnish to the company Government or the officer or officers responsible for the payment of such pensions annuities a certificate by one of the persons prescribed by the said rules of the

life of each Pensioner whose pension annuity is paid to the firm person drawing the annuity annuity pensioner company

and a certificate of non-employment signed by the person drawing the annuity himself AND FURTHER that nothing herein contained shall be deemed to preclude any of the said officers whose duty it is to make such payments as aforesaid the Government or such officer

the Pay and Accounts Officer, Madras from requiring the production of certificates in proof of the life of any particular person or persons entitled to receive such payments as aforesaid such officer

if the Government or the Pay and Accounts officer, Madras shall deem it necessary nor

shall the firm's arrangement made by these presents be deemed to be thereby company's

terminated. In Witness whereof .....for and on behalf of the firm and company .....acting for and behalf of and by the order and direction of the Governor of Tamil Nadu have hereunto set their respective hands and seals on the day and year first above written.

N.B.—A incorporated firm executing the bond may delete the words in italic



T. N. T. C. Form 46.

(See Subsidiary Rule 6 under T R 16.)

FORM OF BOND OF INDEMNITY FOR DRAWING PAY, LEAV  
 SALARY, PENSION ANNUITY, ETC., ON BEHALF  
 OF A SINGLE GOVERNMENT SERVANT, ETC.

In consideration of our being permitted to draw the Pay  
their Leave salary  
Pension  
annuity  
 during his absence from the State of Tamil Nadu we  
the (here insert the name of bank  
 do hereby engage to refund to the Government, on demand, any overpayment  
us agents  
 that may be made to them as his agent

## T.N.T.O. FORM 48-A

(See Subsidiary Rule 50 under T.R. 16)

FORM OF BOND OF INDEMNITY TO BE EXECUTED BY A PARTY  
REQUESTING FOR A FRESH CHEQUE IN LIEU OF A LOST ONE.

THIS DEED OF INDEMNITY made on the..... day of..... between.....  
 son of..... resident of.....  
 (1)..... son of.....  
 resident of..... (2).....  
 son of..... resident of.....  
 ..... etc. carrying on business in co-partnership  
 under the name and style of..... at..... or.....  
 a company registered under the Indian Companies Act, 1913/Companies Act,  
 1956 having its registered office at..... companies (hereinafter called the  
 Indemnifier" which expression shall, unless excluded by or repugnant to the  
 context, be deemed to include his heirs, executors, administrators, legal  
 representatives, successors, and permitted assigns) of the ONE PART and the  
 Governor of Tamil Nadu (hereinafter called the "Government" which expres-  
 sion shall, unless excluded by or repugnant to the context, be deemed to  
 include his successors in office and assigns) of the OTHER PART.

Whereas on the..... day of.....  
 Cheque No..... dated.....  
 on..... (Name of Treasury) for Rs.....  
 was drawn by..... in favour of the Indemnifier ;

AND WHEREAS the Indemnifier has represented to the Government that  
 the said cheque has been lost by him during transmission by post to him.

AND WHEREAS at the request of the Indemnifier the Government have  
 agreed to issue a second cheque for Rs..... being the amount  
 of the said previous cheque No..... dated..... upon the  
 Indemnifier giving such Indemnity as herein-after contained,

NOW IT IS HEREBY AGREED by and between the parties hereto as  
 follows:—

(1) In consideration of the said promises and of the agreement on the part  
 of the Government in issuing in favour of the Indemnifier a second cheque for  
 Rs....., being the amount of the previous cheque No.....  
 dated....., the Indemnifier doth hereby agree and undertake to refund to  
 the Government on demand and without demur the said sum of Rs.....  
 in the event of the said previous cheque No..... dated.....  
 being presented to, and paid by, the Treasury and to indemnify the Govern-  
 ment and keep the Government harmless and indemnified from and against all  
 expenses which may be incurred by the Government in relation thereto or in  
 connection therewith.

(2) The Government agree to bear the stamp duty, if any, chargeable on  
 these presents.

In WITNESS WHEREOF the parties hereto have set and subscribed that  
 respective hands hereunto on the day and year first above written.

Signed by the said Indemnifier in the presence of

(1)

(2)

Signed for and on behalf of the Governor of Tamil Nadu by Thiru  
..... (Name and Designation) in the presence of

(1)

(2)

I.N.T.C. FORM 47.

(See Subsidiary Rule 7 under T R 16)

**DETAILED PAY BILL FOR PERMANENT/TEMPORARY  
ESTABLISHMENT.**

Payable at \_\_\_\_\_ for \_\_\_\_\_ 19\_\_\_\_  
 Name of the \_\_\_\_\_  
 Drawing Officer \_\_\_\_\_ Voucher No. \_\_\_\_\_  
 \_\_\_\_\_ Month/Year \_\_\_\_\_  
 \_\_\_\_\_ Sub-Account \_\_\_\_\_

**DEBIT**

Major Head

Sub Major Head\*

Minor Head

Group Sub-Head

D.P. Code

Sub-Head

Detailed/Sub-Detailed Head

D.P. Code

Amount  
rs. P.

## 10. Salaries

1 Pay .....

2 Dearness Allowance .....

3 Medical Charges .....

4 Other Allowances .....

03. Travel Expenses .....

Gross Total ..

**CREDIT**

		.....
1	General Provident Fund	.....
2	Income-Tax	.....
3	Postal Insurance Premium	.....
4	Festival Advance	.....
5	Marriage Advance	.....
6	Family Benefit Fund	.....
7	Khadi Advance	.....
8	Handloom Cloth Advance	.....
9	Other Conveyance Advance	.....
10	House Building Advance	.....
11	Standard Licence Fee	.....
12	Warm Clothing Advance	.....
13	Other Deductions	.....
	Total Deductions	.....
	Net Claim	.....

\*Fill up this head if there is sub-major head.



No amount of Bill Rs. (Rupees )

certified that in respect of claims made in this bill I have satisfied myself that they have been made in accordance with the rules and the latest Government Orders covering such drawal.

Signature :

Designation :

Received contents

Signature :

Designation :

---

FOR USE IN THE TREASURY/SUB TREASURY/ PAY AND ACCOUNTS OFFICE

Token No. :                      Token No. :                      Token No. :

Date Seal :                      Date Seal :                      Date Seal :

Under Rupees.

Pay Rs. (Rupees

in cash and Rs.

Rupees

by transfer

Assistant Pay and Accounts Officer.  
Treasury Officer Sub-Treasury Officer.

---

FOR USE IN THE BANK

**Deleted**



## T.N.T.C. FORM 49

(See Subsidiary Rule 13 under T.R. 16.)

## PERIODICAL INCREMENT CERTIFICATE.

(1) Serial number.	Name.
(2)	
(3) Appointment.	
(4) Whether substantive or officiating.	
(5) Date from which present pay is drawn.	
(6) From	Suspension for misconduct
(7) To	
(8) Y.M.D.	
(9) From	Extraordinary Leave without Medical Certificate.
(10) To	
(11) Y.M.D.	
(12) Date from which increment may be given.	
(13) Scale of pay.	
(14) Present pay.	
(15) Amount of increment.	
(16) Future pay.	

**CERTIFIED** that every Government Servant named above either (a) has been the incumbent of the appointment indicated against his name for a period of not less than.....years since the date in column (5) or (b) if he has been suspended for misconduct after deducting the period shown in column 8 or if he has been on extraordinary leave without Medical Certificate after deducting the period shown in column 11 and has not been subjected to any order of stoppage of increment as a penalty during that period and that during the period/periods of leave on average pay which has/have been counted for increment in the case of officiating Government servant/servants he/they would have been officiating in the post/posts but for his/their going on leave.

Signature :

Designation :

The grant of the increments in column (15) to the Government servants noted against serial numbers ..... is sanctioned.

Signature :

Designation :

## T.N.T.C. FORM 59.

(See Subsidiary Rule 15 under T. R. 16.)

## MEMORANDUM SHOWING THE RECOVERY OF THE COST OF PRIVATE POLICE GUARDS AND ADDITIONAL POLICE EMPLOYED UNDER SECTION 13 OF THE TAMIL NADU DISTRICT POLICE ACT, 1859 (ACT XXIV OF 1859).

RS. P.

1. Pay for 19 (based on the gross sanctioned cost of the additional establishment.)

2. Allowances (based on the gross sanctioned cost of the additional establishment)

3. House-rent .. . . .

*(Note: -The recovery should be based on actuals when the quarters are hired. When rent-free accommodation is allowed, rent should be recovered at the rate prescribed in Fundamental Rule 45-A).*

4. Other charges

5. Leave charges (at the rate laid down in Fundamental Rule 116 from time to time for establishments lent on foreign service).

6. Pensionary charges (at the rates laid down in Fundamental Rule 116 from time to time for establishment lent on foreign service).

7. Clothing and supervision (at 10 per cent of the sanctioned pay of the additional establishment rounded by treating a fraction of a rupee as a rupee if it is 50 paise or more and omitting it if it is less).

Total ..

Date of credit into the treasury

Certified that the full amount due has been recovered from the parties concerned credited into the treasury-see chalan number dated

*Superintendent of Police.*

Certified that the credits relating to the recoveries shown above have been verified and that the amounts recovered as shown above have been credited under the head "055 Police" with the exception of the amount relating to pensionary charges which has been credited under the head "006. Receipts in and of Superannuation

Treasury

## T.N.T.C. FORM 51.

(See Subsidiary Rule 15 under T. R. 16).

**MEMORANDUM SHOWING THE CHARGES TO BE RECOVERED ON ACCOUNT OF ADDITIONAL POLICE EMPLOYED UNDER SECTION 14 OF THE TAMIL NADU DISTRICT POLICE ACT 1859 (ACT XXIV OF 1859) (15 OF THE INDIAN POLICE ACT, 1861 (ACT V OF 1861)).**

RS. P.

1. Pay for 19 (based on the gross sanctioned cost of the additional establishment).
2. Allowances ( do. )
3. House-rent

*Note.*—The recovery should be based on actuals when the quarters are hired. When rent-free accommodation is allowed, rent should be recovered at the rate prescribed in Fundamental rule 45-A.

4. Other charges .. .. .
5. Leave charges (at the rates laid down in Fundamental Rule 116 from time to time for establishments lent on foreign service).
6. Pensionary charges (at the rates laid down in Fundamental Rule 116 from time to time for establishments lent on foreign service).
7. Clothing and supervision (at 10 per cent of the sanctioned pay of the additional establishment, rounded by treating a fraction of a rupee as a rupee if it is 50 paise or more and omitting it if it is less).

Total ..

Date of credit into the treasury.

Certified that the total amount shown above as demand represents the full amount from the parties to whom the guard was supplied.

Superintendent of Police.

## Plus and Minus Memorandum of Recoveries.

Opening balance of demand.	Demand for the month.	Total.	Recoveries made since the last memorandum was signed (to be verified by the treasury Officer).		Closing balance of demand.
			Amounts.	Date of credit into the treasury.	
(1)	(2)	(3)	(4)	(5)	(6)

*Superintendent of Police.*

Certificated that the credits relating to the recoveries shown above have been verified that the amounts recovered as shown above have been credited under the head 0055 "Police" with the exception of the amount relating to pensionary charges, which has been credited under the head 0071. Receipts in aid of superannuation".

*Treasury Officer.*

Payable at

T-N-T-C. FORM 52

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

TOUR TRAVELLING ALLOWANCE BILL FOR NON-GAZETTED  
ESTABLISHMENT.Designation of  
the Drawing Officer

Voucher No.

Month/Year.

Sub-Account

## DEBIT

Major Head

Sub-Major Head\*

Minor Head

Group Sub-Head

Sub Head/Detailed Head

Net Amount

03. Travel Expenses

Rs. P.

## CERTIFICATE.

I certify that the Travelling Allowance Claim has been prepared in accordance with the T. N. T. A. Rules and the latest Government Orders and that this claim has not been preferred before.

Under Rupees

Net amount of the Bill Rs. .... (Rupees.....)

Signature :

Designation :

Countersigned for Rs. .... (Rupees.....)

Signature and Designation of  
Countersigning Authority.

Station :

Date :

Appropriation for 19 19 =  
Expenditure including this bill =  
Balance available =

Received Contents

Signature :

Designation :

Fill up this head if there is Sub-Major Head

FOR USE IN THE TREASURY / SUB TREASURY / PAY AND  
ACCOUNTS OFFICE

Token No. :                      Token No. :                      Token No. :

Date Seal :                      Date Seal :                      Date Seal :

Pay Rs.

(Rupees  
).Assistant Pay and Accounts OfficerTreasury Officer / Sub-Treasury Office

---

**FOR USE IN THE BANK**

Payable at \_\_\_\_\_ for \_\_\_\_\_ 19

T. N. T. O. FORM 52 A.

[See Subsidiary Rules 3 (d) and 16 (A) under T. R. 16.]

TRANSFER TRAVELLING ALLOWANCE BILL FOR GAZETTED  
OFFICER/NON-GAZETTED ESTABLISHMENT.

Designation of the Drawing Officer }	Voucher No.
	Month/Year

Sub-Account \_\_\_\_\_

**DEBIT**

Major Head  
 Sub-Major Head \*  
 Minor Head  
 Group Sub Head  
 Sub-Head/Detailed Head

Net Amount

03. Travel Expenses

RS. P.

## CERTIFICATE.

I certify that the Travelling Allowance claim has been prepared in accordance with the T. N. T. A. Rules and the latest Government Orders and that this claim has not been preferred before.

Net amount of the bill (in figures and words) Rs. \_\_\_\_\_ only  
 (Rupees. \_\_\_\_\_)

Signature :  
 Designation :  
 (Rupees  
 ).

Countersigned for Rs. \_\_\_\_\_

Signature and designation of  
 Countersigning Authority.

Station : \_\_\_\_\_

Date : \_\_\_\_\_

Appropriation for	19	—	19	=	} Received contents	
Expenditure including this bill =						Signature :
Balance available						Designation :

\* Fill up this head if there is sub-major head.



(1)	Departure		Arrival.		(6)	(7)	(8)	Mile age.		(11)	(12)	Daily Allowance.				(18)
	(2) Place.	(3) Date / Time.	(4) Place.	(5) Date / Time.				(9) Rate.	(10) Amount.			(13) Number of blocks of 24 hours.	(14) Rate.	(15) Amount.	(16) Rate.	
	Name and designation, Headquarters and Pay.		Mode of travel road/rail/public conveyance, etc., and Class.		Purpose of Journey and authority wherever necessary.		Distance travelled.			Bus fare.	Train fare.	For absence from head quarters.		Incidental charges.		
												RS. P.	RS. P.	RS. P.	RS. P.	RS. P.

Total = Rs.  
 Less : Proportionate Fixed Travelling Allowance = Rs.  
 Less : Tour Advance Drawn on = Rs.  
 Net .. ..

FOR USE IN THE TREASURY/SUB-TREASURY/PAY AND ACCOUNT  
OFFICE

Token No :

Token No :

Token No :

Date Seal :

Date Seal :

Date Seal

Pay Rs . . . . . (Rupees.. . . . . )  
 . . . . . )

Assistant Pay and Accounts Officer

Asst Treasury Officer/Sub-Treasury Officer.

OR USE IN THE BANK

*T.N.T.C. Form 53.*  
 (See Instructions 2 under T.R. 16).

**BILL FOR MOTOR TICKETS ISSUED ON WARRANTS PRESENTED BY THE POLICE OFFICERS.**

Payable at.....

Designation of the Drawing Officer.

Voucher No.

Month/Year.

Drawing Officer Code.

Sub-Account.

Debit Head of Account:

Major Head

Minor Head

Sub-Head

Detailed Head

Name of Company.

Amount.  
RS. P.

Places.

Date of Travelling.	Motor Warrant No.	Officer who travelled (Name).	Rank and No.	Places.		Amount
				From	To.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
						RS. P.

Total ..

*Signature of the Bus Owner*

Total amount of the bill ..

Amount disallowed if any ..

Amount passed for payment

Rupees .....

Signature .....

*Superintendent of Police.*

220

For use in the Treasury/Sub-Treasury/Pay and Accounts Office.

Token No.

Token No.

No

Date Seal

Date Seal

1

For Use of the Department.

Net amount of the Bill Rs. .... Rupees .....

Certified that the amounts claimed in this bill were actually deducted from the T.A. bills of the Government servant concerned, certified also that the rate charged in this bill are not in excess of the prevailing rates for motor/bus journeys.

113-1-18

Received contents. Please pay to.....whose  
specimen signature below is attested.

Specimen signature of the payee.

Attested.

*Superintendent of Police.*  
(Station) .....

Superintendent of Police  
(Station) .....

For use in the Treasury/Sub-Treasury/Pay and Accounts Office.

Pay Rs.....Rupees .....

Assistant Pay and Accounts Officer; Treasury Officer.  
Sub-Treasury Officer.

For use in the Bank.

Under Rupees .....

## F.S.T.C. FORM 63.

(See Instruction 3 under T. R. 16.)

FOUR TRAVELLING ALLOWANCE JOURNAL OF PUBLIC  
WORKS ESTABLISHMENT.

(Not Payable at the Treasury.)

Resignation of the Drawing Officer.

	Net amount	
	Rs.	P.
Head of Account .. .. .		
Major Head .. .. .		
Minor Head .. .. .		
Sub-Head .. .. .		
Detailed Head .. .. .		
Travelling Allowance .. .. .		

*Certificate.*

I certify that the Travelling Allowance claim has been prepared in accordance with the Tamil Nadu Travelling Allowance Rules and the latest Government Orders and this claim has not been preferred before. Net amount of the bill (in words and figures) Rs. .... (Rupees.....)

Signature :

Designation :

Counter signed for Rs. .... (Rupees.....)

Station :

Date :

Signature and Designation  
of Countersigning Authority.

Appropriation for 19 .. 19

Expenditure including this bill

Balance available

TRAVELLING ALLOWANCE JOURNAL OF THE

Name and designation headquarters and pay.	Departure		Arrival.		Purpose of journey and authority wherever necessary.	Mode of journey Air/Rail/Road.	Distance covered.	Mileage.	
	Date/Time.	Places.	Date/Time.	Place.				Rate.	Amount.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	9(a)	(10)
							Km.		

ESTABLISHMENT FOR THE MONTH OF 19

Bus fare.	Train fare.		Number of D.A. claimed for abs. o. from duty		Incidental Charges. rate	Other claims	Total of each item
	Class.	Amount	Ordinary rate.	Enhanced rate			
(10)	(11)	(12)	(13)	(14)	(15)	16	(17)
		85.					

.. .. ..  
 Less Proportionate Fixed Travelling Allowance.  
 Less Tour Advance .. ..  
 Net .. ..

Signature of the Government Servant.



T. N. C. T. FORM 55.  
(See INSTRUCTIONS 3 and T. R. 16.)

Deleted

T. N. F. C. O. R. M. S. C. Y.

SECRET

227

T. N. Y. C. FORM 54.

Revised.

T.N.T.C. Form 57-A

(See Subsidiary Rule 18 (d) under Treasury Rule 16)

**REGISTER FOR WATCHING ADJUSTMENT OF TEMPORARY ADVANCES**

Annual Serial Number Finan- cial Year.	Designation of the Drawing Officer.	Purpose of Advance	Head of Account	Details of Temporary Advance drawn			Dated initials of the T.O/S.T.O.
				Amount	Date of Payment		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	

228

Details of Adjustment made				Dated initials of the Treasury Officer/ Sub-Try. Officer.	Remarks Treasury Vr. No. of the adjustment Bill should be noted.
By adjustment bill		By refund			
Date of Adjust- ment	Amount. Rs. P.	Challan No. & Date	Amount. Rs. P.		
(8)	(9)	(10)	(11)	(12)	(13)

T.N.T.C. FORM 58

[See Subsidiary Rules 18 (e) and 18 (e) under T. R. 16]

**FULLY VOUCHERED CONTINGENT BILL.**

Payable at \_\_\_\_\_

Drawing Officer's } \_\_\_\_\_

Designation } \_\_\_\_\_

Voucher No : \_\_\_\_\_

Month/Year : \_\_\_\_\_

Sub-Account : \_\_\_\_\_

*Debit Head of Account*

Major Head \_\_\_\_\_

Minor head \_\_\_\_\_

Sub-Head \_\_\_\_\_

Detailed Head \_\_\_\_\_

Amount  
Rs. P.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Gross .. \_\_\_\_\_

*Credit head of Account*

Net .. \_\_\_\_\_

**Details of Expenditure**

Sub-Voucher number.	Description of Charge/ authority and number and date of sanction for all charges re- quiring special sanction.	Expenditure under details head of Account								Total											
		1		2		3		4													
		Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.		Rs.	P.									

Total

Rupees \_\_\_\_\_

Rs. P.

Appropriation for the current year \_\_\_\_\_

Expenditure including this bill .. \_\_\_\_\_

Balance available .. .. \_\_\_\_\_

For use in Treasury/Sub-Treasury/Pay and Accounts Office.

Token Number :

Token Number :

Token Number :

Date Seal :

Date Seal :

Date Seal :

For use of the Department

Net amount of the bill Rs. .... (Rupees. ....)

Certified that the claims preferred in this bill are in accordance with the Code Rules and the latest Government orders and that they have not been made before.

Signature :

Designation :

Rupees. ....

\*Co. countersigned for Rs.

\*Wherever necessary

Countersigning Authority's

Signature :

Designation :

Received Contents Please Pay to.....  
whose specimen signature below is attested.

Specimen Signature of the Payee.....

Signature :

Designation :

Attested

Signature :

Designation :

Contents Received

Stamp.
--------

For use in the Treasury/Sub-Treasury/Pay and Accounts Office

Pay Rs.

(Rupees.....)

in cash and Rs.  
by transfer.

(Rupees.....)

Assistant Pay and Accounts Officer/  
Treasury Officer.

Asst Sub-Treasury Officer.

For use in the Bank

For use in the Accountant-General's Office

Head of Account Chargeable.

Amount

Admitted for Rs.  
Objected for Rs.  
Reasons for Objection  
Section Officer

## T. N. T. C. FORM 58A

(See Subsidiary Rule 18 (e) under T.R. 16)

## SUB-VOUCHER FOR PETTY CONTINGENCIES.

Date,	Particulars of expenditure	Amount
	(2)	Rs. P.
		(3)

Total

Received Personal

Witness

Head of office

Signature



T.N.T.C. FORM 58. B**ADJUSTMENT BILL FOR SUPPLIES MADE OR SERVICES RENDERED.**  
(To be used for adjustment between two Government Departments.)Payable at..... Voucher No. Drawing Officer's Designation.....Month Drawing Officer's Code  Sub-Account No. 

Debit		Amount	
HEAD OF ACCOUNT.		RS.	P.
Major Head			
Minor Head			
Sub-Head			
Detailed Head.	D.P. Code.	Amount.	
	<input type="text"/>	<input type="text"/>	

Name of the Supplying Officer	Invoice number.	Description of charge and number and date of authority for all charges requiring special sanction.	Amount	
			RS.	P.

Total Rupees.

Total .. *Drawing Officer*

NOTE.—The original in quadruplicate should accompany the bill. The original should be retained in the Treasury, the duplicate and triplicate copies to be returned to the Drawing Officer (Supplying Officer) and the quadruplicate copy sent to Accountant-General with the bill.

(For use in Treasury/Sub-Treasury/Pay and Accounts Office)

Date seal

Date seal

Date seal

Book

For use by the Drawing Officer.

1. I Certify that the expenditure charged in this bill could not with due regard to the interests of the public service, be avoided, all bills to be paid by book transfer are annexed.

2. Certified that the materials and stores billed for above have been brought on the respective inventories and that all materials and stores so being duly accounted for and verified in the manner laid down in Articles 133-145 M.F.C.

3. Certified that the articles have been received in good order that the quantities are correct and their quality good, and according to specifications, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the original indents and invoices concerted to prevent double payments.

4. Certified that the monetary or quantitative limits prescribed by the Government in respect of the items of contingencies included in the bill have not been exceeded.

Amount of the bill Rs. .... Rupees .....

Appropriation for the current year	...	...	...	...	...	Rs.	P.
Expenditure including this bill	...	...	...	...	...		
					Balance available		

Received contents- Please pay by transfer credit to the head of Account.....

Signature of the Drawing Officer.

(For use in the Treasury/Sub-Treasury/Pay and Accounts Office)

Pay (Rs. ....) Rupees ..... by transfer .....

Paid by transfer
Rs. ....
Date.....

Pay and Accounts Officer/Treasury Officer  
Sub-Treasury Officer.

For use in the Accountant General's Office,  
Head of Accounts Chargeable.

Admitted for Rs.  
Objected to Rs.  
Reasons for objection:

Auditor.

Section Officer.

## T. N. E. G. FORM 59

(See Subsidiary Rule 20 under T.R. 14)

## BILL FOR WORKS EXPENDITURE

Payable at .....

Voucher No. :

Month :

Sub-Account :

Drawing Officer Designation :

Debit :

Amt :

Credit :

Gross

Head of Account :

NET.

Sanction Order No. and  
Date/ Amount of sanc-  
tioned estimate.

Name of the work.

Sub voucher No.

Rate of Payment.

Nature of the Item.

R P or Unit.

Quantity paid for.

R. Amount.

(1)

(2)

(3)

(4)

(5)

(6)

(7)

(8)

Total

(Rupees.....)

Certified that the claims preferred in this Bill are in accordance with the orders and latest-Government orders that they have not been made before.

For use in Treasury/Pay and Accounts Office

Token Number:

Token Number

Date Seal:

Date Seal:

Appropriation for the current year

Expenditure to the end of previous Bill

Expenditure on this Bill .. .. .

Total Expenditure

Balance .. .. .

Under Rupees

Received Contents. Please Pay to

Whose specimen Signature below  
is attested.

Drawing Officer

Specimen Signature of the Payee

Attested

Drawing Officer.

For use in the Treasury/Sub-Treasury/Pay and Accounts Office.

Pay Rs. \_\_\_\_\_ (Rupees)

Pay and Accounts Officer/  
Treasury Officer/  
Sub-Treasury Officer.

For Use in the Bank

## T.N.T.C. FORM 60

[See Instruction 8 under T. R. 16].

SPECIAL BILL OF CONTINGENT CHARGES FOR SERVICE POSTAGE  
STAMPS.

payable to \_\_\_\_\_

Voucher No. \_\_\_\_\_

Month : \_\_\_\_\_

Drawing Officer Designation : \_\_\_\_\_

Sub Account : \_\_\_\_\_

<i>Debit Head of Account.</i>		<i>Amount Rs.</i>
<i>Denomination.</i>	<i>Quantity required.</i>	<i>Amount Rs.</i>

15 paise post card.

Stamps :

0.05

0.10

0.15

0.20

0.25

0.50

1.00

2.00

5.00

10.00

Total \_\_\_\_\_

(Rupees) \_\_\_\_\_

Certified that the claim perferred is this Bill is in accordance with code  
rules.

Appropriation for \_\_\_\_\_

Expenditure including this bill \_\_\_\_\_

Balance \_\_\_\_\_

Signature : \_\_\_\_\_  
Designation : \_\_\_\_\_

For use in the Treasury/Sub-Treasury

Date Seal

Date Seal

Date Seal

Amount of the Bill Rs:.....

R  
 stamps to ..... ver the  
 Whose signature below is attested.

Specimen signature of them  
 Attested

Drawing Officer.

Signature:

Designation:

For use at the Treasury/Sub-Treasury  
 Comply by transfer credit to "888." Adjusting Account with Post and Telegraphs.  
 Director of Audit and Accounts, P and T., Madras.

Assts Treasury Officer/Sub-Treasury  
 Officer.

The above indent has been complied with

Assts Treasury Officer/Sub  
 Treasury Officer.

Under Rupees.....

Stamps Delivered

Received the stamps.

Cashier.

Signature of the messenger

T.N.T.C. Form 81

(See Instruction 9 under T. R. 16.)

(Not payable at the Treasury)

## ADJUSTMENT BILL FOR DISCOUNT ON STAMPS.

For the month of 19 .

RS. P

Discount on sale of General Stamps .. ..

Discount on sale of Court-fee Stamps .. ..

Discount on sale of Copy Stamp Papers .. ..

Total (in words also)

Station:

Dated 19 . }

Treasury Officer

Certified that the total amount of discount allowed viz., Rs. correct and agrees with the corresponding amount appearing in the debit statement furnished to me by the Treasury Officer.

Station :

Dated 19 . }

Superintendent of Stamps

T.N.T.C. Form 62.  
(See Subsidiary Rule 27 under T. R. 16)

**BILL FOR REFUND OF REVENUE.**

Payable at \_\_\_\_\_

Designation of  
the Drawing Officer } \_\_\_\_\_

Voucher No. \_\_\_\_\_

Month/Year. \_\_\_\_\_

Sub-Account. \_\_\_\_\_

*Head of Account—*

Under Rupees.....

Major Head

Minor Head

Sub-Head

Detailed Head

*Credit Particulars.*

- (i) From whom realised.
- (ii) Amount realised.
- (iii) Purpose of remittance.
- (iv) Chalan Number and date  
of Payment into Treasury.
- (v) Amount remitted.
- (vi) Credit Head of Account.

*Refund.*

By whom Sanctioned  
Sanction Order Number and Date,

Name of the Payee \_\_\_\_\_

Amount sanctioned for refund Rs \_\_\_\_\_ (Rupees \_\_\_\_\_)



Certified that the claim preferred in this Bills is in accordance with the Code  
 Rules and latest Government Orders. Passed for Payment of Rs. \_\_\_\_\_  
 Rupees \_\_\_\_\_

to \_\_\_\_\_ whose  
 specimen signature is attested below.

Specimen Signature of Payee \_\_\_\_\_

Attested

Signature :

Signature :

Designation :

Designation :

For use in the Pay and Accounts Office/Treasury/Sub-Treasury.

Token No.

Token No.

Token No.

Date.

Date.

Date.

Received Payment



Signature of the Payee

For use in the Pay and Accounts Office/Treasury/Sub-Treasury.

Verified Credit for the amount shown in column (v) prepage in Treasury  
 Accounts,

Assistant Pay and Accounts Officer  
Treasury Officer/Sub-Treasury Officer

Pay Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Assistant Pay and Accounts Officer  
Treasury Officer/Sub-Treasury Officer

For use in the Bank

For use in Accountant-General's Office

Admitted. Rs. \_\_\_\_\_

Objected. Rs. \_\_\_\_\_

Auditor

Section officer.

Accounts officer

## T.N.T.C. FORM 63.

(See Instruction 13 under T. R. 16.)

## BILL FOR REFUNDS ON ACCOUNT OF STAMPS.

Payable at

Designation of  
the drawing Officer

Voucher No.

Month/Year.

Sub-account.

HEAD OF ACCOUNT

Major Head 030. Stamps and Registration fees

Sub-Major Head B. Stamp Judicial

C. Stamps Non-Judicial

Minor Head b. Sale of Stamps

Detailed Head a. Sale of Stamps

Sub-Detailed Head Deduct—Refunds

Detailed Stamps

--

Net Amount.

RS. P.

RS. P.

Value of Spoiled/Damaged Stamps.

Less Discount at

Net amount claimed for refund.

Received a sum of Rs.

(Rupees

Stamps as detailed above.

) being the refund of the value of spoiled

Location :

Date :

Stamp
-------

Claimant's Signature.

Payment of Rs.

(Rupees

) is sanctioned.

CERTIFIED THAT the refund claimed is in accordance with the condition prescribed in the rules.

Station :

Date :

Collector/Divisional Officer.

NOTE : When fresh stamps are issued in lieu of spoiled one, the payment order should be 'Pay Rs (Rupees

) by transfer to the credit of '030 stamps'.

---

**FOR USE IN THE TREASURY/SUB-TREASURY**

Token No :

Token No. :

Date Seal :

Date Seal :

---

Pay Rs :

(Rupees )

Treasury Officer/Sub-Treasury Officer.

---

**FOR USE IN THE BANK.**

T.N.T.C. FORM 64.  
(See Subsidiary Rule 31 under T. R. 16.)  
**DEPOSIT REPAYMENT VOUCHER.**

Payable at

Designation of the  
Drawing Officer.

Voucher No.

Month/Year.

Sub-Account.

**HEAD OF ACCOUNT**

Major Head

Minor Head

Sub-Head \*


Rs.

P.

Date of original Deposit	Deposit number.	Name of the Depositor.	Amount originally deposited.
	Huzur		
	Sub-Treasury		

Received a sum of Rs

(Rupees

being the amount Payable on account of the deposit

described above.

Stamp

Station :

Date :

Chairman's Signature.

## FOR THE USE OF THE DEPARTMENT.

Certified that the order of repayment has been registered and noted against the original receipt under my initials and no order for repayment of the same sum has been issued previously.

Passed for payment of Rs.

(Rupees

Signature and designation of  
Drawing Officer.

Fill up this box if there is sub-head.

---

FOR USE IN THE PAY AND ACCOUNTS OFFICE-TREASURY  
SUB-TREASURY.

Token No. :

Token No. :

Token No. :

Date Seal :

Date Seal :

Date Seal :

Pay Rs.

(Rupees

)

Assistant Pay and Accounts Officer.

Treasury Officer/Sub-Treasury Officer.

---

 FOR USE IN THE BANK.

## T. N. T. C, FORM 65.

[See Subsidiary Rule 31 under T. R. 16]

## REFUND OF LAPSED DEPOSITS

Payable at .....

Drawing Officer Designation :

Voucher No.

Month/Year :

Sub Account No. :

Head of Account  
Major Head  
Minor Head  
Sub Head  
Detailed Head

Amount  
RS. P

Class of Deposit.	Particulars of Original credit.		Date of lapsed statement.	Amount claimed.		Remarks.
	Year and No.	Balance credited to Govt.		Rs.	P.	
(1)	(2)	(3)	(4)	(5)	(6)	
		Rs. P.				

The above refund of Rs. .... (Rupees) has been claimed by ..... whose identity and title to the money I have satisfied myself. The refund has been sanctioned in ..... (No. and Date) of .....  
Sanctioning authority) I request sanction for payment.  
Specimen signature of claimant.....

Attested

(S) Signature :  
Designation :

Signature :  
Designation :

For Use in the Treasury/Sub-Treasury/Pay and Accounts Office.

Token No.		Token No.		Token No.
Date Seal :		Date Seal :		Date Seal :

Accountant General/Treasury Officer's sanction Order No. ....  
 dted. ....

Under Rupees .....

Passed for Rs ..... (Rupees .....

Accountant General/Treasury Officer

Received Payment



Claimant's Signature

For Use in the Treasury/Sub-Treasury/Pay and Accounts Office.

Pay Rs ..... Rupees.....

under Rupees..

Assistant Pay and Accounts Officer,  
 Treasury Officer.

Sub-Treasury Officer.

For Use in the Bank.

For Use in Accountant General's Office

Admitted

Serial No. in Numbers  
 Book.

Objected to

Noted in the Number  
 Book of order.

Auditor

Section Officer

Section Officer.

## T.N.T.C. FORM 66.

[See Instruction 19 (c) under T. R 16]

## VOUCHER FOR TRANSFER OF DEPOSITS.

Payable at

Voucher No.

Designation of the  
Drawing Officer

}

Month/Year :

Debit Head of Account

Amount

Credit Head of Account

Date of original Deposit.	Deposit Number.	Name of Depositor.	Amount	
			Originally deposited.	To be transferred
(1)	(2)	(3)	(4)	(5)
			RS. P.	RS. P.

Huzur

Sub-Treasury

I authorise the transfer of the deposits noted above amounting to Rs. ....  
(Rupees:..... only) to the credit head of account noted  
above.

Drawing Officer.

Certified that the transfer of the deposits has been registered and noted  
against the Original receipt entry/Original chalan in the case of Earnest Money  
Deposit under my initials, and no order for transfer or repayment of the same  
has been issued previously.

Drawing Officer.

For Use in the Treasury/Sub-Treasury :

Token No.

Token No.

Token No.

Date Seal :

Date Seal :

Date Seal :

For use in the Treasury/Sub-Treasury :

Pay Rs. ....(Rupees..... only  
by transfer.

Treasury Officer/Sub-Treasury Officer.



## T.N.T.C. Form 67.

[See Instruction 20 (a) under Treasury rule 16.]

**PAYMENT ORDER OF A MUFASSAL CIVIL COURT (WHERE THE  
TREASURY DOES NOT TRANSACTS ITS CASH BUSINESSES THROUGH  
THE BANK.)**

<p>No. In the Court of</p> <p>The Officer in Charge of the Treasury at _____ Pay Rs. _____ to _____ of _____ (address and descrip- tion) on account of _____ No. _____ of _____ on the file of this Court and of No. _____ of _____ Treasury Register of Receipts of Civil Courts Deposits. Dated the _____ day of _____</p> <p align="right">Initials of the Judge.</p>	<p>No. In the Court of</p> <p>To _____ The Officer in charge of the Treasury at _____ Please pay to _____ of (address and description) the sum of Rs. _____ and debit the amount to the account of No. _____ of on the file of this Court and of No. _____ of Treasury Register of Receipts of Civil Courts Deposits. Dated the day of _____</p> <p align="right">Signature of the Judge</p>
--	--

Note 1—The amount is not payable if the order is presented after the close of the account month in which it is issued.

Note 2—A party applying for the refund of a Civil Court's deposit gives a stamped receipts to the Judge when the amount exceeds Rs. 20. The payee's acknowledgement on this order need not be stamped.

T.N.T.C. Form 68.

[See Instruction 20 (b) under T. R. 16.]

**PAYMENT ORDER OF A MUFFASSAL CIVIL COURT (WHERE THE  
TREASURY TRANSACTS ITS CASH BUSINESS THROUGH THE BANK).**

No.

In the Court of

To

The Agent, State Bank of India at  
Pay Rs.  
to of (address and description)  
and debit to Civil Court's Deposits  
Personal Ledger account of this  
Court.  
Dated the            day of

Initials of the Judge

No.

In the Court of

To

The Agent, State Bank of India at  
Please pay to  
(address and description) the sum of  
Rs.            and debit the amount to  
Civil Court's Deposits Personal Led-  
ger account of this Court.  
Dated the            day of

Signature of the Judge.

Note 1.—The amount is not pay-  
able if the order is presented after the  
close of the account month in which  
it is issued.

Note 2.—A party applying for the  
refund of a Civil Court's deposit  
gives a stamped receipt to the judge  
when the amount exceeds Rs. 20.  
The payee's acknowledgement on this  
order need not be stamped.

**BILL RETURN MEMO**

T.N.T.C. FORM 69.

**OBJECTION RAISED ON PRE-AUDIT OF BILLS BY THE  
TREASURY***See Subsidiary Rule 32(e) under Treasury Rule 16.*

pre Audit No

District/Sub Treasury

Dated :

To

Sir,

The Accompanying bill for Rs.....is objected to on account of Sl. No.....below. Please supply the omission and resubmit the bill.

**GENERAL**

1. The bill is not in the proper form [SR2(b) TR16].
2. The bill has not been duly signed by the Drawing Officer, counter signed by the controlling Officer (SR 1 TR 16).
3. Signature of the drawing Officer differs [SR 32(d) TR 16].
4. Treasury slip in Form TNTC 100 not enclosed [SR2(u) under Tr. 16].
5. Enfacement slip not enclosed
6. Correct Debit/Credit head of Account not furnished [SR 2(e) TR 16].
7. Letter of authority in form TNTC 103 not enclosed. [SR 2(g) (2) under T.R. 16].
8. The bill contains erasures [SR 2(d) TR 16].
9. Correction in the amount require attestation [SR 2(d) TR 16].

10. Protective endorsement not furnished/incorrect [SR2(c) TR(16)]
  11. Express pay order of the Government for the newly formed office not received (Note below Inst. TR 17).
  12. Amount of the bill in words and figures differs. [SR 20 TR 16]
- Repayment of Deposit Bills:—*
13. The Deposit is not available for refund (Inst. 19 TR 16).
  14. Sanction of the competent authority not enclosed [SR 32(p) TR 16].
  15. The deposit lapsed to Government (Instn. 21(B) TR 16).
  16. Full details of the original deposit not furnished (Instn. 31 TR 16.)
  17. The sanction lapsed. Instn. 21(S) TR 16.

*Treasury Officer / Asst. Treasury  
Officer / Sub Treasury Officer.*

Copy of:—

## BILL RETURN MEMO

T.N.T.C. Form 69-A

OBJECTION RAISED ON PREAUDIT OF BILLS BY THE  
TREASURY.

Audit No.

District/Sub-Treasury

Dated :

To

Sir,

The Accompanying bill for Rs..... is objected to on account of Sl. No.----- below. Please supply the omission and resubmit the bill.

*General*

- 1 The bill is not in the proper form. [SR 2(b) T.R. 16.]
- 2 The bill has not been duly signed by the Drawing Officer/ countersigned by the Controlling Officer [SR 1 TR 16.]
- 3 Signature of the Drawing Officer differs [SR 32(b) TR 16.]
- 4 Treasury slip in Form TNTC 100 not enclosed [SR 2 (u) under TR 16]
- 5 Encasement slip not enclosed, D.O. Code and D.P. Code furnished is incorrect.
- 6 Correct Debit/Credit head of Account not furnished [SR 2 (e) TR 16.]
- 7 Letter of authority in Form TNTC 103 not enclosed. [SR 2 (q) (2) under T.R. 16.]
- 8 The Bill contains erasures [SR 2 (d) TR 16.]
- 9 Correction in the amount require attestation. [SR 2 (c) TR 16.]
- 10 Protective endorsement not furnished, incorrect [SR 2 (c) TR 16.]
- 11 Express pay order of the Government for the newly formed office not received [Note below Instruction 1 TR 17.]
- 12 Amount of the bill in words and figures differs (SR 2 C TR 16.)  
Pay bill of Establishment :
- 13 Separate bills for Temporary/Permanent Establishment arrears current claims not prepared [SR 7 TR 16.]

- 14 Temporary Establishment is not covered by proper sanction or certificate from the head of the Department. [SR 7 TR 16.]
- 15 Scheduled for all deductions not enclosed [SR 2 (1) TR 16.]
- 16 Last Pay Certificate has not been enclosed in respect of persons for whom pay is first claimed in the Establishment. Sl. Nos Instruction 1 TR 23.
- 17 Increment Certificate in Form TNTC 49 has not been enclosed for the incumbent in Sl. No. [SR 13 TR 16.]
- 18 Pay short drawn particulars and the certificate on non drawal of arrears, from the previous station not furnished/Certificate of noting of arrears claim in the original bill not furnished [SR 14 TR 16.]
- 19 The bill contains arithmetical inaccuracy. [SR 32 (d) TR 16.]
- 20 The rate of D.A./HRA/CCA/O.A. claimed is not correct.
- 21 Sanction order of the competent authority for the drawal of arrears which remained in abeyance, for over one year not obtained. (Art 52 TNFC Volume I)
- 22 Certificate to the effect that necessary entries made in the Service Register and leave account of the individual not furnished in respect of the claim for surrender leave salary.
- 23 Date of surrender of Earned leave not furnished.
- 24 Stamped receipt not furnished, as the Drawing Officer is the sole claimant [SR 2(s) TR (16.)

Treasury Officer/Assistant  
 Treasury Officer  
 Sub-Treasury Officer.

## BILL RETURN MEMO.

T. N. T. C. FORM 69-B.

[See subsidiary Rules 32(e) under Treasury Rule 16]

OBJECTION RAISED ON PREAUDIT OF BILLS BY THE  
TREASURY.

Audit No.

District/Sub Treasury

To

Dated :

Sir,

The Accompanying bill for Rs..... is objected to on account of Serial No. .... below. Please supply the omission and resubmit the bill.

*General—*

1. The bill is not in the proper form [SR 2 (b) T.R. 16.]
2. The bill has not been duly signed by the Drawing Officer, countersigned by the controlling Officer [SR 1 TR. 16.]
3. Signature of the drawing officer differs [SR 32 (b) T.R. 16.]
4. Treasury slip in Form T.N.T.C. 100 not enclosed [SR 2 (u) under T.R. 16.]
5. Enforcement slip not enclosed
6. Correct Debit/Credit head of Account not furnished [S.R. 2 T.R. 16.]
7. Letter of authority in Form T.N.T.C. 103 not enclosed. [S.R. 2 (q) (2) under T.R. 16.]
8. The Bill contains erasures [SR 2 (d) T.R. 16.]
9. Correction in the amount require attestation [SR 2 (d) T.R. 16.]
10. Protective endorsement not furnished/incorrect [SR 2 T.R.16.]

11. Express pay order of the Government for the newly for office not received [Note below Instruction 1 [S.R. 17.]

12. Amount of the bill in words and figures differs. [SR. 2C T.R. 16.]

*Pay Bill for Self Drawing Officers—*

13. The claim is not covered by proper authorisation from the Accountant General [SR Inst. 1 TR. 22.]

14. Income Tax has not been deducted. [S.R. 2 (b) T. R. 16].

15. Schedule in triplicate for the deduction not enclosed [S.R. 2 (b) T.R. 16.]

16. No demand certificate from the Accountant General not received for the drawal last pay and allowance in respect of person who has resigned or dismissed. S.R. 34 (1) T.R. 16.

17. Stamped receipt not furnished [S.R. 2 (s) T.R. 6.1.]

*Treasury Officer/Asst. Treasury Officer.*

---

*Sub-Treasury Officer.*



## BILL RETURN MEMO.

T. N. T. C. Form 69-C.

OBJECTION RAISED ON PRE-AUDIT OF BILLS BY THE  
TREASURY.

[See Subsidiary Rule 32 (e) under Treasury Rule 16].

Audit No.

District/Sub-Treasury

Dated :

To

The Accompanying bill for Rs. .... is objected to on account of Serial No. 11.....below. Please supply the omission and resubmit the bill.

*General—*

1. The bill is not in the proper form [S. 2 (b) T.R. 16].
2. The bill has not been duly signed by the Drawing Officer, countersigned by the controlling officer [S.R. 1/T.R. 16]
3. Signature of the drawing officer differs [S.R. 32 (b) T. R. 16].
4. Treasury slip in Form T.N.T.C. 100 not enclosed [S.R. 2 (b) under T.R. 16].
5. Enforcement Slip not enclosed
6. Correct Debit/Credit had of Account not furnished [S.R. 2 (c) T.R. 16]
7. Letter of authority in Form T.N.T.C. 103 not enclosed. [S.R. 2 (g) (2) under T.R. 16.]
8. The Bill contains erasures [S.R. 2 (d) T. R. 16]
9. Correction in the amount require attestation [S.R. 2 (d) T. R. 16.]
10. Protective endorsement not furnished/incorrect [S.R. 2 (e) T.R. 16.

11. Express pay order of the Government for the newly formed office not received (Note below Instruction 1 T.R. 17)

12. Amount of the bill in words and figures differs. [S.R. 2 C.T.R. 16]

*Four Advance Bills—*

13. Copy of the order of the competent authority sanctioning the advance not enclosed/bill not countersigned by the sanctioning authority 84 T.N.T.C. Vol. I.

14. The fact of adjustment of previous advance or rendering account for the previous advance not furnished Art. 84. T. N. F. C. Volume I.

15. Budget Appropriation exceeded.

(G.O. Ms. No. 431, Finance BG. I Department, dated 29th April 1978)

*Treasury Office/Assistant Treasury Officer.*

---

*Sub-Treasury Officer.*

Copy of :-

**BILL RETURN MEMO.**

**T. N. T. C. Form 69-D.**

**OBJECTION RAISED ON PREAUDIT OF BILLS BY THE  
TREASURY**

[See Subsidiary Rule 32 (e) under Treasury Rule 16.]

Audit No.

District/Sub-Treasury

Dated :

To

Sir,

The Accompanying bill for Rs. .... is objected to on account of Serial No. .... below. Please supply the omission and resubmit the bill.

*General--*

1. The bill is not in the proper form [S.R. 2 (b) T.R. 16.]
2. The bill has not been duly signed by the Drawing Officer/ countersigned by the controlling Officer. (S.R. 1 T.R. 16)
3. Signature of the Drawing Officer differs [S.R. 32 (b) T.R. 16.]
4. Treasury Slip in Form T.N.T.C., 100 not enclosed [S R. 2 (v) under T.R. 16].
5. Enforcement slip not enclosed
6. Correct Debit/Credit head of Account not furnished [S R. 2 (e) T.R. 16.]
7. Letter of authority in Form T.N.T.C. 103 not enclosed. [S.R.2 (g) (2) under T. R. 16.]
8. The bill contains erasures [S.R. 2 (d) T. R. 16.]
9. Correction in the amount require attestation [S.R. 2 (c) T. R. 16]
10. Protective endorsement not furnished/in correct [S.R. 2 (c) T.R. 16]
11. Express pay order of the Government for the newly forme office not received [Note below Instruction 1 [T.R. 17]

12. Amount of the bill in words and figures differ (S.R. 2 C T.R. 16)

**V. A. Bills.—**

13. The particulars regarding the Head Quarters, Pay month of claim, purpose of journey not furnished (S.R. 16 T.R. 16)

14. Claim not preferred in time/Certificate for the belated claim not furnished. Art 54 (3) T.N.T.C. Volume I.

15. Advance drawn not adjusted (Self Drawing Officers) Art 84A T.N.F.P., Volume I.

16. Bill not countersigned by the competent authority, Art 82 (a) T.N. F. C. Volume I.

17. Claims relating to the period of duty in Madras preferred in Mofussil after transfer not preaudited by the P.A.O., (Inst. 7 under T.R. 22)

18. The D.A. Terminal Charges incidental charges claimed for . . . . . is not admissible. (G. O. Ms. No. 1054, Finance Department, dated 5th October 1978).

19. The Bill contains arithmetical inaccuracy. [S.R. 82 (a) T.R. 16.]

20. Permission from the competent authority for journey beyond the jurisdiction not obtained. Rule 60 (b) T.N.T.A. Rules.

21. The claim for personal effects/lumpsum amount/incidental charges for family not in order.  
(G. O. Ms. No. 1054, Finance, dated 5th October 1978).

22. Voucher for the claim for personal effects not enclosed.  
Note (1) below Rule 70 (iii).

23. Budget Appropriation exceeded. (G. O. Ms. No. 431, Finance, (B.G.I) Department, dated 29th April 1978).

24. Court attendance certificate not enclosed. (Rule 96 (1) of T.N.T.A. Rules).

25. Proportionate F. T. A. not deducted. (Rule 15 of T.N.T.A Rules).

*Treasury Officer/Assistant Treasury Officer*

---

*Sub-Treasury Officer.*

## BILL RETURN MEMO

T.N.T.C. Form 69-E

[See subsidiary Rule 32 (e) under test]

OBJECTION RAISED ON PRE-AUDIT OF BILLS BY THE  
TREASURY

Audit No,

District/Sub-Treasury

Dated

To

Sir,

The Accompanying bill for Rs.....is objected to an account of Serial No.....below. Please supply the omission and resubmit the bill.

## General :

1. The bill is not in the proper form [SR2 (b) T.R. 16]
2. The bill has not been duly signed by the Drawing Officer/coun-  
tersigned by the controlling Officer (SR I RT 16)
3. Signature of the drawing officer differs [SR 32(b) RT 16]
4. Treasury slip in Form TNTC 100 not enclosed [SR 2(u) Under  
TR 16]
5. Eufacement Slip not enclosed.
6. Correct Debit/Credit head of Account not furnished [RS2 (e)  
TR 16]
7. Letter of authority in Form TNTC 103 not enclosed [SR2 (b)  
(2) Under TR 16]
8. The Bill contains erasure [SR 2(d) TR 16]
9. Correction in the amount require attenstation [SR2 (c) TR 16]
10. Protective endorsement not furnished / incorrect [SR 2 (c) TR 16]
11. Express pay order of the government for the newly formed office  
not received (Note below Instruction 1 TR 17)
12. Amount of the bill in words and figures differs. [SR2C TR 16]

pay bill of Establishment :

13. Separate bills for Temporary/Permanent Establishment/arrears Current claims not preferred (SR 7 TR 16)

14. Temporary Establishment is not covered by proper sanction or certificate from the head of the department (SR 7 TR 16)

15. Schedules for all deductions not enclosed [SR 2(I) TR 16].

16. Last Pay Certificate has not been enclosed in respect of persons for whom pay is first claimed in the Establishment. Sl. Nos., Instruction 1 TR 23.

17. Increment certificate in Form TNFC 49 has not been enclosed for the incumbent in Sl. No. SR 13 TR 16.

18. Pay short drawn particulars and the certificate on non drawal of arrears from the previous station not furnished/Certificate of nothing of arrears claim in the original bill not furnished SR 14 TR 16.

19. The bill contains arithmetical in accuracy. SR 32 (d) TR 16

20. The rate of D.A./H.R.A./C.C.A./O.A. claimed is not correct.

21. Sanction order of the competent authority for the drawal of arrears which remained in abeyance for over one year not obtained Art (52 TNFC Volume 1)

22. Certified to the effect that necessary entries made in the Service Register and leave account of the individual not furnished respect of the claim for surrender leave salary.

23. Date of Surrender of Earned Leave not furnished.

24. Stamped receipt not furnished as the drawing officer is the sole claimant [SR2 (s) TR 16].

*Treasury Officer/Assistant.*

*Treasury Officer.*

---

*Sub-Treasury Officer.*

(True Copy)

*Superintendent.*

## BILL RETURN MEMO.

T.N.T.C. FORM 69-F.

OBJECTION RAISED ON PRE-AUDIT OF BILLS BY THE  
TREASURY.

[See subsidiary rule 32 (e) under best rule 16.]

Audit No. District/Sub-Treasury

Dated :

To

Sir,

The Accompanying bill for Rs..... is objected to on account of Sl. No.....below. Please supply the omission and resubmit the bill.

*General :*

1. The bill is not in the proper form [SR 2 (b) T.R. 16]
2. The bill has not been duly signed by the Drawing Officer/counter-signed by the controlling Officer (SR TR 16)
3. Signature of the drawing Officer differs [SR 32 (b) TR 16]
4. Treasury slip in Form TNTC 100 not enclosed [SR 2 (u) under TR 16].
5. Enfacement slip not enclosed
6. Correct Debit/Credit head of Account not furnished [SR 2 (e) TR 16].
7. Letter of authority in Form TNTC 103 not enclosed. [SR 2 (q) (2) under T.R. 16].
8. The bill contains erasures [SR 2 (i) TR 16].
9. Correction in the amount require attestation [SR 2 (d) TR 16]
10. Protective endorsement no furnished/incorrect [SR 2 (c) TR 16].

11. Express pay order of the Government for the newly formed office not received (Note below Instruction 1 TR 17)

12. Amount of the bill in words and figures differs (SR 2C TR 16).

*Contingent Bills and Work Bills :*

13. The claim is not covered by proper sanction. Art. 38 TN. F.C. Volume. I.

14. Sub-Vouchers for amounts exceeding Rs. 500 not enclosed duly passed for payment and cancelled Certificate regarding no vouchers below Rs. 500 retained in the office not furnished. SR 18 (b) (TR. 16)

15. The Bill has not been countersigned by the competent authority (Applicable to countersigned contingent bills only) SR 18 (c) TR 16.

16. Sanction of the competent authority for the special charges not furnished [SR 19 (v) TR 16]

17. Certificate regarding reasonableness of rent and non-availability of suitable Government building from the Executive Engineer P.W.D. not enclosed. (Instruction 7 T.R. 16)

18. The endorsement on the bill/sanction for the expenditure lapsed. Art. 114 (c) T.N.T.C. Vol. I.

19. Advise for the endorsed bill not received. SR 19 (i) (c) T.R. 16.

20. Budget Appropriation exceeded. G.O. Ms. No. 431, Finance (B.G. I) Department dated 29th April 1978.

21. Stamped Receipt of the payee not furnished in the bill [SR 2 (S) TR 16.]

22. Pass Book for petrol charges not presented/fuel ceiling exceeded [G.O. Ms. No. 532, Fin. (O & M), dated 11th May 1979].

23. Demand Notice for payment of Electricity charges/Telephone Bills not enclosed. (Article 121 TNFC Vol. I)

24. Stock entry certificate for the articles purchased not furnished (Art. 137 TN FC Volume I).

*Treasury Officer ,Asst. Treasury Officer.*

*Sub-Treasury Officer.*



## BILL RETURN MEMO.

T.N.T.C. Form 69 G.

OBJECTION RAISED ON PRE-AUDIT OF BILLS BY THE  
TREASURY.

[See subsidiary Rule 32 (e) under Treasury Rule 16]

Audit No.

District/Sub-Treasury

Dated :

To

Sir,

The Accompanying bill for Rs..... is objected  
on account and resubmit the bill.

*General :*

1. The bill is not in the proper form [SR 2 (b) TR 16].
2. The bill has not been duly signed by the Drawing Officer-  
Countersigned by the controlling Officer (SR 1 TR 16)
3. Signature of the drawing Officer differs [R 32 (b) TR 16]  
TR 16] Treasury Slip in Form TNTC 100 not enclosed [SR2(u) under  
T.R. 16]
5. Enfacement slip not enclosed
6. Correct Debit/Credit head of Account not furnished [SR 2(c),  
TR 16].
7. Letter of authority in Form TNTC 103 not enclosed [SR 2 (q);  
(2) under T.R. 16]
8. The bill contains erasures [SR 2 (d) TR 16]
9. Correction in the amount require attestation [SR 2 (d) (c) TR  
16].
10. Protective endorsement not furnished/incorrect [SR 2 (c);  
TR 16]

11. Express pay order of the Government for the newly formed office not received (Note below Instruction 1 TR 17)

12. Amount of the bill in words and figures differs. (SR 2 C TR 16)

*Refund of Revenue Bills :—*

13. Full details of the original credit has not been furnished. SR 32 (c) TR 16.

14. Sanction order of the competent authority not enclosed [SR (2) TR 16].

15. The credit is not available for refund [SR 27 (TR 17)].

16. The spoilt stamp not enclosed. Inst. 13 TR 16.

17. Stamped Receipt of the payee not furnished in the bill SR 2 (S) TR 16.

*Treasury Officer, Asst. Treasury Officer,  
Sub Treasury Officer,*

Copy of;

BILL RETURN MEMO

T.N.T.C. From 69 H

OBJECTION RAISED ON PREAUDIT OF BILLS BY THE  
TREASURY

Audit No.

District/Sub Treasury

Dated:

To

Sir,

The Accompanying bill for Rs..... is objected to on account of SI.NO.----- below. please supply the omission and resubmit the bill.

GENERAL

1. The bill is not in the proper form. [SR 2(b) TR 16]
2. The bill has not been duly signed by the Drawing officer/coutner signed by the contorolling Officer (SR 1 TR 16)
3. Signature of the drawing officer differs [SR 32 (b) TR 16]
4. Treasury Slip in From TNTC 100 not enclosed [SR 2 (u) under TR 16]
5. Enfacement Slip not enclosed/D.O.Code and D.P. code furnished is incorrect.
6. Correct Debit/ Credit head of Account not furnished [SR (e)TR 16]
7. Letter of authority in From TNTC 103 not enclosed. [SR 2 (q) under T.R 16]
8. The Bill contains erasures [SR 2 (d) TR 16]
9. Correction in the amount require attestation [SR 2 (d) TR 16]

10. Protective endorsement not furnished/incorrect  
[SR 2 (c) TR 16]
11. Express pay order of the Government for the newly formed office not received (Note below Instruction 1 TR 17)
12. Amount of the bill in words and figures differs.  
[SR 2 C TR 16]

*Repayment of Deposit Bills.*

13. The Deposit is not available for refund. [Inst.19 TR 16]
14. Sanction of the competent authority not enclosed.  
SR 32 (p) TR 16.
15. The deposit lapsed to Government [Instk. 21 (B) TR 16.]
16. Full details of the original deposit not furnished.  
(Instn. 31 TR 16)
17. The sanction lapsed. Instn. 21 (S) TR 16.

Treasury Officer/Asst. Treasury  
Officer.

---

Sub Treasury Officer.



10. Projective endorsement not furnished/incorrect [SR 2(c) TR].

11. Express pay order of the Government for the newly formed office not received (Note below Instructions 1 TR 17).

12. Amount of the bill in words and figures differs. [SR 2C TR 16].

*Miscellaneous Bills (BA, MCA, T.A. Etc.,)*

13. Sanction of the competent authority not enclosed.

14. The claim not preferred in time (Art. 229 TNTC Vol. II).

*Treasury officer/Asst. Treasury  
officer.  
Sub Treasury officer.*

Copy of :

BILL RETURN MEMO

T.N.T.C. Form 69 J

OBJECTION RAISED ON PREAUDIT OF BILLS  
BY THE TREASURY

Audit No. District Sub Treasury

To Dated :

Sir,

The Accompanying bill for Rs ..... is objected to on account of Sl. No. .... below. Please supply the omission and resubmit the bill.

GENERAL

1. The bill is not in the proper form (SR (2b) T.R. 16)
2. The bill has not been duly signed by the Drawing Officer countersigned by the controlling Officer (SR 1 TR 16)
3. Signature of the drawing officer differs (SR 32 (b) TR 16)
4. Treasury slip in Form TNTC 100 not enclosed (SR 2(u) under TR 16).
5. Infacenet Slip not enclosed
6. Correct Debit Credit head of Account not furnished (SR 2 (e) TR 16).
7. Letter of authority in Form TNTC 103 not furnished (SR 2 (q) (2) under TR 16).
8. The Bill contains erasures (SR 2 (d) TR (16).
9. Correction in the amount require attestation (SR 2 (d) TR (16).
10. Protective endorsement not furnished/incorrect (SR 2 (c) TR 16)
11. Express pay order of the Government for the newly formed office not received (Note below Instruction 1 TR 17).

12. Amount of the bill in words and figures differs.  
(SR & TR 16).

**Loans and Advances and Grant-in-Aid Bills.**

13. Disbursement order has not been received for admitting the grants and loans to local body.  
(SR 32 (M) (i) TR 16)]
14. The copy of the sanction order intended to the Treasury not received. (SR32 (0) TR 16).

Treasury officer Assistant  
Treasury Officer.  
Sub Treasury Officer.

True copy

Superintendent,



Register of bills serially

to the

Treasury for payment of Money.

T. N. T. C. FORM 70.

(See Instruction 33 under T. R. 16.)

TREASURY BILLS BOOK.

(1)	Annual serial number.
(2)	Number, date and description of bills, etc., sent for encashment or to be passed for payment at the Bank or at Treasury.
(3)	Head of account of the bill.
(4-a)	Total gross amount of the bill.
(4-b)	Total net amount of the bill.
(5-a)	In Cash.
(5-b)	By cheques, Government drafts, etc.
(6-a)	Name and designation of the person in whose favour cheques, Government drafts, etc., are to be drawn.
(6-b)	Name and designation of the person to whom the cash or cheques and Government drafts, etc., or intimations of passing of bills at Sub-Treasuries are to be handed over.
(7)	Signature of the Drawing or Disbursing Officer.
(8)	Date on which the bill was received at the Treasury, the token number and the initials of the Junior Assistant who receives the bills.
(9)	Amount passed by the Treasury.
(10)	Dated initials of the Sub-Treasury Officer/Accountant of the Treasury for having passed the bill for payment at the Bank or at the Sub-Treasury or disbursed cash for.
(11)	Treasury Voucher number and date.
(12)	Remarks. (The date of receipt of Money, Cash Order, intimations, etc., should be entered here and attested with dated full signature by the Drawing or Disbursing Officer.)

RE 7, REV. P. RS. T. RS. P.

Amount required.

**T. N. T. C. FORM 70-A.**

(See Instruction 33-A under T. R. 16.)

**REGISTER OF BILLS HANDED OVER TO THE BILL PASSING ACCOUNTANTS.**

Column.

1. Date.
2. Description of the bill.
3. Amount of the bill.
4. Token number of bills handed over by the token Junior Assistant to the bill-passing Accountant.
5. Initial of bill-passing Accountant in token of receipt of the bills in column 4.
6. Initial and date of the bank bill register Junior Assistant in token of his receipt of the bills entered in column 5 and handed over to him by the bill-passing Accountant.
7. Initial and date of the token Junior Assistant in support of the receipt of the bills returned with audit slips
8. Date of return of audited Bills.

T. N. T. C. FORM 70-B.  
[See Instruction 33-A under T. R. 16.]  
REGISTER FOR THE RETURN OF AUDITED BILLS.

- |     |  |
|-----|--|
| (1) | Monthly serial number.   |
| (2) | Date of receipt of the audited bill.                                 |
| (3) | Token number and date of the bill.                                   |
| (4) | Description of the bill.   |
| (5) | Designation of the Drawing Officer.                                  |
| (6) | Amount of the bill.  |
| (7) | Date of return of the audited bill.                                  |
| (8) | Dated full signature of the messenger who receives the audited bill. |
| (9) | Remarks.   |

RS.  
T.

T. N. T. C. FORM 70-C.

(See Sub-paragraph under Instruction 33 under T. R. 26.)

SUBSIDIARY REGISTER TO WATCH THE RETURN OF TOKENS RELATING TO BILLS NOT CASHED.

Serial number of the bill in the T.N.T.C. To Register.	Token Number assigned in the T.N.T.C. 70 Register for the Bill.	Net Amount <hr/> Cash/Draft,	Date of encashment or receipt of audited bill.	Initials of the drawing Officer/Head Ministerial Officer/ officer dealing with cash.
(1)	(2)	(3) RS. P.	(4)	(5)

Note.—Columns 1 and 3 should be posted simultaneously when bills are entered in the Tamil Nadu Treasury (our 79 Register.

REGISTER OF BILLS RECEIVED, PASSED AND CHEQUES DRAWN BY THE DISTRICT TREASURY ON THE STATE BANK OF INDIA BRANCH.

(1)	Consecutive number.
(2)	D. etc.
(3)	In whose favour.
(4)	Particulars.
(5)	Amount.
(6)	Date of forwarding the bill with initials of the bill passing clerk.
(7)	Date of passing of the bills with initials of Treasury Officer/Assistant Treasury Officer.
(8)	Cheque number and date.
(9)	Initial of Treasury Officer.
(10)	Date of return of unpassed bills to the Counter with acknowledgement.
(11)	Remark.

T.N.T.C. FORM No. 70-E.

CHEQUE No. ....

NOT PAYABLE .....

**COUNTER FOIL**

**TREASURY CHEQUE,**

(Government of Tamil Nadu)

Item No. ....

District Treasury .....

Token No. ....

To <sup>₹</sup>  
The State Bank of India,  
.....

Dated .....

Pay .....

order Rupees ..... only and charge same is against  
the account of the Accountant-General, Tamil Nadu against the Treasury Cheques paid.

Treasury Officer/Sub-Treasury Officer.

(N.B. : This cheque is current for three months only after the month of issue.

FORM No. T.N.T.C. 70F.

*Register showing the receipt and disposal of passed Bills payable.*

*Name of Section.*

*No. of Bills received,*

*I Batch*

*II Batch*

*Special*

*Total*

Total

*Daily Balance Report.*

Balance at the end of previous day.

Bills received on the date.....

Total

No. of bills for which cheques written and signed.

Closing Balance

Initials of Deputy Accountant/Head Accountant.

Initials of the Assistant Treasury Officer.

FORM No. T.N.T.C. 70-G

Memo. of sums included in cheque No. .... dated  
 in favour of .....

19 .. drawn by the .....

*Particulars*

*Amount*

*Rs. P.*

- 1.
- 2.
- .
- .
- .



FORM NO. T.N.T.C. 70H.

*Register showing the distribution of bills among the Cheque writers.*

DATE :

<i>Name of the cheque Writer.</i>	<i>Total No. of bills for which cheques are to be written.</i>	<i>Initials of the cheque.</i>	<i>No. of bills returned.</i>	<i>Initials of cheques writer.</i>	<i>Initials of the Accountant.</i>
(1)	(2)	(3)	(4)	(5)	(6)

## REGISTER OF CHEQUES DRAWN TREASURY.

Department.....

---

<i>No. of Cheques</i>	<i>Amount Rs. P.</i>	<i>No. of Cheques</i>	<i>Amount Rs. P.</i>	<i>No. of Cheques</i>	<i>Amount Rs.</i>
<hr/>					

## T. N. T. C. FORM 71.

(See Instruction 34 under T. R. 16.)

Pay and Accounts Office, Madras

District Treasury.....

Sub-Treasury.....

Dated.....

## MEMORANDUM OF DEDUCTION FROM BILLS.

	RS.	P.
Token number and date of the Bill.....		
Amount of the Bill .. .. .		
Amount deducted (For reasons See Overleaf) .. .. .		
	<hr/>	
Amount Passed for payment .. .. .		
	<hr/>	

## Reason of Deduction.

---

*N.B.*—It is requested that this memo, may be returned with any. representation  
Government Servant  
that the \_\_\_\_\_ may wish to make on this subject.  
Firm

To

Assistant Pay and Accounts Officer.

Treasury Officer (Sub-Treasury Officer).

T.N.T.C. FORM 72.

(See Instruction 35 under T R. 16.)

REGISTER OF BILLS RECEIVED FOR PRE-AUDIT BEFORE PAYMENT AT A SUB-TREASURY.  
DISTRICT.

(1) Serial Number.	(2) Date of receipt.	(3) Name of drawor.	(4) Nature of the bill.	(5) Amount of the bill.	Rs. P.	(6) Date of return with objection, if any.	(7) Date of receipt with reply.	(8) Date of passing the bill.	(9) Amount passed.	Rs. P.	(10) Sub-treasury at which payment is to be made.	(11) Despatching clerks' initials.	(12) Remarks.
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T.N.T.C. Form 72-A

(See Subsidiary Rule 37 under T R 16.)

**INTIMATION OF PASSING OF BILLS FOR PAYMENT AT  
SUB-TREASURIES.**

(In triplicate.)

**No.**

.....Treasury

STATION.....

Dated the.....19

**To**

The

Your bill for Rupees presented on  
has been passed for payment for Rs. at sub-treasury,  
the reasons for the disallowance of Rs. are noted below. Please arrange to  
receive payment at the sub-treasury on presentation of this intimation either in  
person or with the endorsement printed below duly filled in.

Treasury Officer.

Copy forwarded to the Sub-treasury Officer, for information and necessary  
action. The bills are enclosed herewith.  
bill is

Treasury Officer.

Disallowance, if any.

**ENDORSEMENT.**

I request that the amount of the bill  
bills may be paid to.....

Station

Signature

Date

Designation

287

71a

**T.N.T.C. form 72B.**  
JAN 1967

*Wetland*  
C. 1000





T.N.T.C. Form 73.

(See Instruction 43 under T R 16.)

PASS BOOK OR LIST OF CHEQUES CASHED  
AGAINST THE ACCOUNT OF

Month and date of payment.	Particulars of cheques cashed.		Amount of cheque.		*Initials of Treasury Officer.	Month and date of payment.	Particulars of cheques cashed.		Amount of cheque.		*Initials of Treasury Officer.
	No.	Book.	Rs.	P.			No.	Book.	Rs.	P.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	

\* Each entry should be initialled after comparison with the register of cheques paid (Form T.A. 11 in the Tamil Nadu Account Code, Volume II.)

T.N.T.C. Form 74

(See Instruction 50 under T R 16.)

**CERTIFICATE RELATING TO THE SPECIMEN SIGNATURE OF A PERSON TAKING CHARGE OF  
AN OFFICE BY VIRTUE OF WHICH HE WILL HAVE POWER TO SIGN CHEQUES ON  
BEHALF OF A LOCAL BODY.**

A.B.

(Signature and designation of the relieving  
officer.)

I certify that the above is the signature of the officer to whom I have made over charge of my office with effect  
from the fore noon of (date) day of (month) 19 .  
after

C.D.

(Signature and designation of the officer making  
over charge with date.)

I.N.T.C. Form 75

[See Subsidiary Rules 72(a) and 74 under T R 16.]

## PENSIONER'S BILL

Payable at.....	Voucher No.
Name of Pensioner..... (in block letters)	Month/Year.
Pension Payment Order Number.....	Sub-Account

*Debit Head of Account :*

2071 Pensions and other Retirement Benefits  
a. Superannuation and Retirement Allowances  
1. Non-Plan- AA. Payment to Tamil Nadu  
Government Pensioners.

Amount

- 01. Before 1st October 1953—  
Charged  
Voted
- 02. After 1st October 1953—  
Charged  
Voted
- 03. Before 1st October 1956—  
Charged  
Voted
- 04. After 1st October 1956—  
Charged  
Voted
- 05. Travancore—Cochin State  
Pension before 1st November  
1956—  
Charged  
Voted

- AC. Dearness Allowance to  
Pensioner— Voted
- AE. Medical Reimbursement  
Charged Voted

Cross ..

*Credit Head of Account :*

- 1. Income Tax
- 2. Festival Advance
- 3. ....

Net ..

Rupees.....

Received the above amount towards my pension for the month of

.....19.....

Signature/Thumb-Impression of Pensioner.

Attestor's Signature in case of  
Thumb-Impression of Pensioner is furnished.

For Use in Pay and Accounts Office

For Use in Treasury/Sub-Treasury

Token No.

Token No.

Slip No./Cash Book No.

Date Seal

Date Seal

### CERTIFICATE OF NON-EMPLOYMENT

(To be signed by all Pensioners)

*in applicable portion of this Certificate should be scored out.*

I declare that I have not received any remuneration for serving in any capacity either in the establishment paid by a State Government or by the Central Government or from a Local Fund during the period for which the amount of pension claimed in the bill is due.

OR

I declare that I have been employed/re-employed in the Office of..... and was in receipt of the following emoluments during the period from which the amount of pension claimed in the Bill is due.

Pay.....

Special Pay.....

Allowances etc.....

The term "Local Fund" includes District Municipal or Taluk Fund, Special Fund, Educational Fund, Port Fund, Cantonment Funds and Vizagapatnam Hospital Fund.

Certificate to be furnished for a period of two years from the date of their retirement by all pensioners of the Central Government who immediately of their retirement were members of an All India Service or of a Central Service before and for a period of three years from the date of their retirement by the class I Government Pensioners who held Gazetted posts immediately before retirement in relation to employment accepted by them on or after 1st January 1948.

2. I declare that I have not accepted any commercial employment.

OR

I declare that I have accepted commercial employment after obtaining the previous sanction of the President/Governor. Orders of Government in support should be quoted.

*Note:* "Commercial Employment" means employment in any capacity including that of an agent under Company, firm or individual engaged in trading, commercial, industrial, financial or professional business and including Directorship of such company and a partnership of such firm, but shall not include employment under a body corporate, owned or controlled by Government.

The following certificate is required to be given by every pensioner who immediately before retirement was a member of an All India Service of a Central Service, Class I.

Note.—1. The Certificate refers to the acceptance of such employment on or after the 26th July 1947.

2. "Employment under a Government outside India" includes employment under a local authority or corporation or any other institution or organisation which functions under the supervision or control of a Government outside India.

3. I declare that I have not accepted any employment under a Government outside India.

I declare that I have accepted employment under a Government outside India after obtaining previous sanction of the President.

(Signature).

#### LIFE CERTIFICATE.

CERTIFIED that the Pensioner named in this Bill is alive this day, the day of.....19.....and has signed in my presence this Bill and the request for payment to a messenger.

Station :

Signature :

Date :

Designation :

Please pay the amount of this Bill to.....  
Contents Received.

Signature of Pensioner.

Signature of messenger.

For use in the Pay and Accounts Office/Treasury/Sub Treasury.  
Pay Rs.....Rupees.....

Assistant Pay and Accounts Officer.

Treasury Officer/Sub-Treasury Officer.

For Use in Bank.

under Rupees.....

T. N. T. C. Form 75-A.

See S.R. 72(a) under T.R 16

## TEACHER PENSIONER'S BILL,

Name of the Pensioner :  
(In Block Letters.)

P.P.O. No.

Head of Service : 2071—Pensions and other retirement Benefits—A. Pension  
and other retirement benefits A. K. Pensions to  
employees of State Aided Educational Institutions—I. Non-Plan—  
(Voted).

Received the amount of my pension for the month of

.....19 . Rs.

Less Income-Tax at Rs.

Net Rupees Rs.

The..... 19 .

Attestor's signature.

Thumb impression.

Signature.

*Certificate of Non-employment.*

(To be signed by all Teachers Pensioners)

I declare that I have not received any remuneration for serving in any capacity  
in a Government School or in a School run by Aided Management or a Local Body  
during the period for which the amount of pension claimed in this Bill is due.

2. I declare that I am in receipt of any other pensions  
political  
family  
in respect of service pension vide P.P.O.No.  
military

NOTE.—The term 'Local Body' means in this certificate Municipal councils,  
District Boards and Panchayats—Vide Rule 2 of the Madras Teachers Contributory  
Provident Fund. Insurance Pension Rules 1953—Appendix to G.O. No. 1109, dated  
31st May 1953.

## LIFE CERTIFICATE.

Certified that the Pensioner named in this Bill is alive this day, the day of .....19 and has signed in my presence, this bill and the above request for payment to a messenger.

Station :

Signature.

Date :

Designation :

Pay Rs

(Rupees.....)

Dated :

Contents received

Signature of Messenger.

Officer-in-charge of the Treasury.

T.N.T.C. Form 75-B.

(See Subsidiary Rule 92 under T R 16.)

**BILL FOR WITHDRAWING DEATH-CUM-RETIREMENT GRATUITY**

(for use in Madras City and in the Muffassal).

Head of Account.....District

..... Voucher No.

.....

List of payments for .....

Name of Gratuitant.....

No. and date of authorisation from the  
Accountant-General.....

	Amount.	
	Rs.	Rs.
Death-cum-Retirement Gratuity (Gross)		
.....		
Less Deductions.....		
Total Deductions.....		
Net amount payable .....		

Net amount required for payment (in words) Rupees.....

..... Signature.....

Pay Rs..... Designation of the Drawing Officer

Rupees..... (Station.....

Dated.....

**TREASURY OFFICER.**

Examined and entered

Contents Received.

Pay to.....

Signature of the Drawing Officer.....

Treasury Accountant.

**For USE IN ACCOUNTANT-GENERAL'S OFFICE.**

Admitted for Rs.....

Objected to Rs.....

Nature of objection.....

**AUDITOR.****SUPERINTENDENT.****GAZETTED OFFICER.**



T.N.T.C. Form 75-C.

[See Subsidiary Rule 74(b) under T R 16.]

**BILL FOR DRAWAL OF PROVISIONAL PENSION/GRATUITY/  
DEATH-CUM-RETIREMENT GRATUITY.**

Designation of the Drawing Officer. Payable at.....  
 Voucher No  
 Month/Year;  
 Sub-Account;

Head of Account  
 Major Head  
 Minor Head  
 Sub-Head

Gross Amount.

Detailed Head ..

Rs. P.

Rs. P.

Provisional Pension due to Thiru/Tmt./Selvi for the month  
 of 19 and Gratuity/Death-cum-Retirement }  
 Gratuity sanctioned vide letter No. dated }

Less Deductions :

Amount.

Rs. P.

(1)

(2)

Total deductions ..

Net amount payable ..

Rupees (in words)

**CERTIFIED** that the amount claimed in this bill is in accordance with  
 the rules and latest Government Orders covering such drawal.

Contents Received.

Signature :

Designation :

Signature :

Designation :

Under Rupees.

## REVERSE OF THE FORM.

For Use in the Pay and Accounts Officer/Treasury/Sub-Treasury.

Token No.	Token No.	Token No.
Date Seal.	Date Seal.	Date Seal.

---

Pay Rs.....(Rupees.....) in cash.  
 and Rs.....(Rupees.....) by transfer.

Assistant Pay and Accounts Officer.

Treasury Officer/Sub-Treasury Officer,

---

For Use in the Bank.

For Use in the Accountant-General's Office.

Admitted	Rs.
Objected	Rs.

Auditor.

Section Officer.

Accounts Officer.

T. N. T. C. FORM 76.

Deleted

## T N T C—FORM 77

[See Subsidiary Rule 77(1) Under T. R. 16.]

## REGISTER OF PENSIONS PAYABLE BY MONEY ORDER.

Serial number.	Number of pension payment order.	Name of Pensioner	Full address.	Monthly amount of pension.	Money order commission.	Net amount to be remit- ted.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)