Government of West Bengal Finance Department Audit Branch

No. 965-F(Y)

Dated, 18th February, 2015

NOTIFICATION

The TR Forms in WBTR, 2005 have been reviewed by a team of experts in Finance Department to check whether the existing forms are amenable to digitization which is essential for e-Pradan (e-Payment) and e-Billing modules of IFMS. The team of experts has recommended some changes in the existing forms, merger of some forms and introduction of some new forms.

In addition to the TR forms, the team of experts of Finance Department has also recommended change in the format of existing Bill Register which is not a TR form and introduction of one Appropriation register. The Bill Register and Appropriation Register will be maintained by the Drawing and Disbursing officers. Hence, these two forms will be included in the WBFR in due course. The state Government has accepted the recommendation of the team of experts and decided to revise some existing TR forms and introduce some new TR forms, as well as Bill Register and Appropriation register.

Therefore, in exercise of the power conferred by clause (2) of Article 283 of Constitution of India, the Governor is pleased to replace the existing TR forms as mentioned under column B in the table below with the new TR forms mentioned under column C of the table for drawal of fund related to the expenditure mentioned under col D of the table. In most of the cases the format has been changed without changing TR form no. Some TR Forms have been merged with other forms and some deleted. New forms have been given new TR form no. Last two are FR forms related to Bill Register and Appropriation register. All these revised and new forms are given in the Annexure of this order.

			NON-EMPLOYEE BILL FORMS	
SI No.	T.R Form No. under WBTR, 2005	T.R Form No. as per e- Billing	Description	
A B		С	D	E
1	25	N.A	~ · · · · · · · · · · · · · · · · · · ·	
2	26	26	Bill for drawing charges relating to (a) Wages, (b) Office Expenses, (c) Payment for professional and special services, (d) Rates & Taxes/Royalty, (e) Publications, (f) Advertising, Sales and Publicity Expenses, (g) Hospitality Expenses/Sumptuary allowances etc., (h) Machinery and Equipment/Tools and Plants, (i) Motor Vehicles, (j) Maintenance, (k) Minor works, (l) Materials and Supplies, (m) Other charges, (n) Secret Service Expenditure and o) Recoupment of Permanent Advance etc.	
3	27	27	Bill for drawing advance without supporting Voucher	
4	28	28	Detailed bill for adjustment of advance	

	T.R Form	T.R Form	Description	
SI	No. under	No. as		Remarks
No.	WBTR, 2005	per e-		
		Billing		E
Α	В	C	D Grant-in-aid Bill/Consolidated Grant-in-aid Bill	
5	31	31	Grant-In-aid Bill/Collsolidated Grant-In-aid Bill	Deleted
6	32	N.A	-	Deleted
7	33	33	Bill for scholarship/stipends payable to College/School	
8	34	34	Bill for Refund of Revenue	
9	35	35	Refund of Revenue deposited in respect of Agricultural Income Tax, Sales & Commercial Tax and Excise Duty	
10	36	36	Bill for drawing charges on account of loans and advances, subsidies, investments, etc. to Co-operative societies, Statutory Corporations and other organisations.	
11	36A	36A	Bill for drawing charges on account of payment/repayment of loans, advances, subsidies, investments, interest on loan, withdrawal from Contingency Fund etc.	
12	42	42	Deposit Repayment Order and Bill Form	
13	43	43	Transfer Credit Bill Form	
14	N.A	69	Bill for drawing of Fund from Suspense Account for Unsuccessful Transaction by P.A.O/ Treasury Officer	New Bill Forms
15	N.A	70	Works Bill (Advance bill, Part bill & Final bill)	New Bill Forms
15	N.A	70	EMPLOYEE BILL FORMS	
1	18	18	Pay Bill	
1	16	10	Travelling Allowance Bill For Transfer/Leave Travel	
2	21	21	Concession/Tour	
3	22	N.A	-	Merged with T.R 21
4	23	N.A	-	Merged with T.R 21
_	24	24	Medical charges Reimbursement Bill	
5	24	24	Bill for drawing loans and advances (other than G.P.F.	
6	37	37	and Festival advances) sanctioned to employees of the Government	
_	20	38	Schedule of recovery of Loans and Advances / Interest	
7	38	36	on Loans and Advances	
8	50	50	Bill for withdrawal of (a)Commuted Value of Pension, (b) Provisional Gratuity, (c) Final Payment of Gratuity, (d) Death Gratuity, (e) Final Payment of General Provident Fund, (f) Refundable Advance from General Provident Fund, (g) Non-Refundable Advance* from General Provident Fund	
9	60	60	Bill for withdrawal from West Bengal Government Employees' Group Insurance-cum-Savings Scheme, 1983 / 1987- For Savings Fund	
10	61	61	Bill for withdrawal from West Bengal Government Employees' Group Insurance-cum-Savings Scheme, 1983 / 1987	
11	68	68	Medical charges for Advance/Reimbursement Bill under W.B. Health Scheme 2008	

SI No.	T.R Form No. under WBTR, 2005	T.R Form No. as per e- Billing	Description	Remarks
Α	В	С	D	E
12	68A	N.A	_	Merged with T.R 68
	4	SCH	EDULES RELATED TO DIFFERENT BILL FORMS	
1	10	10	Schedule of Income Tax Deducted at Source (TDS) for Employee/ Beneficiary/ Pensioner	r Schedule to T.R 18 & T.R 26
2	11	11	Schedule of House Rent, etc. Recovery for occupatio of Government accommodation, etc.	
3	12	12	Statement of recovery under the West Bengal Stat Tax on Professions, Trades, Callings and Employment Act, 1979 (West Bengal Act VI of 1979)	
4	-	12A	Schedule of Sales Tax deducted at source from claim of Beneficiary	New schedule to T.R 26
5	13	13	Last Pay Certificate	
6	46	46	Certificate of General Provident Fund Deductions i respect of Group 'D' Employees	n
7	47	47	Schedule of General Provident Fund Deductions	(4)
8	48	48	Schedule of* Provident Fund Deductions	
9	49	49	Schedule of deductions on account of subscription to Post Office Life Insurance Fund	
10	53	53	Schedule of Recovery of Subscription under West Bengal State Government Employees Group Insurance-cum-Savings Scheme, 1983	
11	55	55	Schedule of Recovery of Subscription under West Bengal State Government Employees Group Insurance-cum-Savings Scheme, 1987	
12	N.A	71A	Schedule of Recovery from The Pay Bill of IAS/IPS/IFS Officers	NEW
13	N.A	71B	Schedule of Government Contribution under NPS Tier I For IAS/IPS/IFS Officers	- NEW
			OTHERS	
1	6	6	Bill Transit Register	Applicable for D.D.O only
	2.		FR FORMS	
			Bill Register	Applicable for DDO only
			Appropriation Register	Applicable for DDO only
				O i ii y

This order will take effect from 1st day of April, 2015.

By order of the Governor,

(H.K. Dwivedi) -

Principal Secretary to the Government of West Bengal

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General(A&E), West Bengal, Treasury Buildings, 2,Govt. Place(West), Kolkata-700001. 2. The Principal Accountant General(Audit), West Bengal, Treasury Buildings, 2, Govt. Place(West), Kolkata-700001. 3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, CGO Complex, MSO Buildings, 5th Floor, Block DF, Sector-I, Salt Lake, Kolkata-700064. 4. The Chief Secretary to the Government of West Bengal. 5. The Additional Chief Secretary/Principal Secretary/Secretary,Department, Govt. of West Bengal. 6. Sr. P.A. to the Principal Secretary, Finance Department, Government of West Bengal. 7. Secretary, Finance (Audit) Department, Government of West Bengal. 8. The Joint Secretary, Finance (Budget) Department, Government of West Bengal. 10. The OSD & Ex-Officio Joint Secretary, Finance (Budget) Department, for uploading this order in the Finance Department website. 11. TheDeptt./Dte. 12. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4,Lyons Range (2nd & 3rd Floor), Kolkata-700001. 13. Director, 14. The District Magistrate/Judge/Supdt. of Police, 15. The Sub-Divisional Officer, 16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012. 17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700012. 18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Salt

19. The Treasury Officer,

(G. Samanta)
Joint Secretary to the
Government of West Bengal

Pravash/Misc.

Lake, Sector-III, Kolkata-700106.

Annexure to FD Notification no. 965-F(Y) dt.18.2.2015 (41 TR forms and 2 FR forms)

[See sub-rule (1) of T. R. 4.021]

Bill Transit Register

Name of the office:	_	
	D.D.O. Code No.	
Designation of the D.D.O.		
Sl. No. of authentication allotted by P.	A.O/ Treasury	

Sl No.	Bill No. & Date along with Particulars of the Bill	Net Amount (Rs.)	Dated initial of D.D.O	Date of e-Transmission to P.A.O/ Treasury	Token No. & Date allotted by P.A.O/Treas ury	Dated initials of the receiving official in the P.A.O/	Mode of Payment (ECS/ Cheque, if Cheque, Cheque No. & Date)	T.V No. & Date	Remarks
1	2	3	4	5	6	7	8	9	10
1									
Partie 1									

Notes:

- (a) This Register shall be authenticated jointly by the P.A.O./A.P.A.O/ Treasury Officer/ Additional Treasury Officer and the Drawing & Disbursing Officer at the beginning of each financial year with a certificate in respect of number of pages.
- (b) Columns 6 and 7: Entries to be made by the receiving officials in the P.A.O/Treasury.
- (d) Columns 1 to 5, 8 to 10: Entries shall be made by the D.D.O.
- (e) Column 10:
- On receipt of Cheque, the Drawing and Disbursing Officer will make the entry "Payment Received". The register should be reviewed every fortnight by making the entries in Col. 10 to ensure that unauthorised bills are not presented and encashed through the register.
 - On return of the bill objected by the P.A.O/Treasury, the Drawing and Disbursing Officer shall note the fact against the relevant entry under (ii) his dated initials in Column 10. If presented again, the bill should bear a new serial number.

T.R. FORM NO. 10 [See T. R. 4.072]

SCHEDULE OF INCOME TAX DEDUCTED AT SOURCE (TDS)FOR EMPLOYEE/ BENEFICIARY/ PENSIONER

	Date//	TAN No		Dillar		
		or and the second	Date/_	Bill No _/	Da	ite_/_/_
minum tensile in	8658-00-112-001-20					
Employee Beneficiary/ Pensioner Ientification No.	Name of the Employee /Beneficiary/ Pensioner	Designation of the Employee	Gross Claim (Rs.)	Amount Deducted (Rs.)	PAN No.	Remarks
2	3	4	5	6	7	
* *						
*						
words)		-	only i	Rs		
1	Beneficiary/ Pensioner entification No.	Beneficiary/ Pensioner entification No. No. Name of the Employee /Beneficiary/ Pensioner 2 3	Beneficiary/ Pensioner entification No. No. Name of the Employee /Beneficiary/ Pensioner Pensioner 3 Designation of the Employee 4	Beneficiary/Pensioner entification No. No. Name of the Employee /Beneficiary/Pensioner No. Designation of the Employee Claim (Rs.) Gross Claim (Rs.) 4 5 words)	Beneficiary/Pensioner entification No. Name of the Employee /Beneficiary/Pensioner No. Designation of the Employee Claim (Rs.) Amount Deducted (Rs.) 2 3 4 5 6	Reneficiary/Pensioner entification No. Pensioner Seneficiary/Pensioner No. No. No. No. No. No. No. No

BILL CLERK / ACCOUNTANT

SIGNATURE OF D.D.O.

[See sub-rule (2) of T. R. 4.073]

SCHEDULE OF HOUSE RENT, ETC. RECOVERY FOR OCCUPATION OF GOVERNMENT ACCOMMODATION, ETC.

lame of the Office	ce:		DDO Code: _			
GII No :	Date: / /	Token No.:	Date:/	/		Date:/
av Bill for the M	Ionth of	, 20 /Arrear I	Bill for the period	from	to	
Salary Head of A	ccount:					
lead of Account	Code:					
Sl Employ	100	D : 4:	Basic Pay	Period	Amount	Remarks
No. Id No	Name	Designation	(Rs.)	Period	(Rs.)	
1 2	3	4	5	6	8	9
		Total (Rs.)				

BILL CLERK

ACCOUNTANT

SIGNATURE OF D.D.O. WITH DESIGNATION

N.B.:

- (a) In case of Central Government employees on deputation from the office of the Accountant General of this State or any other State the Head of Account may be indicated as "8658 Suspense Account 00 101 PAO Suspense PAO (Audit), Kolkata".
- (b) In case of other Central Government Civil employees on deputation, the Head of Account may be indicated as "8658 Suspense Account 00 101 PAO Suspense (Name of the concerned Ministry)"
- (c) In case of Railway employees on deputation, the Head of Account may be indicated as "8658 Suspense Account 00 102 Suspense Account Civil (FA & CAO of the concerned Railway).
- (d)In case of other State Government employees on deputation, the Head of Account may be indicated as "8793 Inter-State Suspense Account 00 101 (Name of the concerned State)".

(FORM IV of WB State Tax on Professions, etc. Act, 1979)

[See sub-rule (1) of T.R. 4.080]
Statement of recovery under the West Bengal State Tax on Professions, Trades, Callings and Employments Act, 1979 (West Bengal Act VI of 1979)

Name of	the Office:		
DDO Co Token N	ode:	Bill No.:	Date:/_/ Date:/_/
Pay Bill Salary H	for the Month ofead of Account:	, 20	Date://
Head of	Account Code: 0028	3-00-107-001-03	
Sl No.	Employee IdNo.	Name	Amount Recovered (Rs.)
1	2	3	4
	w 20		
Total Rs			
Rupees			
			(in words) on
ignature		Signature	
	k / AccountantDrawin	g &Drawing Officer	

T.R. FORM NO. 12A [See Sec. 40 of WB VAT Act, 2003]

SCHEDULE OF SALES TAX DEDUCTED AT SOURCEFROM CLAIM OF BENEFICIARY

	FOR THE MONTH OF: _		
D.D.O. Code		Bill No.	Date / /
Token No	Date//	T.V. No	Date/_/

Sl. No.	Name of the Beneficiary	TIN/ Registration No.	PAN No.	Gross Claim (Rs.)	Amount Deducted (Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	(in words)					

BILL CLERK / ACCOUNTANT

SIGNATURE OF D.D.O.

[See sub-rule (1) of T. R. 4.081]

LAST PAY CERTIFICATE

1 0	.cc _ 1 . '1		LASI	AI CER	IIFICA	IE			
	ffice details: the Office								
D.D.O C									
	A 200 CO								
	ion of D.D.O								
Employe	r's TAN No.								
2 F	mployee detai	le.							
Employe		115					· · · · ·	9	
Employe									
Designati									
	count No.								
PAN No.									
Aadhar C	ard No.				-				
Employee	e's Group								
GISS (19									
Band Pay									
Grade Pay	(Rs.)								
Bank	S/B A/c No	0.							
Details	IFSC								
Details	MICR								
Salary pai							2,187		
	ad of Accoun	t			_				
Proceedin	g on to								
	lary details fo			•	, 20				
Ear	nings	Ded	uctions	Reco	overies of	f Loan	Out /A	cct. Dec	d
Item	Amount	Item	Amount	Item	Inst.	Amount	Item	Amou	int
	(Rs.)	Page 1 To Annual Control	(Rs.)		No.	(Rs.)	Item	(Rs.))
~									
Total		Total		Tota	.1				
Net Pay: R	S.	Total		1012	11		Total		
Net Pay (ir		only							
		OHIJ							
4. His	/Her General	Provident	t Fund Accou	intic maint	منا لمسا	the		-	2
and	Dishursing (Officer / A	countant Co		ained by	tne		_ (Draw	ing
5 He/	Disbursing (von alan	eccountant Ge	eneral (A&	E), West	Bengal).			
form	many after	ver charg	ge of the o	ffice of _				on th	ne
6 11-7	enoon/afterno	on of							
6. He/	She has been	en sancti	oned		leave	proceeding	joining	time fo	or
_				days.					
7. He/	She finances	the insura	nce policies o	detailed bel	ow from	the Provident	Fund:		
No. of Po	licy Am	ount of Pr	remium (Rs.)			for the Payme		nium	
								iidiii	\neg
Q Dat	oile of Dr. r	D.1'		-	10g1 Par	60			
No of Del	iov A	Policy w	here premium	deduction	is done	from pay bill.			
No. of Pol	Amo	ount of Pr	emium (Rs.)	D	ue Date f	for the Payme	nt of Prem	ium	

9.	He/She	contribute				r month unde	er 1983/19	987 (GISS for th	ne perio	d from
10.	Whether	the empl		o resides at		 ment Rented	House:	7	Yes No]	
	If Yes, a) Address	s:			, Lic		(:£.		_	
ł	o) House	Rent reco	vere	d up to:		, L10	cence Fees	(11 8	any)		
11.	Summa	ry of sala	ry fo	r the finan	cial Yea	ar:					
		Allowar		Gross		luctions (Rs.)	Recove	erv/	Net	Toke	en/ T.V
Month & Year		(Rs.)		Salary	I.T	Other than	n (Rs.)		Salary	2007-0100-000	& Date
	()	,		(Rs.)	1.1	I.T			(Rs.)		
Total											
Arrear											
if any								l			
12	. Details	of Recove	ries:								
			Sai	nctioned	T.V.	Total	Current	Ou	itstanding	T	Rate
Sl	Item		Item Amount		No.	Recovery till date	Inst.		Amount	Inst. left	of Inst.
No.				(Rs.)	Date	(Rs.)	No.		(Rs.)	icit	(Rs.)
1.	Pay Adv	ance									1
2.	T.A Adv					N.A	N.A			N.A	N.A
3.	Leave Sa Advance					N.A	N.A			N.A	N.A
	Cycle/ N										
	Cycle/ Motor										
4.	Car / Co				9						
	Loan /M Illness A					10					
5.	H.B Adv										
6.	G.P.F A	dvance									
7.	Festival Advance									-	
	Health S					NI A	NI A			N.A	N.A
8.	Advance					N.A	N.A		17	IN.A	N.A
0	Other, if										
9.	(Specify name)	tne									0
	name)						1			1	
Desig	nation					25. 5					
Memo	o No.:				_		Date: _				
Сору	forwarde	d for info	rmat	ion and ne	ecessary	action to:					
											_
				,							

T.R. FORM NO. 18 PAYBILL [See T. R. 4.095]

Pay Bill of the Perma					for the m	ionth	, year 20 .
DDO Code :- DDO Designation		Illowances	Amount: Rs.	[To be adjusted by Accountant General (A&E)]	Passed for payment o	f Rupees.
	Pay	D ()		Part-I	Amount: Rs.		•
Head of A/c	Less: Festival			8009-01-001-19-GPF other than GrD		(F) Payment Instructi	on:
ricad of A/c		erdrawal (-)		8009-01-104-001-19-A.L.SG.P.F		W 134	
	01 - Pay (Tota 02 - D.A.	11)		7610-00-201-001-26-House Buildin Lan	1	Please pay as per Ben	eficiary List enclosed.
1		4.11		7610-00-202-001-26-Motor Con. Advance	1	170 170 1	OU COUNTY OF THE
		ent Allowance		7610-00-800-001-26-Marriage/Illness Adv.	1		
1	04 - Ad-hoc E			7610-00-800-003-26-Computer Advance			
Bill No. : Date :	12-Medical A			0049-04-800-017-07-Interest on H.B.Loan			
	-Other P	ay/Allowances		0049-04-800-018-07-Int. on MotorCon.			
Token/TV No. Dae:				0049-04-800-020-07-Int. on Computer Adv.		Below Rupees.	
				0049-04-800-021-07-Interest on M.I. Adv.		,	
-						D.A. Acett. (Sig	gnature of DDO with Seal)
	(A) Gross Pay	ment		(B) Total Deduction (Part-I)		Section: Date	
				(C) Treasury Gross : (A-B)		TO THE ACCUSAGE AND ACCUSAGE AN	
Certified that :-			ring Fin. Year	Part-II (To be adjusted by Treasury)		For us	e of the Treasury
1. All emoluments included in Bills Drawn v	within last three	20	20	0028-00-107-001-03-P. Tax		No.	•
months have been disbursed to proper perso 2. Amount claimed in this bill has not been d	drawn before	Total Allotm	ent	0049-04-800-019-07-Int. on Other Con.Adv.		r ay NS.	(Rupees
 House rent allowance has been claimed as 	s per rates					beneficiary list enclosed	only as per d and by Cheque (s) as per
approved			Date (A)	0216-01-106-001-05-House Rent		(F) and by Transfer Cre	edit to Head of Accounts as
by the Govt. and half-yearly verification of	f rent has been	Expenditure		7610-00-203-001-26-Other Con. Adv.		mentioned in Part-II (D))
made by the Controlling officer. No house			Bill (B)	8009-01-104-002-19-G.P.F. (GrD)		Rs.	
has been drawn for persons who are in	occupation	Balance Amo	ount (A - B)	8011-00-107-001-14-GI-L.F1983			
of rent-free government quarters.	9			8011-00-107-002-14-GI-S.F-1983			
4. Dearnes payand/or any other kind of p	ay, dearness			8011-00-107-004-14-GI-L.F-1987			
allowance, medical allowance and other				8011-00-107-005-14-GI-S.F-1987			
have been claimed as per approved rate of				8658-00-101-062-08-Adj. with AG. W.B.		D.A. Acctt.	Treasury Officer
Increment, pay on promotio, leave sala	ary/subsistence			8658-00-102-024-08-P.L.I.		Zai. Acct.	reasury Officer
allowance have been claimed in the bill				8658-00-112-001-08-Income Tax		Cheque Nos.	Date
rule & orders and noted in the service books.	, where necessary.			8658-00-123-001-08-G.IA.I.S.		Voucher No.	Date
6. All persons whose names are omitted	from but whose			-Others		Vodelier 140.	Date
pay has been drawn in this bill have act	ually been		. 1	(D) Total Deduction (Part-II)			
employed during the monthand that full	details of the			(- 4			
				(E) Net Payment: (C-D)			
names of the persons concerned and em	noluments drawn			Rupees (in word)		For use of A.G. (Audit	Office
for them working upto the total included						and the second	,
have been duly shown in the office copy/p	oay bill Register.					Admitted Rs.	
7 The particulars of various deductions/r							
been fully noted in the attached schedule				,		Objected Rs.	
shown in these schedules agree with those	given in the bill				- 1	- J	
Both Pay Bill Register/office copy ar bill agree in all respect.	nd fair copy of			1	- 1	Auditor S.C.//	NAO.
						D.C.//	

Head of Account				Estab	ishment:		
D.D.O. Designation : Pay Month & Year:				D.D.C Bill No	. Code o. & Date :	"	
Head of Account D.D.O. Designation: Pay Month & Year: SI No. Name, Designation, Employee ID, GPF A/O No., (1) (2)	Pay Band & Grade Pay	Earnings (Rs.)	Total Earnings (Rs.) (5)	Deductions (Rs.)	Total Deductions (Rs.)	Net Amount (Rs.)	Remarks
(1) (2)	(3)	(4)	(5)	(6)	(7)	(8)	
		BP Gr.P NPP D.A HRA MA Others		P.T GPF SF 83 IF83 SF87 IF87 IT Others		(0)	
\$ 100 miles							
1 3				4			
							1
197							

Bill Clerk

Accountant

Signature of D.D.O with Designation

[See sub-rule (2) of T.R. 4.104]

Note - This bill should be prepared in duplicate - one for payment and the other as officecopy

me of the Office D.O. Code	Bill No.	Date//
ken No Date/_	/ T.V. No	Date//
ad of Account Code		
TA (To be filled up by Cor	vornment employee)	
F A (To be filled up by Govaployee Identification Number		
ne:		
signation:		
sic Pay on the date of Travel	:	
rpose: (Strike out whichever		T
A) For Transfer	B) For LTC	For Tour
Headquarters	Headquarter:	Headquarter:
(a)Old:		
(b)New:		
Residential address	a)Nature and period of leave	Residential Address:
(a)Old:	sanctioned:	
	b)For the Year/Block of Year (Applicable to Central Govt.	Details and purpose of journey(s) performed:
(b)New:		
(b)New:	employees on deputation	
(b)New:	and/or All India Service	
(b)New:		

7. Details of journey(s) performed by the Govt employee as well as members of his/herfamily (Sanction No. and date to be given in Col-6 in case journey(s) has been performed in higher class of accommodation than the one to which the Govt. Employee is entitled and approved by competent Authority.)

Dep Date & Time	From	Arr Date & Time	ival From	Distance in kms. by road	Mode of travel and class of accommodation used	No. of fare with Ticket No.	Fare paid (Rs.)	Class to which entitled	Fare of the entitled class (Rs.)	Duration of halt (for tour only)
1	2	3	4	5	6	7	8	9	10	11
		-								
	7 - 7 - 1 - 1		- 15 - 10 W						-	
		Million -		1	-M(C) (**					
				PACE .						

8. Particulars of journey(s) performed by road between places connected by rail:

Da	te	Name of	the Place	Class to which	Mode of	Rail Fare
From	To	From	To	entitled	Conveyance used	(Rs.)
1	2	3	4	5	6	7
					9	

9.Particulars of the member	of the family	as on the date	of travel [vide	T.R]
-----------------------------	---------------	----------------	-----------------	------

(For Transfer and LTC only)

i unu Li C oi	ity)		
SI No.	Name	Age	Relationship with the Government employee
1.			
2.			
3.			,
4.			

10	For	Trans	fer	only
10			-	

a) Transportation charges of personal effects (Money receipts to be attached):

Date	Mode	Station	Weight in	Rate	Amount	Remarks
		From To	Kgs.			
1					_	

b) Transportati	ion charg	es of person	al conveyance:
---	----------------	-----------	--------------	----------------

(Money receipts to be attached)

- (i) Mode of transport and station to which transported:
- (ii) Amount: Rs. _____

11. For Tour only

A.	Mode of Journey.		
(i) Ai	r		
(a)	Exchange voucher arranged by office	Yes/No	
(b)	Ticket/Exchange voucher arranged by	Yes/No	

(ii) Rail

Whether travelled by mail/express/ordinary train

(iii) Road

Mode of conveyance used. i.e., by Government transport/by taking a taxi, a single seat in a bus or other public conveyance/by sharing with another Government employee in a car belonging to him or to a third person to be specified,

B. Dates of absence from place of halt on account of -

ART B (To be filled in the Bill Section)
Strike out whichever is not applicable)

I'h	e net entitlement on account of travelling allow	wance works ou	it to Ks.	as	detailed below:
A.	Railway /air/ bus/steamer fare				Rs.
	Other Particulars (for Transfer only)				
	(i) Road mileage for kms @	per km			Rs.
B.	(ii) Transfer grant& Packing Allowa				Rs.
	(iii) Transfer incidentals (DA for days @	Rs. Per c	lay		Rs.
	(iv) Transportation of personal effect	S			Rs.
	(v)Transportation of private conveya	nce			Rs.
	Daily Allowance (for Tour only)				
C.	(i) days @ Rs.		per day		Rs.
	(ii) days @ Rs.		per day		Rs.
D	(iii) days @ Rs.		per day		Rs.
D.	Actual Expenses, if any (for Tour only)				Rs.
	ss Amount				Rs.
E.	Amount of advance(s) if any, drawn vide vou	ucher(s) No.	date		Rs.
F.	Net Amount				Rs.
Net	Amount (in words) Rupees				only
	otment received	Rs.			
Prog	gressive Expenditure (including this bill)	Rs.			
	ance available	Rs.			
	se pay Rs. Rupees (in words)				0
	elerk Accountant	Signatu	Counters	signed by	
Cert	ified that necessary entries have been ature of the Drawing &Disbursing Officer	Signatu	Counters	signed by	Officer f Shri/Shrimati
Cert	ified that necessary entries have been ature of the Drawing &Disbursing Officer	Signatu	Counters are of Con Service	signed by ntrolling (Book o	Officer f Shri/Shrimati
Cert.	ified that necessary entries have been ature of the Drawing &Disbursing Officer	Signatu made in the	Counters are of Con Service	signed by ntrolling (Book o	Officer f Shri/Shrimati
Cert.	ature of the Drawing & Disbursing Officer For use a mined and entered. For use a mined and entered.	Signatumade in the	Counters are of Con Service	ntrolling (Book o (for LTC	Officer f Shri/Shrimati only)
Cert.	ified that necessary entries have been ature of the Drawing &Disbursing Officer For use a	Signatumade in the	Counters are of Con Service	ntrolling (Book o (for LTC	Officer f Shri/Shrimati only)
Cert.	ature of the Drawing & Disbursing Officer For use a mined and entered. e pay Rupees (in words) ficiary list enclosed.	Signatumade in the	Counters are of Con Service	signed by ntrolling (Book o (for LTC	Officer f Shri/Shrimati only) only as po
Cert.	ature of the Drawing &Disbursing Officer For use a mined and entered. the pay Rupees (in words) ficiary list enclosed. Accountant/J.A.O.	Signatumade in the	Counters are of Con Service	signed by ntrolling (Book o (for LTC	Officer f Shri/Shrimati only)
Cert.	ature of the Drawing & Disbursing Officer For use a mined and entered. e pay Rupees (in words) ficiary list enclosed.	Signatumade in the	Counters are of Con Service	signed by ntrolling (Book o (for LTC	Officer f Shri/Shrimati only) only as po
Cert: Sign. Exam Pleassened	ified that necessary entries have been ature of the Drawing &Disbursing Officer For use a mined and entered. the pay Rupees (in words)	Signatumade in the	Counters are of Con Service	Book o (for LTC)	Officer f Shri/Shrimati only) only as pools O./A.P.A.O.
Cert. Sign Exan Pleas benef	ature of the Drawing &Disbursing Officer For use a mined and entered. the pay Rupees (in words)	Signatumade in the	Counters are of Con Service	Book o (for LTC)	Officer f Shri/Shrimati only) only as pools O./A.P.A.O.
Cert. Sign Exan Pleas benef	ature of the Drawing &Disbursing Officer For use a mined and entered. the pay Rupees (in words)	Signatumade in the	Counters are of Con Service	Book o (for LTC)	Officer f Shri/Shrimati only) only as pools O./A.P.A.O.
Cert. Sign Exan Pleas benef	ified that necessary entries have been ature of the Drawing &Disbursing Officer For use a mined and entered. the pay Rupees (in words)	Signatumade in the	Counters are of Con Service	Book o (for LTC)	Officer f Shri/Shrimati only) only as pools O./A.P.A.O.

as

(a)	R.H. and C.L.,	

- (b) not being actually in camp on Sundays and holidays.
- C. Dates on which free board and/or lodging provided by the State or any organisation financed by State funds:
 - a. Board only.
 - b. Lodging only.
 - c. Boarding and lodging. (both)
- D. Particulars to be furnished alongwith hotel receipts, etc., in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariffs.

Period of stay		Nome of the hetel*	Daily rate of	Total amount	
From To		Name of the hotel*	lodging charged	paid	
1	2	3	4	5	
	+				

Certified that-

(i)	Information, as given above, is true to the best of my knowledge and belief.
(ii)	That my husband/wife is not employed in Government service/that my husband/wife is
	employed in Government service and the concession has not been availed of by him/her
	separately or himself/ herself or for any of the family members for the concerned block of
	years (for LTC only).

	Signature of the Government employee
Date	

T.R. FORM NO. 24 [See T.R. 4.107]

Medical charges Reimbursement Bill

NAME OF 11 DDO Code:	HE OF	FICE:		Rill N	Jo :	Data	/ /
DDO Code: _ Token No.: _		Date:	/ /	TV	Vo.:I	Date: / /	
Salary Head o	of Acco	ount:	′—′—	1. V.	101	Jaic/_/	
Sl Employ	yee Id	Name of	f the Employee	Gross	Recovery of	Net Claim	
No. No			Designation	Claim (Rs.)	Advance (Rs.)	(Rs.)	Remarks
1 2			3	4	5	6	7
							2
Allotment	Т	Rs.	1 0 00 1	1 . 7 1			
Received		AS.	previously, we the total amount have been dis	with the except ount has been sbursed to the eipts taken in	atisfied myself ation of those de refunded by de e Government en the office cop	etailed below eduction from mployee the	w (of which m this bill), crein named
Progressive	F	Rs.	2. Details of		res Refunded		
expenditure Rs.					nd name of incur	nbent with d	lesignation
ncluding this	bill					ino one with t	· corgnation
F 7	:		Period	Amo	ount (Rs.)		
Balance availa	ble F	Rs.	3. Certified th	nat Essentialit	y certificates, red	ceipts etc are	e appended.
s per benefici	ary list	enclosed.	ipees (in words)			only
Bill Clerk		1,000	untant	C:	amatuma af D D	O '41 D - '	· ·
tation			umam	51	gnature of D.D.	O with Desi	gnation
Date		20	- 5				
			For use a	t the Treasur	У	The state of the s	
Examined and	enter	ed					
Pay Rs							
Rupees (in wo	ords) _						0
Accountar	nt / J.A.	.0.			T.O. /A.T.O.	/ P.A.O. / A.	P.A.O.
	For use	in the Off	ice of the Acco	untant Gene	ral (Audit), Wes	t Bengal	
Admitted Rs			1	- 7			
Objected Rs				Re	easons for objec	tions	
Auditor					S.O/A.A.	O./Audit Off	ficer
	For use	e in the Off	ice of the Acco	- *	ral (Audit), Wes	t Bengal	

T. R. FORM NO. 26 [T.R. 4.135 Sub-Rule (1) and Explanation 1 and T.R. 4.137]

D.D.O. Code	Bill No.	Date/_/
D.D.O. Code Token No Date/_/	T.V. No.	Date//
Head of Account Code	Sanction No.	Date//
Bill for drawing charges relating to (a) Wages services, (d) Rates & Taxes/Royalty, (e) Pu Hospitality Expenses/Sumptuary allowances e Vehicles, (j) Maintenance, (k) Minor works Service Expenditure and (o) Recoupment of P	blications, (f) Advertising, Sales etc., (h) Machinery and Equipments, (l) Materials and Supplies, (r	and Publicity Expenses, (g)
Office of the		
For the month of20		
Sl. No. of Sub-Vouchers Description of charge	Authority for drawing sanctioned under delegate sanctioned by the compet may be quoted with No. and	ed power or Amount ent authority (Rs.)
Total (in words)		
 (i) The expenditure charged in this bill could not, is certified that to the best of my knowledge an parties entitled to receive them with the exc advance and will be paid on receipt of the mone. (ii) Vouchers for all sums above Rs. 500/- in am vouchers for other sums and am responsible of cannot be used again. All work-bills are annexed that the rates paid for are not in excess of the adagainst the indents and invoices concerned to positive. (iv) a) Expenditure on conveyance hire charged in the Bengal Financial Rules, was actually incurred, the conveyance used and b) The Government employee concerned is not journey, and that he is not granted any compensation for the performance of the duty with the concerned and amount drawn on bill concerned. (vi) Provisions of WBFR Part-I Rule 47 as amended in the particular of the performance of the duty with the concerned and amount drawn on bill concerned. 	and belief the payments entered in this septions noted below, which exceed by the ey drawn ion this bill. Industry are attached to this bill. I has that they have been destroyed or so ed. In good order, that their quantities excepted rates and that suitable notes be event double payments. This bill in terms of Rules 3 of Appendance unavoidable and is within the so extend the total draw travel express unavoidable and does not and will not except this bill were actually entertally one month previous to this date.	s bill have been duly made to the d the balance of the permanent ave, as far as possible, obtained o defaced or mutilated that they correct, and their quality good of payments have been recorded adix-11 to the West cheduled scale of charges for ander the ordinary rules for the ot otherwise receive any special ined in Govt. Service during the
	Allotment Received Rs.	
	Progressive Expenditure including this Bill Rs.	
	Balance Available Rs	

OXI DC	Rupees (in	words)			only
s per benefi	iciary list enclosed				
			AND/OR		only
y-Transfer	Credit Rs.	Rupees	(in words)		
s below-					
Sl No.	Head of Account		Description	ВТТурс	
Bill C Date Station	lerk20_	Accountar —	nt Drawi	ng & Disbursing Offic	cer
		_	- i- the Tuessum	<i>I</i>	
Pay Re	Rupees (in	words)	r use in the Treasury		onl
Pay Rs	Rupees (in ficiary list enclosed	words)			onl
as per bene	ficiary list enclosed	words)	AND/OR		
as per bene	ficiary list enclosed	words)	AND/OR		
By-Transfe	ficiary list enclosed	words)Rupees	AND/OR		
s per bene By-Transfe	ficiary list enclosed	words)Rupees	AND/OR s (in words)	BT Type	onl
By-Transfe	ficiary list enclosed	words)Rupees	AND/OR s (in words)	BT Type	onl
By-Transfe as below-	ficiary list enclosed	words)Rupees	AND/OR s (in words)	BT Type	onl
By-Transfe as below- Sl No. Examined	r Credit Rs	words)Rupees	AND/OR s (in words) Description	BT Type	onl
By-Transfe as below- Sl No. Examined Account	Head of Account and Entered. For use in t	words) Rupees	AND/OR s (in words) Description T.O./A.T.O	BT Type	Amount (Rs.)
Sl No. Examined Account	For use in t	words) Rupees	AND/OR s (in words) Description T.O./A.T.O	BT Type ./P.A.O./A.P.A.O.	Amount (Rs.)
Sl No. Examined Account	For use in t	words) Rupees	AND/OR s (in words) Description T.O./A.T.O	BT Type ./P.A.O./A.P.A.O.	Amount (Rs.)

authorised by the Government and the amount will be recovered from his pay, allowanceetc.

[See sub-rule (1) of T.R. 4.136, sub-rules (3) and (4) of T.R. 4.138 and sub-rule (1) of T.R.5.07]

D.D.O. Code		Bill No.	Date / /	,
D.D.O. Code	Date//	T.V No.	Date / /	
Head of Account Code				
Head of Account Code Sanction No	Date//			
	Bill for drawing	- d		
Detailed hill will be	sent for counters	advance without su	pporting Voucher	
Office of the	Sent for counters	signature by	The same of the sa	
Proforma Invoice	Purpose (wit	h description whe	re necessary) and	
No., if any		of authority for dr		Amount(Rs.)
	1	and the state of t	avviile davance.	
	Total Rs			
otal Rupees (in words)				
				only
llotment Received Rs				
rogressive Expenditure				
ncluding this bill Rs				
alance Available Rs.				
educt-amount disallowed	d by the Contro	olling OfficerVide	detailed hill Pc	Na
dt		g - meer vide		INO
nspent or balance of prev	ious advance drav	vn under Bill No	dt	
oken No	_ dt	for Rs.		
et amount payable	Rs	(Rupees		
) only	у.		
ay Rs Rupee	s (in words)			only
per beneficiary list enclos	sed			
		AND/OR		
/-Transfer Credit Rs	Rupees	(in words)		only
below (Challan enclosed)	-			
I No. Head of Accou	nt	Description	BT Type	Amount (Rs.)
				, ,
ll Clerk A				
	ccountant	Drawi	ing & Disbursing Offic	er
ation	0			
te: - The Treasury will make	payment only when	n there is proper au	thority to draw advance	e. The drawer should
reful to include in the detailed to month. The detailed bill sh	nall he submitted to	the Treasure from	arawn in advance from	the Treasury during
e Drawing & Disbursing Office	cer will initial the da	the of each navment	which the advance was	drawn.
th the detailed bill as also su	b Voucher is to be	ite of each payment	iii tile Expenditure Reg	ister and the same a

		For	use at the Treasury		
Examined a	and entered.				
Pay Rs.	Rupees (in w	ords)			only as per
	list enclosed				
			AND/OR		
By-Transfer	r Credit Rs	Rupees	(in words)		only as
	llan enclosed)-				
SI No.	Head of Account		Description	BT Type	Amount (Rs.)
Accountant, Dated Admitted Rs	20		T.O./A.T.O./P.A e Accountant General	.O./A.P.A.O. (Audit), West Bengal	
Objected Rs		for reasons st	ated below.		
Dated	20	Auditor	S.O./A.A.C	O./Audit Officer	
Note – Dra	wing & Disbursing Off	cer will be re	sponsible for adjustr	ment of the advance b	y sending detailed

Any amount drawn in excess of allotment, unless otherwise authorised by Government, may be deducted from his pay, allowance etc.

Second advance will not be paid if first advance has not been adjusted unless the same has been allowed by Government.

[See sub-rule (2) of T.R. 4.135 and sub-rule (6) of T.R. 4.138]

Not payable at the Treasury Detailed bill for adjustment of advance

Detailed bill for adj	ustment of advance		
D.D.O. Code Bill No.		Date / /	
D.D.O. Code Bill No. Token No Date _/_/ Tok	en No.	Date / /	
Head of Account Code Sanction No Date/_/ Name & Designation of the Sanctioning Author			
Sanction No Date/_/_	Sanctioned Amo	unt Rs.	
Name & Designation of the Sanctioning Authori	ity		
17			
Adjusted against A.C. Bill No. T.V./Token No. dated	dated	20 dra	wn unde
Office of the	20		_
Monthly detailed adjustment bill for the month of	20	•	
Office of the Monthly detailed adjustment bill for the month of	20		
Details of numbers of sub- Vouchers Description of charg	e, number, and	Amount	
Vouchers date of authority sanction is necessary.			15
saliction is necessary	•		
Broug	ght forward	j.	_
Total Rs			
(Rupees)	© El		
I certify that the expenditure included in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouchers for all items of expenditure above Rs.500/- in amount and all work-bills are attached to the bill. I have as far as possible, obtained vouchers for other sums and am responsible that they have been so defaced or mutilated that they cannot be used again. 2. Certified that all the articles detailed in the vouchers attached to the bill and those retained in my office have been accounted for in the Stock Register. 3. Certified that the purchases billed for have been received in good order, that their quantities are correct and that their qualities are good, 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 indents and	dated	d Rs on date were met out of the diture Rs on the advance	and above

drawn

Refund, if any,
Challan No. _____ date _____

invoices concerned to prevent double payments.

- 4. Certified that-
 - (a) the expenditure on conveyance hire included in this bill was actually incurred was unavoidable and *is* within the scheduled scale of charges for the conveyance used, and
 - (b) the Government employee concerned is not entitled to draw travel expense under the ordinary rules for the journey, and he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty, which necessitated the journey.

Bill Clerk	Acc	ountant	Drawing & Disbursin	ng Officer
Station Dated	20			
		For use at th	e Treasury	
date	vide	T.V. No are adjusted	lo.	T.V. Nodateof adjustment has been kept
Intimation Card issued	l to D.D.O. videl	No	dated	
Accountant/J.A.O.			T.O./A.T.O./P.	A.O./A.P.A.O.
Dated	20			
	ice of the Princi	pal Accounta		Vest Bengal /Accountant
Admitted Rs				
Objected Rs				
Reasons for objection	-		erstrans.	
Auditor	S.O./A.	A.O.	Audit	Officer

[See sub-rule (1) of T. R. 4.195 & sub-rule (1) 4.197]

Grant-in-aid Bill/Consolidated Grant-in-aid Bill

Sanctioned Amount: Rs			Period: From To	Sa	nction No. & Da			(Сору	enclosed)
Name of the Grantee In	stitution				•				Amount (
Total Amount Rupees									
ay RsRup	ees (in wo	rds)					0.01	~ .	
y-Transfer Credit Rs				AND	OR				y list enclose
_			- (III (VOICES)				only as belo	W-	
	Sl No.	Head of	Account	Descrip	tion		BT Type	Amount	(Rs.)
								1	
T 0 D	(a)			AND/	OR				
Transfer Rs.	Rupe	es (in wor	ds)			only	as below-		
Ор	erator Code	e Operat	or Name		Scheme ID	Sche	me Description	Am	nount (Rs.)
									(10.)
rtified that:									
The amount of this bill y	vas not dra	wn before	and it agrees with that in	the office con	of this bill				
The defination report in	respect or r	ne previou	is grant has been furnish amount will be furnishe			ing aut	thority,		
The utilisation report in			amount will be from ich -	d to the		0			

Pay Rs I	Rupees (in words)	For use in Treasury	
By-Transfer Credit Rs.		AND/OR	only as per beneficiary list enclosed
	Sl No. Head of Account	Description	only as below- BT Type Amount (Rs.)
Examined and Entered.			
Accountant /J.A.O.			
	T.O./	/A.T.O./P.A.O./A.P.A.O.	
	For use in the Office of		(Audit), West Bengal
Admitted for Rs			(Audit), West Bengal
Admitted for Rs			(Audit), West Bengal

.

[See sub-rule (1) of T. R. 4.196]

Name of the Offic	e				in separate l	,,,,				
D.D.O. Code	-			Bill No.				Date / /		
D.D.O. Code	Date/			-		T.V. No.		Date// Date//		
Head of Account (Code			_				-		
	Code(1) Name of in	$_{ m _}$								
	(2)				for (month and	year)			
	(2) (3)				Clas	s of scholar	ship/stipend			
No. and date of	Name of	Period of	terms	Monthly	Bill		Deductions		Amount	Net
the order	the	From	To	value of	Amount	No. of	Cause	Amount	withheld	amou
sanctioning the	scholarship	1 Tom		stipend or	7 Hillount	days	Cause	Amount	Withheld	draw
scholarship or	or stipend			scholarship		absent		Rs.		draw
stipend	holder					account.		165.	Rs.	
•									Tto.	Rs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	7								()	()
90						1				
				Total			Total			
				Deduct Pa	lance undist	oursed from	last month		Balance	
				Deduct-Da	nance undist	oursed from	last month		due	

under which their sc Certified also that the with the exception paid to the proper pe	larship or stipend holder named in the bill attendance and have conformed to the rules holarships or stipends are payable. Scholarship or stipend drawn on the last bill of those refunded by deduction have been erson and their receipt taken in acquaintance	Pay Rs(Rupees) on Examined and entered
Certified that the amou	nt claimed in this bill was not drawn before and fair copy of the bill agree with each	Accountant/J.A.O.
10.	urred including the present bill is	For use in Accountant General (Audit), West Bengal's Office
Balance Available.		Admitted for Rs.
Station	Signature of D.D.O	Objected to Rs.
Dated	Designation	Reason for objection
		Auditor S.O./A.A.O. Audit Officer

** **

[See sub-rule (4) of T. R. 4.199 sub-rule (1) of T.R.4.201]

Bill for Refund of Revenue

Name of	Office				D	.D.O. Code	
Bill No.		Date	/ /	Token No.	Date / /	T.V. No.	Date / /
Head of	Account Cod	e					
Sanction	No.	Da	ate / /	Sanctioned	l Amount (Rs.)		
Designat	tion of the Sa	nctioning Aut	hority				
Deduct Re	efund)						
				Amou	unt credited	T.O./A.T.O./P.A.O./	
n whose	On what	Amount	Date of		C	A.P.A.O.'s signature in	Amount

In whose On wha	Amount	Date of						
name account receive	received	Receipt in Treasury	Head of Account	Challan No. & Date	Gross Amount (Rs.)	A.P.A.O.'s signature in token of keeping a note of refund against relevant entry in the subsidiary receipt register	Name of Payee	Amount to be Refunded (Rs.)
1 2	3	4	5	6	7	8	9	10

Total (in words) Rupees ______ only

Certified that: (1) Order of refund has (2) Refund of the amou	been registered and noted against the original that not been made earlier.	nal receipt entry in the departmental account under my dated	initial.
	as per Sanction Order de	etails mentioned above.	
			only as per
Beneficiaries list enclosed			
Bill Clerk	Accountant	Signature and Designation of the D.D.O.	
Station 20	-		
		he Treasury) only as per
Pay Rslist of Beneficiaries.	(Rupees		
Examined and Entered			
Accountant/J.A.O.		T.O./A.T.O./P.A.O./A.P.A.O.	
	For use in the Office of the Accoun	ntant General (Audit), West Bengal	
Admitted			
Objected fo	r reasons stated below:		
Auditor		S.O./A.A.O./Audit Officer	

[See sub-rule (4) of T.R. 4.201]

Refund of Revenue deposited in respect of Excise Duty, Agricultural Income Tax and Sales & Commercial Tax

(Applicable for Excise duty deposited by Superintendent of Excise, Agricultural Income Tax and Sales & Commercial Tax)

Bill No. _____ Date __/__/
T.V. No. ____ Date __/__/

D.D.O. Code ______ Date ___/__/___

The second secon	o. &Date:		ing Authority:	Sanction	ed Amount: R	S.		
	count charg							
		cultural Income Tax or						
	es &Comme							
Month in w		ount of cost price of liquor, ga				1 (7)		
deposite		ne of Treasury where deposit h Challan No. date and amou		Name of the depo		Amount (Rs.)		
deposite	d Wit	n Charlan No. date and amou	nt deposited	whom the refund	is due			
						h h		
Certified tha	t the refund	has been noted in the departs	mental accounts and refund r	register by the Sanction	oning/ Comp	etent Authority an		
		has been passed.		8				
2. Also certifie	d that the st	tatement relating to the trans	actions of the last month sh	owing the un-refunde	ed cost price	brought forward.		
amount depo	sited by ver	ndors, the amount refunded of	during the month and the clo	sing balance has alre	ady been sub	omitted to the Tre		
necessary ve	rification (to	be furnished by the Superint	tendent of Excise).		•			
Amount clai	med in this b	oill was not drawn before.						
lov Da	/D				c · 1· ·	i		
AV KS	(K	Rs (Rupees) only as per beneficiary list enclosed.						
uj 165								
	Rs.	Rupees (in words)	AND/OR	only as	helow-			
	The second secon	Rupees (in words) Head of Account		only as	S below-	Rs)		
	Rs. Sl No.		Description	only as	Amount (l	Rs.)		
	The second secon			only as BT Type		Rs.)		
	The second secon			BT Type		Rs.)		
By-Transfer Credit	The second secon	Head of Account	Description	BT Type		Rs.)		
sy-Transfer Credit I	SI No.	Head of Account AccountantSig	Description nature of the D.D.O.	ВТ Туре		Rs.)		
By-Transfer Credit	SI No.	Head of Account AccountantSig	Description	ВТ Туре		Rs.)		

			For use in Treasury			
	55705	n words) Rupees (in words)	AND/OR		y as per beneficiary list en	aclosed
	Sl No.	Head of Account	Description	BT Type	Amount (Rs.)	
2. The deposit	of Rs or, ganja, bha	d amount of Rs in the has been debited in Roang and others where applicab	Refund Repayment Register n egister in Pr. A.G(A&E), W.B le.	naintained at P.A.C's Form No. 107	O/Treasury. as Refund of Deposit on	account of cost
Accountant /J.A.O.		P	A.O./A.P.A.O./T.O./A.T.O.			
	9	For use in the Office of	the Accountant General	(Audit), West	Bengal	
AdmittedObjected	*	for reasons stated below:				
Auditor				S.C	0./A.A.O./Audit Officer	

.

[See T.R. 5.03]

Bill for drawing charges on account of loans and advances, subsidies, investments, etc to Cooperative societies, Statutory Corporations and other organisations.

	Name of the office D.D.O. Code					
	D.D.O. Code		Dilla	Τ	The state of the s	
	Token No.	Date / /	Bill N	lo	Date	/ /
	D.D.O. Code Token No. Head of Account Code		1.V.	No	Date	//
		_				
	Sanction Order No.					
	Sanctioned by		Batc		_ (Copy enclo	osed)
	Sanctioned by Sanctioned Amount Rs					
Received	d the sum of Rs.	(Rupee	es)
or (I valille	ally Designation of the	I come -)				in favour
of	e and Designation of the	Loance)			×	for the purpose
						. 1
(c) Utilisate furnished to Please particular per only as per only	nt claimed in this bill was attilisation report, in respond accepted by the sanctition report in respect of the sanction authority Rs. The beneficiary list encloses the sanction of the sanctioning authority and the sanctioning authority Rs.	oning authority he present amo y / Principal Ac Rupees (in wed	ount will be obtaccountant Gener	ained from the all (A&E), V	the loaneeby the Vest Bengal in	nts/drawn, has been his office and will be due course.
by-transfe	r credit to the Per	sonal Depos	sit/L.F. Acco	unt Rs	D.,,	
Operator	Code O		only (Title o	f the Depo	sit Account	pees (in words) Challan enclosed)
Operator	Code Operator Name		Scheme ID	Scheme I	Description	Amount (D.)
					recipiton	Amount (Rs.)
The grant/a Amount ali	allotment under the Hear ready spent including th	nd of Account is bill is Rs	t for the curren	nt Financia 	l Year is Rs.	
Bill Clerk	Accountant	Signature (of the D.D.O w	vith Design	ation	v
Station						
Date	20					

For use in the Treasury

Pleas	e pay	y Rs.		Rup	ees (in wo	rds)						
only	as	per	beneficiary	list	enclosed	and/or	by-transfer	credit	to	the	Deposit/L.F.	Account
105			500			_(Title o	f the Deposit	Accou	nt – (Chal	lan enclosed).	
Exan	nined	and	entered.									
	A	ccou	ntant /J.A.O.					T.O	./A.T	.O./I	P.A.O./A.P.A.0	О.
			For use in	Acc	ountant	Genera	al (Audit),	West 1	Beng	gal'	s Office	
								Admi	itted f	for R	s	
								Obj	ected	to F	Rs	
								Reason	of Ob	jecti	on	

Auditor

S.O./A.A.O./Audit Officer

Note: This form is mainly intended for payment of loans and advances, investment in share capital/ debenture, subsidies etc. to Municipalities and Municipal Corporations, Panchayati Raj Institutions and other bodies declared as local fund under T. R. 5.05, to companies registered under Indian Companies Act, 1961, Co-operative Societies, Statutory Corporations and other bodies when bill is drawn by the nominated Officer as mentioned in the relevant sanction order.

T. R. FORM NO. 36(A)

Simple Receipt Bill Form

[See T. R. 5.11]

Bill for drawing charges on account of payment/repayment of loans, advances, subsidies, investments, interest on loan, withdrawal from Contingency Fund etc.

		gency rund et	•	
D.D.O. Token I Head or	Code	Bill N	No Date _ No Date _	_/_/
Sanctioned by:		C		
Sanctioned Amount: Rs.	Period: From	Sanction No. & Date		(Copy enclosed)
Name of the Grantee Institution	1 chod. From	To	Purpose:	
				Amount (Rs.)
Total Amount Rupees				
 (b) (i) The utilisation report in respect authority/Principal Accountant General (present amount will be furn	ished to the sanctioning au OR	thority/Principal Account	ant General (A&E), West Bengal in due co
Pay Rs Rupees (in words)			only on man I	
			only as per benef	iciary list enclosed
		AND/OR		
By-Transfer Credit to the Deposit/ L.F Acco as below (Challan enclosed)-	unt Rs Rupees (i	n words)		only
SI No. He	ad of Account	Description	ВТ Туре	Amount (Rs.)

AND/OD

PL Transfer Rs.	Rupees (in words)					only as below-				
	Operator Code Operator Name				Scheme ID Scheme Des			Description Amount (Rs.)		
Bill Clerk		Accountant			Signature of the D.D.O. with Designation					
				For use in	Treasury					
							er beneficiary list			
By-Transfer Cree	dit to the De	eposit/ L.F Ac	count Rs.	Rupees (in words)				only as below (Chal	llan enclosed)-	
	Sl No.	Head of Ac	count	Description	ВТ	Туре	Amount (Rs.)			
Examined and E	ntered.	<u> </u>								
Accountant /J.A.	0.			T.O./A.T.O./P.A.O./A	A.P.A.O.					
		Fo	or use in the Off	ice of the Account	ant General	(Audit)	, West Benga	al		
Admitted for Rs.										
Objected to Rs.										
Reason of Object	tion	4	_							
Auditor		S.O./A	.A.O.	Audit Officer						

[See T. R. 5.03 and T.R. 5.10]

Bill for drawing loans and advances (other than G.P.F. and Festival advances) sanctioned to employees of the Government

	Name of the Office							
	Bill No.	Date/_/	Token No.	Dat	D.D.O. Code e _ / _ / T.V	7. No	_ Date//	_
	Head of Account Coo	le		_				
Sl No.	Name & Designatio the Employee	n of Employee ID	Nature of Loan/ Advance	Sanction ID	Designation of the Sanctioning Authority	Sanction Order No. and Date	Sanctioned Amount (Rs.)	Remarks
1	2	3	4	5	6	7	8	9
Total R						1		
Total R	Rupees (in words)				on	ly		
Allotm	nent Received	Certified that:						
Rs					before and the total of offi			
Progre	ssive Expenditure				ance will be furnished to the		ority in due cours	se.
includi	ing this bill	1 /			of the employee concerne	ed,		
Rs.		(d) the drawal ha	s been noted in the	e Pay Bill R	legister.			
Pay Rs.	Rı	upees (in words)					only as per l	ist enclosed.
		-						
Bill Cle	rk	Accour	ntant		Signature of the D.D.O	with Designation		
Din Cic	T IX	recour	ituiit		Signature of the Bib.o			
Station	20							

Pay Rs.	Rupees (in words)	For use in the Treasury	and the second second
Examined and entered.			onlyas per list enclosed.
Accountant /J.A.O.		T.O./A.T.O./P.A.O./A.P.A.O.	
	For use in the Office	of the Accountant General (Audit), West Bengal	
Admitted for Rs.	Objected to Rs.	Addit), West Bengal	
Reason of Objection			
Auditor		S.O./A.A.O./Audit Officer	

[See T.R. 5.04]

Schedule of recovery of Loans and Advances / Interest on Loans and Advances

	Name	of the Off	ice:						
	DDO	Code:	Date:		Bill No.: T.V. No.:		Date: /	/	
	Toker	n No.:	Date:	/_/	T.V. No.:		Date: /	/	
	Pay B	ill for the	Month of		20		,		
		Head of A					The second secon		
							-		
	of Account:			1					
S1	Employee	Name	Designation	Identification			unt recover	ed	Remar
lo.	ID No.	S-12-00-00-00-00-00-00-00-00-00-00-00-00-00		No. of Loan	instalments	Principal	Interest	Total	Remai
1	2	3	4	5	6	7	8	9	10
				_					
			4						
N.	B.: 1. In case	e of transfer	r from previous of	office and if the	e is any change	of salary he	ad of Acco	unt, the p	revious
sa			be quoted in the						
	2. Nan	ne of the	e Accounts (Officer who	maintains the	Loan Ac	count		
	-								
	3. In cas	se of Centra	l Government en	nployees on dep	utation from the	office of the	Accountant	t Genera	l of this
	Stat	e or any oth	ner State the Hea	d of Account ma	ay be indicated	as "8658 - St	ispense Acc	count – 0	0 - 101
			e – PAO (Audit)						
			r Central Gover						
			3658 – Suspense	e Account – 00	-101 - PAC	Suspense -	- (Name o	f the con	ncerned
		istry)".							
			ay employees on						uspense
			102 – Suspense						
			State Governme					be indic	ated as
			tate Suspense Ac						
			ount recovered from				pay	able on 1	st of
			is as terms	and conditions of	of loan.				
7	en a		4			~ :			
B	ill Clerk		Accoun	tant		Signature	of the D.D.	0.	
_									
				D					
		For use in	the office of the	Principal Acco	ountant Genera	il (A&E), W	est Bengal		
N	oted in the Br	andsheet							
11	oted in the Di	oausneet			_				
A	ccountant				SO	./A.A.O.			
1 1					5.0				

[See T. R. 6.12]

Deposit Repayment Order and Bill Form

Name	e of the Office		*			
D.D.	O. Code		Bill No.	Bill No. Date _ / _ / T.V. No. Date _ / _		
Toke	O. Code	Date//	T.V. No.	I	Date / /	
Head	of Account Code					
Origin	al Challan No.		1	~	· ·	
Date o	of Deposit					
	nt originally deposite	d Rs				
_	Head of Account					
	Name of Depositor	Amount deposited ()	Rs.) Deduction	(Rs.) Net	t Payable (Rs.)	
Rupee	s (in words)					only
Balanc	ce available (Rs.)					_ •
	()					
Passed	for payment Rs.	Rupees (in words)			
		only			District Magistr	ate or
other c		dated_		or vaage, 1	piotifet magisti	are or
					le with	41
		_the sum of Rupee				
amoun	t payable	on account o	the deposit desc	ribed above	as per list enclo	osed.
Please	pay Rs.	Rupees (in word	(2)			
only as	s per beneficiary list	enclosed				
Offiny as	s per beliefferary fist		D/OR			
		AIN	J/OK			
By-Tra	ansfer Credit Rs.	Rupees (in wor	·ds)			
	s below-	rupees (me.				
Sl No	. Head of Account	Description	on .	BT Type	Amount (Rs.)	
Certific	ed that the amount cla	aimed in this bill was	not drawn before			
D:11 C1	aule A		6:	0 D :	(.)	
Bill Cl	erk Acc	countant	Signature	& Designa	tion of the D.D.	.O.
Station						
Date _	20_				*	

		For use at the Tr		
Pay Rsper list enclosed.	_ (Rupees _	101 use at the 11	easury	only as
Examined and entered.				
Accountant/J.A.O. Station Dated			P.A.O. /T.O. /A.P.A.O. /A. T. O.	
	For use in th	ne Office of the A.G.(A	Audit), West Bengal	
Admitted for RsObjected to Rs		for reasons stated	below.	
Auditor			S.O./A.A.O./Audit Officer	

[See*sub-rule (1) of T. R. 6.14]

Transfer Credit Bill Form

Name of	the Office						
D.D.O. (Code		Bill No.	 Dat	te / /		
Token N	Code Date O Date	//	T.V. No.	Dat Da	ate ///	1	
Head of	Account Code						
Sanction	No. & Date (Copy enclo	2001					
Sanction	ing Authoritan	The second secon					
Purpose:	ing Aumority.						
	ed Amount (Rs.):						
Operato		C -1	Period: From	1	To		
Code	Operator Name	Scheme ID	Scheme	758 88	he Grantee	Amount	
2000		ID	Description	Auth	ority	(Rs.)	
Please pa	v By-Transfer Credit Re	. 1	Dumaga (!				
only as be	y By-Transfer Credit Rs	-	Rupees (in words)_				
SIN		count	Dagawi				
				ption	Amou	unt (Rs.)	
Bill Clerk Station Date		Signatur	re of the D.D.O with	n Designation_			
	20	Form					
		roru	ise in the Treasury				
Please pay only as bel	By-Transfer Credit Rs.						
Sl No.	Head of Account		Description	рт			
			Description	DI	Type	Amount (Rs.)	
Examined	and entered.						
1.							
AC	ecountant /J.A.O.			T.O./A.T.O	./P.A.O./A.	P.A.O.	
	For use in Accor	untant Ge	eneral (Audit), V	Vest Benga	l's Office		
Admitted fo	r Rs		(),	Jengu.	Joine		
Objected to	Rs						
Reason of (Objection	_					
	J				*		
Auditor			S	5.O./A.A.O./Au	idit Officer		
					un Officer		

[See sub-rule (2) of T. R. 6.39]

CERTIFICATE OF GENERAL PROVIDENT FUND DEDUCTIONS IN RESPECT OF GROUP 'D' EMPLOYEES

NAME	OF THE OFFIC	JE:			_	
DDO C	ode:	Bill No	i.:	_ Date:/_/ Date:/_	_	
Token 1	No.:1	Date://_	T.V. No.:	Date:/_	/	
Pay Bil	l for the Month	of	, 20			
respect of	Group 'D' emp	loyees claimed	d in this bill paya	s General Providable on 1 st of (Salary Head		under
Receipt Head of	Account					
Name of the Employee	Employee ID No.	GPF A/C No.	Amount of monthly subscription (Rs.)	Amount of refund of withdrawals (Rs.)	Total Amount (Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Total Rs.					
Bill Clerk Date	Accountant	S		0		

[See sub-rule (1) of T. R. 6.39]

SCHEDULE OF GENERAL PROVIDENT FUND DEDUCTIONS

NAME OF THE OFFICE: DDO Code: Token No.: Date: _/_/_ Pay Bill for the Month of, 20 Salary Head of Account:	Bill No.: Date:/_/_ T.V. No.: Date:/_/_
Important Instructions:	
 This form should not be used for transactions of other Provident Fund Numbers should be arranged in serial order. In the remarks column, give reasons for discontinuance of su 	abscriptions, such as "Proceeded on leave" "Transferred to Quitted Service", "Died" or "Discontinued under Rule 7". as " subscriber", "came on transfer from sumed subscription". It Numbers are prefixed by different alphabetical abbreviation. If the Accountant General of this State or any other State the Head of D Suspense – PAO (Audit), Kolkata". Head of Account may be indicated as "8658 – Suspense Account – be indicated as "8658 – Suspense Account – 00 – 102 – Suspense Account may be indicated as "8793 – Inter-State Suspense Account

Employees: G	roup-A, B & C							
d of Account (Code:							
Employee ID No.	Name 3	G.P.F Account No.	Pay/ Leave Salary (Rs.)	Monthly Subscription (Rs.)	Arrear & Instalment No.	Recovery & Instalment No.	Total Realisation (Rs.)	Remarks
			3	6	7	8	9	10
	Tr a							
Clerk		A	Accountant		S	Signature of D.D.C	,	nly
	For u	se in the Office	e of the Prin	cipal Accountant	General (A&)	E), West Benga	al	
her	<u> </u>	_ Date of end	cashment					
	able on: 1 st day d of Account (Employee ID No. 2	able on: 1 st day of d of Account Code: Employee ID No. 2 3 : Rupees (in words) For u	Employee ID No. Name G.P.F Account No. 2 3 4 : Rupees (in words) For use in the Office	Account Code: Employee Name G.P.F Pay/ Leave Salary (Rs.) 2 3 4 5 : Rupees (in words) Clerk Account the Office of the Prince For use in the Office of the Prince For use in the Office Frince For use For use	Account Code: Employee Name G.P.F Pay/ Leave Monthly Subscription (Rs.)	Account No. Subscription (Rs.) Arrear & Instalment No.	Account No. Salary (Rs.) Subscription (Rs.) Instalment No. Instalment No. Recovery &	to f Account Code: Employee ID No. Name Account No. Salary (Rs.) Subscription (Rs.) Instalment No. Instalment No. Realisation (Rs.)

- (1) Certified that the name, amounts of individual deductions and the total showing Column 8 have been checked with reference to the bill, as per
- (2) Certified that the rates of pay as shown in Column 3 have been verified with the amounts actually drawn in the bill.

Dated initials of the Accountant

[See sub-rule (1) of T. R. 6.39]

Schedule of* Provident Fund Deductions

	1	Name of the Office	ce:			DDO Co	de:	\neg	
	I	Bill No.:Da Pay Bill for the M	nte://	Token No.:, 2	Date:// 0 Salary Head	T.V. No.:	de: Date://	_	
1. 7	This form should	not be used for tr	ansactions of Gen	eral Provident F	Fund for which Form T	R. 47 has been p	rovided. The Account	Numbers should	ld be arranged in
2. I	n Column 1 auot	e Account Numbe	re unfailingly. The		0 (0 0 "				a se arrangea m
3. I	n the remarks c	olumn, give reason	ons for discontinu	guide letters e.	g., Cy (for Contributor riptions such as "Proc	y Provident Fund),	should be invariably p	refixed to Acco	unt Numbers.
	2	District", "O	uitted Service" "I	Died" or "Discor	ntinued under Dule 7"	eeded on leave,	Transferred to		Office
4. I	n the remarks co District", "Resum	lumn write description".	otion against every	new name such	as "New Subscriber",	, "Came on transfer	form	Office _	
5. S	eparate schedule	s should be prepar	ed in respect of pe	ersons whose acc	counts are prefixed by	different alphabetic	al abbraviation		
0. 1	irrange the Acco	unt Numbers in Se	erial order. If inter-	est is paid on ad	vance mention it in the	remarks column	ai audieviation.	T .	
r or Linp	loyces.								
Payable o									
Head of A	Account Code:								
Sl No.	Employee ID No.	Name	P.F Account No.	Pay/ Leave Salary (Rs.)		Arrear (Rs.)& Instalment No.	Recovery (Rs.)& Instalment No.	Total Realisation	Remarks
1	2	3	4	5	6	7	8	9	10
Т 1	D. C.						U		10
lotal	Rupees (in word	ds)			•				only
Bill C Date_ *Plea		ne of the Providen		untant		Signature of D	.D.O with Designation	1	_Omy
-			For use in the	Office of the P	rincipal Accountant Ge	eneral (A&E), West	Bengal		
		ucher No				Date	of encashment		
(1		-/-			and total shown in o			erence to the k	oill, as per
12	, certified ti	iat the rates of pa	y as snown in Colu	ımn 3 have beer	n verified with the amo	unt actually drawn	in the bill.		

Dated initial of the Accountant.

[See sub-rule (1) of T. R. 6.39]

Schedule of deductions on account of subscription to Post Office Life Insurance Fund

Na	me of the Office : _		DHN			,
To	ken No.:	Date:/_/ of	Bill No.:_ T.V. No	D.:	Date: _/_/	
Pay	y Bill for the Month	of	_, 20			
Sal	lary Head of Accour	nt:				
Head	of Account		9			
Sl	Employee ID	Name of the	Policy	Rate of	Amount	
No.	No.	Employee	No.	Premium	Recovered	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	-					
		Total Rs.				
Rupees	(in words)) only
•	· · · · · · · · · · · · · · · · · · ·) Only
Bill Cle	erk	Accountant	Signature	of D.D.O.w	ith Designatio	on
Station					0	
Station _ Dated	20		****.			

[Seesub rule (1) and (3) of T.R. 4.189, sub rule (2) of T.R. 4.190 and sub-rule (1) (a) of T. R. 6.41 and sub-rule (1) of T.R. 6.43]

Bill for withdrawal of (a) Commuted Value of Pension, (b) Provisional Gratuity, (c) Final Payment of Gratuity, (d) Death Gratuity, (e) Final Payment of General Provident Fund, (f) Refundable Advance from General Provident Fund, (g) Non-Refundable Advance* from General Provident Fund

Name of the	Office:				· D.1	D.O Code:			
Bill No:		Date:/	/ Token l	No.: Date:	//	T.V NO.	Date	//	_
Name & Designation Employee with Basic		Employee ID	Date of Superannuation/Death	General Provident Fund Account No.	Sanction ID	Sanction No. & Date	Designation of the Sanctioning Authority	Gross Amount (Rs.)	Net Amount (Rs.)
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Head of account from	which the	salary is d	rawn:						
		outing to u							
Certified that the amou	ınt claime	ed in this bi	ll was not drawn be	efore and the total	of office co	py agrees with	fair copy of bill.		
							1,5		
Pay Rs	Rupees	(in words)				only	as per list enclosed		
	,			AND/O					
By-Transfer Credit Rs.		Rupe	es (in words)				only as below-		
	Sl No.	Head of	Account	Descripti	on	BT Ty	/pe Amount (R	Rs.)	
Bill Clerk	Acc	ountant	Sign	ature & Designation	on of the D.	D.O			
Station			-5.5						
Dated	20								

v Re	Pupas (in words)	For use at the Treasur	-	
y Its	- Kupees (iii words)		only as per	list enclosed
T			AND/OR		
-Transfer Credit Rs.		Rupees (in words)		01	nly as below-
	CLM	II 1 C1			
	Sl No.	Head of Account	Description	BT Type	Amount (Rs.)
Г					
Examined and entere	d.				
Examined and entere	d.				
Examined and entered Accountant/.				ΤΟ/ΑΤ	O /P & O /A P A O
				T.O./A.T.0	O./P.A.O./A.P.A.O
Accountant/.	J.A.O	For use in the Princi	pal Accountant General (A	&E). West Bengal	
Accountant/. (1) Certified that the	J.A.O	amount of withdrawal have been	pal Accountant General (An one checked with reference to	A&E), West Bengal the bill as per M.S.O.	(A&F)
Accountant/. (1) Certified that the	J.A.O	For use in the Princi amount of withdrawal have been pay as shown in column (1) has	n checked with reference to	A&E), West Bengal the bill as per M.S.O.	(A&F)
Accountant/. (1) Certified that the	J.A.O	amount of withdrawal have been	n checked with reference to	A&E), West Bengal the bill as per M.S.O.	(A&F)
Accountant/. (1) Certified that the	J.A.O ne name, and rate of p	amount of withdrawal have been	n checked with reference to	A&E), West Bengal the bill as per M.S.O.	(A&F)

[See Sub-rule (1) of T.R. 6.48]

Schedule of Recovery of Subscription under West Bengal State Government Employees Group Insurancecum-Savings Scheme, 1983

Token No.: Pay Bill for th	Date:/_ ne Month of	II No.:	.: Date:/		
	Subscription to Insurance Fund and Savings Fund	Contribution towards Insurance Fund (8011-00-107- 001-19) Rs.	Contribution towards Savings Fund (8011-00-107- 002-19) Rs.	Total Contribution Rs.	Remarks
Head of Account 1. Cert tows amo 2. Cert term	tified that a sum of ards the Scheme hount so deducted hat tified that no deducted that	Fund) [8011-00-107-00] of Rs. 8/- (Rupees Ei as been deducted from seen shown on the fection has been made the hoc basis or others exche scheme].	ght only) per month in the salary of each first page of the salary from the salary of em	on account of comployee and that bill.	t the total on short-
Bill Clerk		Accountant	Sig	gnature of the Draw Disbursing Offic	
Checked and ent		For use at the Tant/J.A.O.		T.O/A.P.A.O./A.T.	0

[See T.R. 6.49]

Schedule of Recovery of Subscription under West Bengal State Government Employees Group Insurance-cum-Savings Scheme, 1987

NAME OF THE OFFICE D.D.O. Code		Bill No.	Date / /
Token No.	Date / /	T.V. No.	Date / /
Pay bill for the month	n of	, 20	
Salary Head of Account:			

Note: (In case the subscription remains arrears the fact should be shown in red ink in the remarks column).

		•	of Employees the Group	Contribution towards the	Contribution towards Savings	T 1	
Sl. No.	G.I.S.S Group	Subscription to Insurance Fund only	Subscribing to Insurance Fund and Savings Fund	Insurance Fund (8011-00-107- 005-19) Rs.	Fund (8011-00-107- 004-19) Rs.	Total Contributions Rs.	Remarks
1	A						
2	В	2					
3	C						
4	D						
	Tota	l Rs					

Bill Clerk

Accountant

Signature of the Drawing & Disbursing Officer

- N.B.: (a)In case of Central Government employees on deputation from the office of the Accountant General of this State or any other State the Head of Account may be indicated as "8658 Suspense Account 00 101 PAO Suspense PAO (Audit), Kolkata".
 - (b) In case of other Central Government Civil employees on deputation, the Head of Account may be indicated as "8658 Suspense Account 00 101 PAO Suspense (Name of the concerned Ministry)"
 - (c) In case of Railway employees on deputation, the Head of Account may be indicated as "8658 Suspense Account 00 102 Suspense Account Civil (FA & CAO of the concerned Railway).
 - (d) In case of other State Government employees on deputation, the Head of Account may be indicated as "8793 Inter-State Suspense Account 00 101 (Name of the concerned State)".

For use in the Treasury

Checked and entered in the G.I.S.S. Register

Junior Accountant	Accountant / J.A.O.	Signature of the P.A.O. / A.P.A.O/ T.O. / A.T.O.
Date		

T.R.FORM NO. 60 [See T.R. 6.48 and T.R. 6.49]

Bill for withdrawal from West Bengal Government Employees' Group Insurance-cum-Savings Scheme, 1983 / 1987- For Savings Fund

Commence for the first	of the Office:			D.D.O	Code:	Bill No	: D	ate: / /
Token 1	No.: Date: _		Г.V NO	Date//	-			
G.I.S.S	S under 1983	1987	Head of A	Account				
SI No.	Name of the Employee	Employee ID No.	Designation	Date of Cessation of Employment (resignation/ termination/ superannuation/ Death-in-service)	Sanction ID	Sanction Order No. & Date	Designation of the Sanctioning Authority	Amount payable from Savings Fund with Interest (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Please pay Rs	(Rupees			only as	s per beneficiary l	ist enclosed.
j	Bill Clerk		Accountant		;	Signature & Desig	nation of D.D.O.	
	Station :		-					
	7			For use at the Treasury	<u> </u>			
Pa	y Rs(Rupees				4) only.
Exami	ned and entered.							
Accou	ntant/J.A.O.					T.O./A.T.O./P.A	.O./A.P.A.O.	
		HE STATE OF THE ST	For use in t	the Office of the Accountant G	eneral (Audit), V	<u>VB</u>		
Admit	ted Rs.							
	ted Rs.	for reasons s	ated below.					
Audito	or					SO/AAO/A	udit Officer	

[See T.R. 6.48 and T.R. 6.49]

Bill for withdrawal from West Bengal Government Employees' Group Insurance-cum-Savings Scheme, 1983 / 1987 Name of the Office: D.D.O Code: ______ Date: ___/__/ Designation of D.D.O: Token No.: Date: T.V No. Date: G.I.S.S under 1983 1987 Head of Account SI Name of the Employee ID Designation of the Amount payable Date of Sanction Order Designation Sanction ID No. Employee No. Sanctioning Death-in-service Insurance Fund No. & Date Authority (Rs.)(1)(2) (3) (4) (5)(7)(6)(8) (9) Pay Rs. Rupees (in words) only as per beneficiary list enclosed. Bill Clerk Accountant Signature & Designation of D.D.O. Station ____ Date 20 For use at the Treasury Pay Rs. ______Rupees (in words) as per beneficiary list enclosed.) only Examined and entered. Accountant/J.A.O. T.O./A.T.O./P.A.O./A.P.A.O. For use in the Office of the Accountant General (Audit), WB Admitted Rs. Objected Rs. for reasons stated below. Auditor SO/AAO/Audit Officer

[See T.R. 4.107]

Medical charges for Advance/Reimbursement Bill under W.B. Health Scheme 2008

Name of the Office:					
D.D.O Code: Dat	Bill No:	Da	te: / /		
Token No.: Dat	te: / / T.V.	No.:	Date: / /	-	
Head of Account:					
				-	
Name of the Govt. Emplo	yee / Pensioner				
Employee / Pensioner Ide	ntification No.				
Whether Employee (E) / F	Pensioner (P) / AIS	Officer (A)			
WBHS, 2008 Identification	on No. of Employee	/ Pensioner			
WBHS, 2008 Identification	on No. of Beneficiar	v(s)		All and the second seco	
Treatment Period: From (dd/mm/yyyy) To (d	d/mm/yyyy):			
Disease Code:	dd IIIII JJJJ) 10 (dd	d/IIIII/yyyy).			
Hospital / Diagnostic	Centre's Code	Indoor / C	Outdoor / Both	A (D)	
- Diagnostic	centre 5 code	mdoor / C	rutuooi / Botti	Amount (Rs.)	
		11 00			
Sanction ID:	De	tails of Sanctio	on		
Designation of the Sanction		D (111)			
Sanction Order No.:		Date (dd/mm/y	ууу):		
Bill for: Advance/ Reimb					
		OR ADVANCE			
Estimated Cost of Medica	l Attendance & Trea	atment		Rs.	
Maximum amount admiss	ible as advance			Rs.	
Amount sanctioned as adv	ance			Rs.	_
	FOR R	EIMBURSEN	IENT	IXS.	
Gross Claim					
The state of the s	: Rs.	1.		ave satisfied myself that t	
Less Advance, if any				eviously, with the excepti	
(T.V. No Date			of these detailed	below (of which the to	tal
<u>Less</u> Deduction under Cas			amount has been	refunded by deduction fro	om
Medical Treatment Schem	e, 2014, : Rs.			been disbursed to t	
if any.				ployee therein named a	
				en in the office copies of t	
Net Amount Payable	: Rs.			te acquittance roll.	ne
		2			
In case of Refund		2.		al charges Refunded	
(Challan No Date _	/_ /) : Rs.			ablishment and name	
Allotment Received	: Rs.		incumbent	with designation	on
Progressive expenditure				Perio	
including this bill	: Rs.		A	Amount (Rs.)	
and the contract of the contra	. 13.	3.	Certified that		
Balance available	: Rs		receipts, etc are ap	•	
Balance available	. KS	4.	1.50	o claim for the perio	24
				is bill has been preferre	
				s off has been preferre	ea
			earlier.		
Please pay Rs.	Runees (in words	e)			
	reapees (in words	only:	as ner list enclose	d	
		Offiny &	Der Het Chelose	u.	
				0	
Bill Clerk	Accountant		Signature of D	.D.O with Designation	
Station			Digitature of D	.D.O with Designation	
Dated	20				
	AND AND STORE STOR				

	For use at the Treasury	
Examined and entered		
Pay Rs.		
Rupees (in words)		only a
per beneficiary list enclosed.		
Accountant / J.A.O.	T.O. /A.T.O. / P.A.O. / A.P.A.O.	
For use in the O	Office of the Accountant General (Audit), West Bengal	17
Admitted Rs		
Objected Rs.	Reasons for objections	
Auditor	S.O/A.A.O./Audit Officer	

[See G.O. No. 4905 – F(Y) dated 17.09.2014]

BILL OF E-PAYMENT FOR UNSUCCESSFUL TRANSACTION (TO BE GENERATED IN TREASURY OFFICE)

D.D.O. Code	Bill No	Date//
Token No Date_	_// T.V. No	Date//
Head of Account Code 865	8-00-102-038-21-Payment	
Unsu	for drawing of Fund from Suspense accessfulTransaction by P.A.O/ Trea	sury Officer
Treasury Office Name:		
Date of Generation of Bill	Total No. of Failed Transaction	Amount (Rs.)
Total (in words)		only
	words) in Annexure Z to 8658-00-102-038-21	-Payment(Head of Account).
Bill Clerk	Accountant	Signature of PAO/APAO /T.O/ATO
Dated20_ Station		
For use in the	Office of the Accountant Gene	ral (Audit), West Bengal
Admitted Rs		
Objected Rs.	for reasons stated below:-	

AuditorS.O./A.A.O./Audit Officer

20

Dated

ANNEXURE- Z

r								
AMOUNT (Rs.)								
MICR NO.								
IFSC CODE								
BANK ACCOUNT NO.								
BENIFICIARY NAME								
REASON FOR FAILURE								
T.V. NO. & DATE AGAINST PAYMENT ID NO.		5						
PAYMENT ID NO.								
TOKEN NO. & DATE								
DDO'S BILL NO & DATE					<i>y</i> v			
DDO								
SL								

TR Form No.70

(See G.O No. 736 - F(Y) dated 10.02.2015)

[Works Bill (Advance bill, Part bill & Final bill) for Presenting in P.A.O/Treasury]

D D O C-d-					
D.D.O. Code	Date		Bill No	D	ate//
Token No	Date	//	T.V. No		oate// 20
Head of Accour	nt Code		Bill for the mo	onth of	20
Name of Contra	ctor				
Name of work _					
Amount of the s	anctioned estimate				
	te of the order of Admi				
	te of the order of Finar				
	his previous Bill for thi				
	of written order to con				
Scheduled date	of completion of work				
	Bill for	A. Mobilisatio	n Advance Bill	B. Ac	count of Work
		A. Mobilis	ation Advance Bill	l	
0 "	D = i = = + i = = - f + i = =		Purpose (with	description	
Sanction	Designation of the	Sanctioned	where necess		Claimed
Order No. &	Sanctioning	Amount (Rs.)	quotation of au	uthority for	Amount(Rs.)
Date.	Authority		drawing ad	lvance.	
Total Rs.					
Total Bunaca (i	n words)				
TOTAL RUDGES (I					only
7.5.1					only
Certified that-					Only
Certified that- • Amount	has been drawn as po	er sanctioned or	der of		Only
• Amount Order N	has been drawn as poo.	er sanctioned or	der of		vide
• Amount Order N	has been drawn as po	er sanctioned or	der of		vide
• Amount Order N • Total Ac	has been drawn as poor	er sanctioned or dated _ adjusted by the	der of		vide
• Amount Order N • Total Ac	has been drawn as poo.	er sanctioned or dated adjusted by the ls.	der of		vide
• Amount Order N • Total Ac	has been drawn as poor	er sanctioned or dated adjusted by the ls.	der of above mentioned v	vork in	vide
Amount Order N Total Ac in the ne	has been drawn as pooldvance amount will be ext bil	er sanctioned or dated adjusted by the ls. B. Acc	der of above mentioned vectors of Work	vork in	vide instalments
Certified that- • Amount Order N • Total Ac in the ne	has been drawn as pool. dvance amount will be ext bil mate value of work dor	er sanctioned or dated adjusted by the ls. B. According up to date alco	der of above mentioned vectors of Work	vork in	vide instalments
Certified that- • Amount Order N • Total Ac in the ne	has been drawn as poor. dvance amount will be ext bil mate value of work dorage of physical progres	er sanctioned or dated adjusted by the ls. B. According up to date alcoss.	der of above mentioned vectors Report above mentioned vectors above mentioned vect	vork in	vide instalments
Certified that- • Amount Order N • Total Ac in the ne	has been drawn as pool. dvance amount will be ext bil mate value of work dor	er sanctioned or dated adjusted by the ls. B. According up to date alcoss.	der of above mentioned vectors Report above mentioned vectors above mentioned vect	vork in	vide instalments
Certified that- • Amount Order N • Total Ac in the ne	has been drawn as pool. dvance amount will be ext bil mate value of work dorage of physical progres Materials received from	er sanctioned or dated adjusted by the ls. B. Acc ne up to date alc ss. m Resource Divi	der of above mentioned vectors Rs	vork in	vide instalments
Certified that- • Amount Order N • Total Ad in the ne	has been drawn as pool. dvance amount will be ext bil mate value of work dorage of physical progress Materials received from	er sanctioned or dated _ adjusted by the ls. B. Acc ne up to date alc ss. m Resource Divi	der of above mentioned vector of Work count of Work ng with sion orks done	vork in	vide instalments
Certified that- • Amount Order N • Total Ad in the ne	has been drawn as pool. dvance amount will be ext bil mate value of work dorage of physical progress Materials received from the payments already made	er sanctioned or dated adjusted by the ls. B. According to date along the date along the late a	der of above mentioned vector of Work count of Work ng with sion orks done as per:	vork in	vide instalments
Certified that- • Amount Order N • Total Ad in the ne	has been drawn as pool. dvance amount will be ext bil mate value of work dorage of physical progres Materials received from the payments already made mobilisation Advance	er sanctioned or dated _ adjusted by the ls. B. Acc ne up to date alc ss. m Resource Divi	der of above mentioned vector of Work count of Work response with sion orks done as per: Dated	vork in	vide instalments
Certified that- • Amount Order N • Total Ad in the ne 1. Approximate percental Cost of 2. "up-to-order N 1. Deduct i)	has been drawn as pool. dvance amount will be ext bil mate value of work dorage of physical progres Materials received from the payments already made mobilisation Advance of the payments already made mobilisation and the payments already made mobilisation Advance of the payments already made mobilisation Advance of the payments already made mobilisation and the payments already made mobilisation and the payments already made mobilisation and the payments already mobilisatio	er sanctioned or dated _ adjusted by the ls. B. Acc ne up to date alc ss. m Resource Divide for this work a TV No	der of above mentioned vector of Work count of Work response with sion orks done as per: Dated	vork in	vide instalments
Certified that- • Amount Order N • Total Ad in the ne 1. Approximate percental Cost of 2. "up-to-order N 3. Deduct i) ii)	has been drawn as pool. dvance amount will be ext bil mate value of work dorage of physical progres Materials received from the payments already made mobilisation Advance of the pool of the payments already made mobilisation Advance of the payments already mobilisation Advance of the payments already made mobilisation Advance of the payments already mobilisation Advance of the payments already made mobilisation Advance of the payments already mobilisation Advance of the payments already mobilisation Advance of the payments already mobilisation and the payments already mobilisation and the payments already mobilisation and the payments already mobilisation already mobilisation and the payments alre	er sanctioned or dated _ adjusted by the ls. B. Acc ne up to date alc ss. m Resource Divide for this work a TV No	der of above mentioned vector of Work count of Work response with sion orks done as per: Dated	vork in	vide instalments
Certified that- • Amount Order N • Total Adin the new In the new	has been drawn as pool. dvance amount will be ext bil mate value of work dorage of physical progress Materials received from the payments already made mobilisation Advance of the payments already mobilisation Advance of the payments already made mobilisation Advance of the payments already mobilisation already mobilisation and the payments already mobilisation already mobili	er sanctioned or dated _ adjusted by the ls. B. Acc B. Acc all all all all all all all all al	der of above mentioned vector of Work count of Work response with sion orks done as per: Dated	vork in	vide instalments
Certified that- • Amount Order N • Total Ad in the new Amount Order N • Total Advanced Order Order Order N • Total Advanced Order Order Order Order Order Order Order Order Order	has been drawn as pool. dvance amount will be ext bil mate value of work dorage of physical progres Materials received from the payments already made mobilisation Advance of the pool of the payments already made mobilisation Advance of the payments already mobilisation Advance of the payments already made mobilisation Advance of the payments already mobilisation Advance of the payments already made mobilisation Advance of the payments already mobilisation Advance of the payments already mobilisation Advance of the payments already mobilisation and the payments already mobilisation and the payments already mobilisation and the payments already mobilisation already mobilisation and the payments alre	er sanctioned or dated _ adjusted by the ls. B. Acc ne up to date alcoss. m Resource Divide for this work at the form of the local content of the local con	der of above mentioned vector of Work count of Work response with sion orks done as per: Dated	vork in	vide instalments
Certified that- • Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Ad in the new Amount Order N • Total Add in the new Amount Order N	has been drawn as pool. dvance amount will be ext bil mate value of work dorage of physical progress Materials received from the dealer intermediate paying payments already made mobilisation Advance of the dealer of th	er sanctioned or dated _ adjusted by the ls. B. Acc B. Acc all selections are up to date alc selections. The selection is a selection of the	der ofabove mentioned version	vork in	vide instalments
Certified that- • Amount Order N • Total Ad in the new Cost of Cost	has been drawn as pool. dvance amount will be ext bil mate value of work donage of physical progres Materials received from the payments already made materials already made materials already made materials	er sanctioned or dated _ adjusted by the ls. B. Acc B. Acc all selections are up to date alc selections. The selection is a selection of the	der ofabove mentioned version	vork in	vide instalments

Explanation:

- A. To SI. No. 2: It shall be equal to the Progressive amount paid up to the last bill including the amount to be paid in this bill
- B. To SI. No. 3: It shall be shown in details the TV No. & Date, amount of the bills drawn for this work only.
- C. To SI. No.4: This is the Gross payment to be released under this bill.
- D. The items for transfer credit shall be shown at reverse and net amount shall be endorsed as per beneficiary list.

Certifie	ed that-	the total work has bee	n completed as on (mention date of	inspection) as per p	roject			
	% of the total work has been completed as on (mention date of inspection) as per promilestone/as per agreement.							
•	% of total cost of work) is hereby sanctioned for the completed work							
	per paymen	t schedule approved vid	le order no (Mei	TRIOT OTGET TIO. GITG O	iato o			
•	the parent d	SMOED Dort I Dule 17	as amended have been observed prop	perly.	•			
•			the authorized additions mention	neo above maine	d on k No			
		and are record	led at page No of r documents. I am satisfied that they a	are correct.	K 110.			
		_ & Log Book and othe	T documento. Tam causes					
			- L - D-					
		Allotment Receiv	red Rs enditure including this Bill Rs		_			
		Balance Availabl	e Rs					
					only			
Pay R	S	_ Rupees (in words)	sfer Credit of RsRup	pees (in words)	. Offiny			
as per	beneficiary I	ist enclosed and by train	only as below	,				
				(Da)				
	Sl No.		Description	1				
	1							
	2	T . 1 D .						
		Total Rs.						
			Signature an	d Designation of D.D	0.0			
	Bill Clerk	Acc	countant Signature an	a boolghallon or a				
Date		20						
Statio	on							
			or use in the Treasury					
Day F	2e	Rupees (in words)	or use in the frequency		only			
as pe	r beneficiary	list enclosed						
			AND/OR Rupees (in words)		only			
By tra		of Rs R	cupees (iii words)					
as be	iow			(D)				
	Sl No.	Head of Account	Description	Amount (Rs.)				
	1							
	2		·					
		Total Rs.						
	N X							
	Examined	and Entered.						
			P.A.O./A.P.A.O./T.O/A.T	.0				
	Accountar	nt/ J.A.O.						
				Is at Dangel				
		For use in the Office of	f the Accountant General (Audit), W	est Bengai				
	:u - J D -							
		fo	r reasons stated below:-	•				
Obje	.o.cu 1 (o		0.044	A.O./Audit Officer				
Date	ed	20 Aud	ditor S.O./A.A		fund			

Note: The Drawing & Disbursing Officer will be responsible for any excess of expenditure over allotment of fund unless otherwise authorised by the Government and the amount will be recovered from his pay, allowance etc.

T.R. FORM NO. 71(A)

[See G.O No. 1069 – F(Y) dated 03.02.2012]

NEW PENSION SCHEME (NPS) TO ALL NDIA SERVICE OFFICERS (WEST BENGAL CADRE)

	301	IEDULE OI	RECOVER	TOWA!				NUNDER NE			, 20		
		tion of D.D	.O :										
	f the P.A. ation No.	O/ Treasury	y : :										
Receipt	Head of	Account: 83	42-00-117-00	2-07									
SI No.	PRAN No.	Name of the Officer	Employee ID	Designation	Basic Pay (Rs.)	Grade Pay (Rs.)	Dearness Pay (Rs.)	Dearness Allowance (Rs.)	Total (Rs.) (6+7+8+ 9)		of AIS Offinatribution Backlog / Arrear (Rs.)	Total Amount (Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(11+12)	(14)
Rupees	(in figure:	s)											
Rupees	(in words)								onl	у.		

Signature of the D.D.O with Designation

Certified that the Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitle		
in the respective Pay Bill and found correct.Rs have been deducted and transfer credited to the head of account "8342-00-117-002-07" vi		
	Sig	nature of P.A.O/ T.O with date
Certified that the Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitle in the respective Pay Bill and found correct.Rs have been deduced P.A.O/Treasury under the head of account "8342-00-117-002-07".		
	Signat	ture of the D.D.O with Designation

To

The State Nodal Officer & Director of Treasuries and accounts, West Bengal, NPS Cell, 4, Lyons Range, Kolkata-700001.

T.R. FORM NO. 71(B)

[See G.O No. 1069 – F(Y) dated 03.02.2012]

NEW PENSION SCHEME (NPS) TO ALL NDIA SERVICE OFFICERS (WEST BENGAL CADRE)

	SCHEDULE OF	GOVERNMENT CONTRIBUTION UT	NDER NPS TIER-I FOR IAS/IPS/IFS C	FFICERS
		FOR THE MONTH OF	, 20	
D.D.O Code	:			
Name & Designation of D.D.	O :			
Registration No.	:			
Name of the P.A.O/ Treasury	:			
Registration No.	:			

SI No.	PRAN No.	Name of the Officer	Employee ID	Designation	Basic Pay (Rs.)	Grade Pay (Rs.)	Dearness Pay (Rs.)	Dearness Allowance (Rs.)	Total (Rs.) (6+7+8+9)	Government Contribution [Regular] (10% of 10) (Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Pupas /	(in figures)										

Signature of the D.D.O with Designation

Station	
Date	20

Certified that the Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitled at column 6 to 9 respectively of the schedule have been verified with the entries
in the respective Pay Bill and found correct. Rs have been deducted as Govt. Contribution by the D.D.O for the month of and transfer
credited to the head of account "8342-00-117-001-07" vide Challan No dated against Voucher No
Signature of P.A.O/ T.O with date
Certified that the Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitled at column 6 to 9 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct. Rs have been deposited as Govt. Contribution for the month of, 20 and remitted in P.A.O/Treasury under the head of account "8342-00-117-001-07".
Signature of the D.D.O with Designation

To

The State Nodal Officer & Director of Treasuries and accounts, West Bengal, NPS Cell, 4, Lyons Range, Kolkata-700001.