T.R. FORM NO. 38
[*See* T.R. 5.04]

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

Name of the Office : _____
DDO Code: _____ Bill No.:_____ Date: __/__/____
Token No.: _____ Date: __/__/____ T.V. No.: _____ Date: __/__/____
Pay Bill for the Month of _____, 20 __
Salary Head of Account: _____

Head of Account:

Sl No.	Employee ID No.	Name	Designation	Identification No. of Loan	No. of instalments	Amount recovered			Remarks
						Principal	Interest	Total	
1	2	3	4	5	6	7	8	9	10

N.B. : 1. In case of transfer from previous office and if there is any change of salary head of Account, the previous salary head of account may be quoted in the 'Remarks' column.

2. Name of the Accounts Officer who maintains the Loan Account _____ _____.
3. 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".
4. 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)".
5. 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)".
6. 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)".

Certified that the amount recovered from the salary for the month of _____ payable on 1st of _____ is as terms and conditions of loan.

Bill Clerk ***Accountant*** ***Signature of the D.D.O.***

For use in the office of the Principal Accountant General (A&E), West Bengal

Noted in the Broadsheet _____.

Accountant S.O./A.A.O.