

T. R. FORM NO. 6
 [See sub-rule (1) of T. R. 4.021]
Bill Transit Register

Name of the office: _____
 Designation of the D.D.O. _____ D.D.O. Code No. _____
 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/Treasury	Dated initials of the receiving official in the P.A.O/ Treasury	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

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:
 - (i) 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.
 - (ii) 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 his dated initials in Column 10. If presented again, the bill should bear a new serial number.