Refund of lapsed deposits – Application and Bill Form

D.D.O. Code ________________________  Bill No. __________  Date ______
Grant No. ________________________  Token/T.V. No. __________  Date ______
Head of Account Code ________________  Name of the Office __________________________

To
The Pr. Accountant General (A&E), West Bengal/
The Pay & Accounts Officer-I, Kolkata/
The Pay & Accounts Officer-II, Kolkata/
The Treasury Officer, ___________________

Sir,
The following refunds of lapsed deposits aggregating Rupees _______________ __________ (in words) have been claimed by __________________________ about whose identity and title to the money I have satisfied myself. I request that the amount may be refunded.

<table>
<thead>
<tr>
<th>Class of Deposits</th>
<th>Particulars of original deposit</th>
<th>Balance credited to Government</th>
<th>Date of lapsed statement</th>
<th>Amount claimed</th>
<th>Remarks</th>
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Station __________________________  Signature of the Competent Authority
Dated ___________________________ 20 ______

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

Principal Accountant General (A&E), West Bengal’s Office No. ______________ date 20 ______
Sanctioned Rs. ______________ (Rupees __________________________) only.

Signature of Accounts Officer

(Space for revalidation) ______________

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Please pay Rs. ______________ (Rupees _______________________________) only by order cheque / Account payee cheque in favour of _______________________________.

Certified that the amount claimed in this bill was not drawn before.

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

For use in the Treasury

Pay Rs. ____________ (Rupees ___________________________________) only by cheque in favour of ______________________________________ (party) credit verified and note of refund kept in the Register.


Note :- T.O./A.T.O./P.A.O./A.P.A.O. are competent to make refund of lapsed deposit in respect of which detailed accounts are maintained and credit can be verified at their end. If credit cannot be verified the refund of lapsed deposit will be made on the order of the Principal Accountant General (A&E), West Bengal.

Received payment

[Stamped Receipt]

Note :- In case Drawing & Disbursing Officer collects the payment from the Treasury, the acknowledgement will be taken from the payee at the time of actual payment made either by cheque or in cash.

For use in the Office of the A.G.(Audit), West Bengal

Admitted for Rs. ______________

Objected to Rs. ______________ for reasons stated below.

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