

**FORM CAM-1**  
(Para 7 of Appendix - 3 to Chapter 1)

**STOCK REGISTER OF CHEQUE BOOKS/FORMS**  
Name of the Ministry/Deptt .....

Receipt into Stock					Issue from Stock								
Date	From Whom	Number		Sl.No. of forms	Date	To Whom	Number		Sl. No. of forms	Balance on receipt or issue	Initials of G.O.	No. & Date of acknowledgement of books issued	Remarks
		Books	Forms				Books	Forms					
1	2	3	4	5	6	7	8	9	10	11	12	13	14

**FORM CAM-2**  
(Para 9 of Appendix - 3 to Chapter 1)

**ACCOUNT OF CHEQUE FORMS**

Date	Opening balance of cheque forms	No. of cheque forms received from stock	Total No. of cheque forms to be accounted for (Columns 2 + 3)	No. of cheques issued	No. of cheque forms cancelled and destroyed with Sl. Nos. thereof	Total No. of cheque forms accounted for (Columns 5+6)	No. of cheques written but not issued	Closing balance of cheque forms (Columns 4-7)	Initials of Cashier	Initials of Officer in Charge
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

**FORM CAM - 3**  
**(Para 12 of Appendix - 3 to Chapter - 1)**

MINISTRY.....  
DEPARTMENT .....

Pay and Accounts Officer  
Cheque drawing D.D.O.

No. ....

Dated.....

To  
The Manager,  
.....  
.....  
.....

Subject: :- Intimation regarding cheque forms to be brought into use

Sir,

In continuation of this Office letter No..... dated..... I have to state that on completion of cheques upto No..... of Category 'A' ; No. .... of Category 'B'; and No..... of Category 'C', I will start issuing cheques of the following categories bearing Nos. detailed below :-

Category A (Negotiable)

From No.....  
To .....

Category B (Not-Transferable)

From No, .....  
To .....

Category C ( Account - Government Not payable in Cash)

From No. ....  
To .....

Yours faithfully,

PAY & ACCOUNTS OFFICER/  
CHEQUE DRAWING D.D.O.

Copy to Pay & Accounts Officer, Ministry/Deptt. of ..... For information.

Cheque Drawing D.D.O.

**FORM CAM – 4**  
**(Para 2.2.1)**

(To be maintained by  
Pay & Accounts officers)

**BILL DIARY**

Sl.No.	Date of receipt of Bill/Token No.	From whom received	Nature of claim	Amount of Bill	Initials of Accounts clerk	No. and Date of DV	Remarks
						No. & Date of half margin returning Bill	
1.	2.	3.	4.	5.	6.	7.	8.

## FORM CAM - 5

### (Para 2.2.1)

The form will be printed with the first column containing numbers 01 to 99 and 00, the digits for hundred and thousand being left to be entered in manuscript at the top and bottom of the column by the clerk using it..

### TOKEN REGISTER

.....20

Token No.	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st
1																															
2																															
3																															
4																															
5																															
6 etc																															
Opening balance																															
No. of tokens redeemed																															
Total....																															
No. of tokens issued....																															
Closing balance in hand ...																															
No. of tokens not in hand ..																															
Total No. of Tokens in stock																															



**FORM CAM - 6**  
**(Para 2.2.2)**

**CERTIFICATE OF TOKENS**

I certify that .....(Nos.) tokens were redeemed on ..... and that the number of these tokens agree with those entered on the bills paid. I have personally satisfied myself that this number agrees with the total number of redeemed tokens shown in the Cheques Delivery Registers, the Register of Cheques Drawn and the Bill Diary on the same date.

Junior Accounts Officer/Asst. Accounts Officer

**FORM CAM - 7**  
**(Para 2.2.3)**  
**TOKEN CENSUS REGISTER**

	Month of.....	20.....	
1.	26.	51	76
2.	27.	52	77
3.	28.	53	78
4.	29.	54	79
5.	30.	55	80
6.	31.	56	81
7.	32.	57	82
8.	33.	58	83
9.	34.	59	84
10.	35.	60	85
11.	36	61	86
12.	37	62	87
13.	38	63	88
14.	39	64	89
15.	40	65	90
16.	41	66	91
17.	42	67	92
18.	43	68	93
19.	44	69	94
20.	45	70	95
21.	46	71	96
22.	47	72	97
23.	48	73	98
24.	49	74	99
25.	50	75	100

**NOTE:-** The digit for hundred and thousand should be entered in manuscript at the top and bottom of each column to indicate the numbers of tokens above 100 onwards.

**FORM CAM - 8**  
**(Para 2.2.3)**

**ENQUIRY REGARDING TOKEN NUMBERS OF OUTSTANDING PRE-CHECK BILLS**

For the month of .....20....

Will you please note on the reverse the token numbers of all bills received at the counter of this office, which may be outstanding in your Section on the afternoon of the ..... instant and return this memo *without fail* by the ..... morning? It is particularly requested that Accounts clerks will include in this list all bills which have not been actually sent to the cash branch, such as those which may be pending with their section at any level.

**Junior Accounts Officer/  
Asst. Accounts Officer**

**Dated .....20...**  
**To**

**JAO/AAO (Payment section)**



**FORM CAM - 9**  
**( Para 2.3.3)**

**D.D.O. - WISE BILL PASSING CUM EXPENDITURE CONTROL REGISTER**

[illegible]

**NOTES :-** (i) Separate register will be maintained for each DDO. (ii) First few pages may be use for pasting the specimen signature of the DDO, allotment of funds to the DDO (iii) Allotment of funds may be noted at the top in red ink in Col. 8 to 15 (iv) Progressive expenditure on passing each bill may also be noted in cols. 8 to 15 in red ink as a by-entry (v) Monthly total of expenditure may also be struck (apart from page-wise total) for reconciliation with Compilation Book (vi) Vouchers received from cheque drawing DDOs need not be posted in detail in the register; only the sub-head-wise totals may be entered in this register every week, from the compilation sheet (Daily posting Register) (vii) Debits received through inward account and adjusted, should also be noted in the relevant columns to watch progress of expenditure.

**FORM CAM - 10**  
**(Para 2.3.5)**

**REGISTER OF CHEQUES DRAWN**

Date	Cheque No.	Amount	Initials of PAO
		Rs.	

**FORM CAM - 11**  
**(Para 2.3.5)**

(To be maintained in Pay & Accounts Office)  
(Separate sheet for each day)

Date.....

**REGISTER OF CHEQUES DELIVERED**

Sl.No.	Cheque Number	To whom issued	Voucher No.	Token No./Bill Diary Number	Amount
					Rs.

**ABSTRACT AS AT THE END OF EACH MONTH**

- (a) Sl.Nos./dates of cheques not cashed upto end of the month.....
- (b) Total amount thereof.....
- (c) Total amount outstanding under the head 8670 - Cheques and Bills - PAO Cheques upto end of the month .....
- (d) Analysis of difference, if any, between (b) and (c) .....

**FORM CAM - 12**  
**(Para 2.3.4)**

**REGISTER OF REQUISITION OF BANK DRAFTS**

SINo (a)	Date (b)	Bill No. & Date	Date of requisition	Cheque No. & Date	Name/ Designation of the payee	Branch of Bank on which the draft is requisitioned	Amount of D.D.	Initials of G.O.
1	2	3	4	5	6	7	8	

Number and Date of the Bank Draft	Date of despatch of Bank draft	Initials of the G.O.	Date of receipt of acknowledgement of payee
9	10	11	12

**FORM CAM - 13**  
**(Para 2.3.5)**

**URGENT**

To .....

.....  
.....  
.....

**MEMO**

No..... Dated .....20

A Cheque/Demand Draft No. .... dated ..... for  
Rs..... is sent herewith in payment of the bills noted below :-

Token or Voucher No.		Particulars of bills paid		
		No.	Date	Net Amount
<b>TOTAL</b>				

Particulars of retrenchment made from bills marked(X) are given in the attached slips.

*For Pay and Accounts Officer*

**MEMO OF ACKNOWLEDGEMENT**

(To be immediately returned by all outstation Drawing and Disbursing Officers)

No. ,

Date 20

To

The Pay and Accounts Officer,  
Ministry of .....  
Department of .....  
.....

Receipt of Cheque/Demand Draft No. ....

dated ..... for Rs..... in payment of the bills noted on  
the reverse is hereby acknowledged.

*Signature*  
*Designation.....*

**FORM CAM - 14**  
**(Para 2.6.1)**

**BILL RETURN MEMO**

Token No.....

( To be returned in original with reply noted in the right hand column)

<p style="text-align: center;">Ministry</p> <p>Pay &amp; Accounts Office-----of Deptt.</p> <p>No. .... No. of enclosures (in words)</p> <p style="text-align: right;">Dated, the.....20.....</p>	<p>Reply No.</p> <p>Dated, the .....20....</p>
<p><b>To the</b></p> <p>Your bill No..... for Rs..... is returned herewith for the reason(s) stated in No..... below with the request that you will kindly remedy the defect pointed out before resubmission and instruct your office to avoid similar errors or omissions in future.</p> <p>Signature.....</p> <p>Designation.....</p> <p><i>General</i></p> <ol style="list-style-type: none"> <li>1. Not drawn in proper printed form.</li> <li>2. Not properly filled up the ..... being <u>blank</u> Wrong</li> <li>3. Contains erasure(s). A fresh bill should be submitted.</li> <li>4. Contains unattested alterations at the places marked in red ink.</li> <li>5. The net amount of the bill <u>in figures</u> Should be</li> </ol> <p style="text-align: center;"><u>Does not agree with that written in words</u> Rs. .... and not Rs. ....</p> <ol style="list-style-type: none"> <li>6. Not signed by Drawing Officer.</li> </ol> <p><i>Establishment</i></p> <ol style="list-style-type: none"> <li>7. Not supported by a certificate of disbursement of amount drawn on previous bills.</li> <li>8. The nature of vacancy in which has been appointed should be stated.</li> <li>9. Not supported by an absentee statement.</li> </ol>	<p><b>To the</b></p>
<p><b>Remarks</b></p>	<p><b>Officer's Reply</b></p>
<p>10 For want of a certificate that all fees &amp; other receipts of all</p>	

kinds belonging to Govt. have been duly paid into Govt. Account.

11. A Certificate is required that the Govt. servants for whom grain allowance has been claimed are whole time Govt. servants, that they were not on leave or under suspension and their emoluments did not exceed Rs..... each per mensem during the period of claim.
12. A certificate is required that all Group 'D' Govt. servants, Head-Constables and Constables, for whom increments have been claimed in the bill have rendered the required period of approved service entitling them to the increased pay drawn in the bill.
13. A certificate is required that the officiating appointments involve the assumption of duties or responsibilities of greater importance entitling the Govt. servants appointed to officiate therein, to the enhanced pay drawn in the bill.

#### *Contingencies*

14. A certificate is required that charges on account of electric current consumed in the residence or residential quarters of Govt. servants have been paid for separately by the residents concerned and that no portion of such charges beyond what has been specially allowed by Govt. has been debited.
15. A certificate is required that the telegram was sent on Govt. service and that cash payment was unavoidable.
16. A certificate is required that no portion of the building for which municipal taxes have been debited is occupied as residential quarters.
17. A certificate is required that the conveyance charges drawn in that bill were incurred strictly in accordance with the rules.

#### *Travelling Allowance*

18. The hour of arrival at, and departure from halting place should be shown in the bill.
19. The No. of miles travelled by ..... on each day, viz ..... should be shown separately.,
20. A certificate is required that the Govt. servant travelled beyond the limit of his ordinary jurisdiction.
21. Purpose of journey not stated.
22. Information wanted as to whether Govt. servant appeared to give evidence in his public capacity.
23. Headquarter not stated.
24. A certificate is required that the non-gazetted Govt. servants for whom mileage for road journey has been claimed in the bill travelled by hired conveyance under the orders of the head of his office.
25. A certificate is required that the cost of transporting personal effects has been charged for at goods rate and that the actual expenses incurred were not less than the sum claimed in the bill.

26. A certificate is required that the members of the family accompanying the Govt. servants are actually residing with and wholly dependent upon the Govt. servant.	<i>Signature</i> <i>Designation</i>
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**FORM CAM - 15**  
**(Para 2.7.5)**

**PAY AND ACCOUNTS OFFICER'S CHECK REGISTER OF OUTSTANDING PRE-CHECK  
CHEQUES**

For the Month ending .....

Date	Amount of cheque delivered	Amount of cheques encashed (as per daily scroll from the Bank)
	Rs.	Rs.
1	2	3
<b>TOTAL</b>		

SUMMARY FOR THE MONTH ENDING.....  
Amount of Cheques outstanding at the end of previous month .....  
Add amount of cheques delivered (Total Column 2) .....

TOTAL .....

Deduct Amount of cheques encashed/Cancelled (Total Col.3) .....  
Balance - Amount of cheques outstanding .....  
Certified that the above balance has been tallied with the list of cheques outstanding and found to be correct.

PAY AND ACCOUNTS OFFICER



**FORM CAM - 16**  
**(Para 1.11)**

**REGISTER OF VALUABLES**

Sl.No.	Date of receipt	From whom received	Nature of valuables (e.g. whether cheque/ Demand Draft) No. & Date & name of Bank on which drawn	Amount	Initials of		How disposed of with particulars (e.g. credit to Bank; return to Party/DDO)	Date of Bank scroll in which credit traced	Initials of Acctt/Sr.Acctt.	Remarks
					Acctt/Sr.Acctt	J.A.O/ AAO.				
1	2	3	4	5	6	7	8	9	10	11

**FORM CAM - 17**  
**(Para 1.9.8)**

**REGISTER OF PUBLIC / PRIVATE SECTOR BANK SUSPENSE/RESERVE BANK  
DEPOSITS**

Description of PAO .....

Code No. allotted to PAO .....

Code No. allotted to Cheque Drawing DDO .....

<b>Date (1)</b>	<b>Payments as per PSB's Daily Scroll (2)</b>	<b>Receipts as per PSB's Daily Scroll (3)</b>	<b>Remarks (4) (Discrepant items if any to be indicated)</b>	<b>Initials (5)</b>
Totals for the Month				

**FORM CAM - 17A**  
(See Paras 1.12.3 & 1.12.4)

**REGISTER OF RESERVE BANK DEPOSITS**

**Effect on R.B.D. etc. based on clearance memos received against settlement throughout R.B.I. (CAS) Nagpur**  
Principal Accounts Office, Ministry/Department of ..... Month of ..... 20.....

Sl.No. (to be continuous for a financial year)	R.B.I. clearance memo No. & date		Indicate against entries in col.3 whether particulars were received & T.Es prepared (See para 1.18.3)	Amounts where the memos afford receipts						Amounts where memos represent disbursements		Remarks
	Against advices issued by Pr.A.o.	Against advices issued by AG on Railways etc		Total Heads bearing contra effect						Total (to be reckoned as credit under R.B.D.)	Head bearing contra effect 8658 etc R.B.S. )Responding ( )Cr)	
				(to be reckoned as debit under R.B.D.)	8658 etc R.B.S. (Original credit	8786	8787	8788	8789			

**FORM CAM - 18**  
**(Para 3.3.2)**

(To be maintained by the cheque drawing D.D.Os)

REGISTER OF BILLS RECEIVED

Sl. No.	Date	Designation of D.D.O.	Particulars of the bill	Net amount	Date of passing bill & issue of Cheques	Cheque No.	Amount	Remarks
1	2	3	4	5	6	7	8	9

**FORM CAM - 19**  
**(Para 3.3.2)**

(To be maintained by the cheque drawing D.D.Os)

**REGISTER OF CHEQUES ISSUED**

Sl.No.	Date	Ref. to Sl.No. of Bill Register	Particulars of the Bill	To whom issued	Cheque No.	Amount	Initials of D.D.O.	Remark	Date of encashment	Initials of D.D.O.	Amount of assignment	Balance in assignment account
1	2	3	4	5	6	7	8	9	10	11	12	13

**FORM CAM - 20**  
**(Para 3.4.2)**

BANK RECONCILIATION STATEMENT OF DISBURSEMENTS RELATING TO THE MONTH OF  
..... 20.....  
Ministry/Department/Office of  
.....

Total payments as per bank scrolls	Total payments as per the Register of Cheques issued	Amount of Cheques issued in earlier month(s) but encashed during the month	Amount of Cheques issued during the month but not encashed	Items in bank scrolls not relating to DDO and other errors in scrolls	2+3 - 4+5 (should be equal to the figures under col.1)
1	2	3	4	5	6

**FORM CAM - 21**  
**(Para 3.4.3)**

(For cheque drawing D.D.Os)

LIST OF PAYMENTS

Ministry/Department/Office of .....  
List of Payments for the week ending .....  
Designation of the D.D.O. (Cheque drawing) .....

Authority    Amount

Credit (assignment) advised for the quarter ending \_\_\_\_\_

*Abstract*

Balance in the quarterly assignment at the close of last week \_\_\_\_\_

Total payments during the week \_\_\_\_\_

Balance in the quarterly assignment at the end of the current week \_\_\_\_\_

Sl.No.	Date	Particulars of the bill	Sl.No. given in Bill Register	To whom paid	Cheque No.	Amount
1	2	3	4	5	6	7

Total Rs. \_\_\_\_\_

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

Certified that the total payments during the week ending ..... Indicated above agrees with the payments shown in the Register of Cheques issued and the progressive total of assignment worked out in the latter has been reconciled with the progressive total indicated in the Bank's payment scroll. The (to be submitted monthly, with the last week's list) reconciliation statements of receipts/payments for the month of ..... are also attached.

Signature  
Designation of D.D.O.

**FORM CAM-22**  
**(Para 3.4.2)**

(To be maintained by Cheque Drawing D.D.Os)

**MONTHLY RECONCILIATION STATEMENT OF RECEIPTS DEPOSITED INTO THE BANK BY  
CHEQUE DRAWING D.D.Os**

Month/Year .....

Total of remittances sent to Bank through Challans by Cheque drawing DDO during the month	Total of receipts as per Bank Scrolls	Total of remittances pertaining to earlier period and shown in the scroll for the month	Total of remittances made but not appearing in the Bank Scroll for the month	Items in Bank Scroll not relating to the D.D.O.			Total (1+3 - 4+7) This should tally with the amount under Col.2	Remarks
1	2	3	4	5	6	7	8	9

**NOTE:** Normally the figure in Col.3 of current month's statement will represent figure of Col.4 of the statement of the previous month. In case of difference only, the details may be given.



**FORM CAM - 23**  
**[Para 4.11.1 & 4.11.2]**  
**FLY LEAF OF PAYMENT REGISTER**

Scale of Pay.....

Sl.No.	Name	Date of Increment	Pay	Remarks
1	2	3	4	5

**FORM CAM - 24**  
**( Para 4.11.4)**  
**ESTABLISHMENT CHECK REGISTER**

Name of the D.D.O .....

Designation of post	No. & Month of Voucher	No. of permanent posts	No. of temporary posts	Total Posts	Number of incumbents		Remarks
					Substantive / Officiating	On leave	
1	2	3	4	5	6	7	8

**FORM CAM - 25**  
**( Para 4.18.1)**

Grant No.....

**REGISTER OF SPECIAL CHARGES** of the ..... for the year 20.....20.....

(Name of the DDO)

ORDERS SANCTIONING EXPENDITURE					NOTE BY PAO			REMARKS
Issuing authority	Number	Date	Substance of orders	Amount of sanction	Token No.	Date of Payment	Amount	Progressive expenditure
					Bill No.			
1	2	3	4	5	6	7	8	9

**FORM CAM - 26**  
**( Para 4.19.6)**

**OBJECTION BOOK (OTHER TRANSACTIONS) AND ADJUSTMENTS**

**EFFECTED DURING THE MONTH OF ..... 20 ..**

Sl. No .	Period of Account	No. of Voucher or bill Diary No.	Designation of the DDO responsible for clearance of objection	Amount kept under Objection					Nature of item and objection	Details of Correspondence	Details of Adjustments		Remarks	
				For want of detailed bill	For want of sub-vouchers & Payees stamped receipt	For want of sanction	For other reasons	Due to insufficient or irregular sanction			Month	Amount		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Total of the Month's objections									Adjustment during the Month .....			<b>I certify that I have examined the OB and find it complete in full respects.</b>  JAO PAO		
Add - Balance from last Month									OB Item No.	Month	Indicate Col. No.@			Amount
Total														
Deduct - Amount adjusted during....														
Balance carried forward									Total					

@ Col. No.5 to 9

**ABSTRACT OF OBJECTIONS FOR THE YEAR 20.....20.....**

Month of objection	Objected to		Adjusted in April 20..		Adjusted in May 20...		Similar cols. from June to March		Total adjusted		Balance outstanding	
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.

Balance of 20 --- 20 . Balance												
Balance of 20 --- 20 . Balance												
Balance of 20 --- 20 . Balance												
Balance of 20 --- 20 . Balance												
Balance of 20 --- 20 . Balance												
Balance of 20 --- 20 . Balance												
April 20 ..... Balance												
May 20..... Balance												
And so on upto March Balance												
Total												

**FORM CAM - 27**  
**( Para 4.21.1)**

**REGISTER OF PERIODICAL CHARGES**

GRANT NO.....  
Name of the DDO.....

Orders of Government or other Competent Authority		Nature of Charge			Sanctioned amount and the period of sanction		
Year and Month	Voucher No.	Amount	Remarks	Year and Month	Voucher No.	Amount	Remarks
20				20			
April . . .				April . . .			
May . . .				May . . .			
June . . .				June . . .			
July . . .				July . . .			
August . .				August . .			
September . .				September			
October . .				October . .			
November . .				November .			
December . .				December .			
January . .				January . .			
February . .				February . .			
March . .				March . .			
20				20			
April . . .				April . . .			
May . . .				May . . .			
June . . .				June . . .			
July . . .				July . . .			
August . .				August . .			
September . .				September			
October . .				October . .			
November . .				November .			
December . .				December .			
January . .				January . .			
February . .				February . .			
March . .				March . .			

**FORM CAM - 28**  
**( Para 4.27.2)**

**REGISTER OF GRANTS-IN-AID/SCHOLARSHIPS**

Grant No. ....  
Charged/Voted .....

Sl. No.	Designation of authority issuing sanction	Letter No. & Date	Name of Grantee/ Scholarship holder	Purpose of Grant/Scholarship	Special conditions, if any	Amount in Rs.		Period of the sanction	NOTE OF PAYMENT		
						Recurring	Non-recurring		Vr. No. & Date/ Advice No.& Date to RBI	Amount Paid	Initials of PAO
1	2	3	4	5	6	7	8	9	10	11	12
Reference furnishing information regarding fulfillment of conditions attached to the Grant	Letter No. & Date with which utilisation certificate is received	Details of unutilised portion surrendered	Remarks and note of final action	Initials of JAO							
13	14	15	16								

Notes :

1. Separate registers should be maintained for Grants-in-aid and Scholarships.
2. In case payment is in instalments during a year, the periodicity of instalment viz. Quarterly/half yearly will be indicated (e.g. Quarterly/1998-99) under Col. No. 8 and
3. Sufficient space may be left for the purpose of entering the periodical payments one below the other against relevant Serial No.

**FORM CAM - 29**  
**( Para 4.29.1)**

**REGISTER OF LOANS**

Loan of Rs.....sanctioned to .....  
In letter No..... Dated .....20.....

Major head of Account.....  
Minor head of Account.....

**CONDITIONS OF LOAN**

Rate of interest ..... per cent. Due date(s) of repayment of Principal  
.....

Date & Voucher		Account of Principal of loan			Calculation of interest on principal			Account of interest demand			Remarks
Date	Voucher	Advance	Repayments	Balance	Period	On Advance	On Repayment	Amount due	Amount paid & credited to interest		
		Rs.	Rs.	Rs.		Rs.	Rs.	Rs.	Rs		



# FORM CAM – 30

(Para 4.30.5)

## HOUSE BUILDING

### REGISTER AND BROADSHEET OF ADVANCES FOR MOTOR CAR AND OF INTEREST THEREON FOR THE YEAR 20.....20..... OTHER CONVEYANCES

Sl No.	Name of Government Servant	No & Date and substance of order and the amount sanctioned	Rate of interest/ monthly rate of recovery	Amount drawn with Voucher No. / Balance of Principal brought forward/ Total interest due or brought forward	AMOUNT RECOVERED													Total Recoveries during the year	Balance of Principal /interest at the end of the year carried forward	Remarks
					April	May	June	July	August	September	October	November	December	January	February	March	March Final			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
			Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	

#### NOTES :

1. The entries in this register should be grouped by months, the name of the month being written in red ink across the first 5 columns. Sanction will, on receipt, be noted in chronological order in the 4 columns. Advances drawn in the same month will be noted in column 5 against the entries for sanctions. Those drawn in subsequent months will be entered in column 5 under the month in which payment is made and cross reference recorded in columns 5 and 1-4 against the entries made as above for sanctions and payments respectively, a line being drawn in the remaining columns against the entries for sanctions. If an advance drawn in more than one instalment the entries for second and subsequent instalments will

, with proper cross reference, be made in column 5 under the months of payment and plus entries will also be made against first instalment. Recoveries of total advances will thus be watched against the first entry of payment. Sufficient space should invariably be left after the entries for each month, to effect the necessary reconciliation, with the Detail Book.

2. The monthly recovery of an advance should be entered in black ink in the column for the month in which the salary is finally accounted for. As repayment of an instalment from the salary pertaining to a month is to be deemed as effected on the 1st of the subsequent month for purpose of interest (Vide G.I., decision No.1 below rule 198 of GFRs), the outstanding balance after reckoning the repayment should be entered in red ink below the line in such subsequent month's column. The red ink entries in the monthly columns should be totalled and entered, also in red ink, in column 19 below the black ink figure of total recoveries during the year. A progressive total of the red ink balances entered in columns 19 (i.e., sum of red ink figures in column 19 + previous year's column 20) pertaining to the employee should be entered in red ink below the line, in column 20. After the advance is completely repaid, total amount of interest recoverable will have to be calculated on the progressive total (red ink entry in the corresponding column 20), adopting the monthly rate of interest applicable to the advance.

3. Particulars of the original Mortgage Bond and of the Insurance cover notes should be noted in the remarks cols. whenever necessary, in order to watch the dates of first insurance and of subsequent renewals.

4. The fact that the Government servant concerned has accepted the balance should be cited in the remarks column.

5. Voucher number need be noted in Col.5 only while noting the amount drawn, it need not be repeated while noting the balance of Principal /interest brought forward.

6. Fly leaf may be inserted to cover a period of 5 Years.

**FORM CAM - 31**  
**( Para 4.31.5)**

**REGISTER OF SANCTIONS TO CONTRACTS**

Item No.	Ref. To Sanction	Name of Contractor	Name of work/ nature of supply	Substance of sanction/ quantities / rates and other conditions	Stipulated date of completion of contract	Payments												Remarks
						April	May	June	July	August	Sep	Oct	Novr	Dec	Jan	February	March	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

**FORM CAM – 32**  
**( Para 4.36.1)**

**REGISTER OF FINAL POST-CHECK OF PRE-CHECKED BILLS**

<b>Month to which final post-check of pre-checked bills relates</b>	<b>Name of the J.A.O/AAO/Sr. Accountant nominated for the purpose</b>	<b>Number of the voucher(s) for which final receipt/acknowledgement still awaited</b>	<b>Remarks/Certificate of the JAO/AAO/ Sr. Acctt. with initials</b>	<b>Initials of the PAO</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**FORM CAM - 33**  
**(Para 5.1.3)**

**Pay & Accounts Office**

**Ministry / Department of .....**

**DAILY MEMO**

**COMPILATION SHEET FOR POSTING VOUCHERS RECEIVED WITH LIST OF PAYMENTS OF DDO.....**  
**DEBITS (Payments)**

**(Deductions/Recoveries) CREDIT**

Sl. No.	Date of Payment	Computer Code No.											0021 Taxes on income etc.		0210 Medical	0216 Housing		0235 Social Security	
	DV.No.	Major Head 3451- Secretariat - Economic Services Minor Head 090- Secretariat										Total Debits	Sl. No.	Income Tax on Union emoluments including pension	Surcharge	Contribution to CGHS	Receipt from Govt. Residential Buildings	Other Receipts	Receipt under CGEIS
		Salaries		Wages		Travel Expenses		Office expenses											
		Plan	Non Plan	Plan	Non Plan	Plan	Non Plan												
		Rs.		Rs.		Rs.					Rs.								

8009 State Provident Funds		8658 Suspense Accounts - PAO Suspense					Net amount of voucher i.e. PAO cheques or depart mental cheques Suspense (Credit)		Total Credits	
G.P. Fund	C.P. Fund									
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.	Rs.

**FORM CAM - 34**  
**( Para 5.3.1)**

**TRANSFER ENTRY IN THE ACCOUNTS OF..... 20.....- 20.....**  
Serial No.  
(running serially for a year)

Date.....

<p>Dr..... ..... .....</p> <p>To..... ..... .....</p> <p>Cr. .... ..... .....</p>	
---	--

Reasons for the T.E. :-

Jr. Accounts Officer

Accounts Officer

N.B. : - The T.E. shall be signed by the Head of the Accounting Organisation Viz. CCA/ CA/ Dy.CA/ AG as the case maybe, if it is a Journal Entry.

**FORM CAM - 35**  
**( Para 5.3.5 & 5.3.6)**

TRANSFER ENTRY NUMBER BOOK OF THE.....FOR THE MONTH OF .....20.....

No. of Transfer Entry (Running Serial for whole year)	Department	Debited		Credited		Reasons for Transfer Entry	Receipt of Receiving Section	No. of the Receiving Section	Remarks
		Head	Amount	Head	Amount				
1	2	3	4	5	6	7	8	9	10
			Rs.		Rs.				

**FORM CAM - 36**  
**( Para 5.3.5)**

**SUMMARY OF TRANSFER ENTRIES**

**Pay & Accounts Office, Ministry/Deptt. of .....**

Month  
Year

As per individual Transfer Entry		Number thereof	Head of Account	Effect to be posted in the Departmental Classified Abstract	
Debit	Credit			Debit	Credit
1	2	3	4	5	6



**FORM CAM - 37**  
**( Para 5.4.1)**

**CLASSIFIED ABSTRACT PART - I**

RECEIPTS .....  
MONTH & YEAR .....

Comput er Code No. etc.	Head of Account	PAO	DD O	DD O	DD O	Sum mar y of Tran sfer Entri es	Total for the Month
1	2	3	4	5	6	7	8
I. Consolid ated Fund	0021 - Taxes on Income etc.  Income-tax on Union emoluments including Pensions  Income-tax on other than Union emoluments including Pensions  Surcharge  Total '0021'  0049 - Interest Receipts Interest from State Govts.  (i) Interest on loans for State Plan Schemes.  (ii)  (iii)  TOTAL  (A) Interest from U.T. Govts.  (i) Interest on loans for .....  TOTAL (B)						
III. Public Account	(C) Other interest receipts of Central Govt.  (i) Interest from Departmental commercial						

<p>undertakings.</p> <p>(ii) Interest from Public Sector &amp; Other undertakings.</p> <p>(iii) Other receipts - Interest on loans to Govt. Servants. Deduct - Refunds</p> <p>TOTAL (C )</p> <p>TOTAL 0049 (A+B+C)</p> <p>8005 - State Provident Funds ..... .....</p> <p>Total '8005'</p> <p>8658 - Suspense Accounts Pay &amp; Accounts office Suspense Transactions adjustable by other PAOs/AGs Original credit Rs.....</p> <p>Responding minus credit Rs.....</p> <p>Net Rs.....</p> <p>(b) Public Sector Bank Suspense</p> <p>(c) CAO RBS Original credit Responding minus Credit.....</p> <p>Net Rs .....</p>						
<p>(d) Suspense Account (Civil)</p> <p>Original .....</p> <p>Responding (minus)</p> <p>Net Rs.....</p> <p>Total '8658'</p> <p>8670 - Cheques &amp; Bills</p> <p>1. PAO Cheques Original...</p>						

	Responding(minus).....						
	Net Rs.....						
	2. Departmental Cheques						
	Original.....						
	Responding(minus)....						
	Net Rs.....						
	TOTAL '8670'						

**FORM CAM - 38**  
**( Para 5.4.1)**

**CLASSIFIED ABSTRACT PART - II**

DISBURSEMENT.  
MONTH & YEAR .....

Computer Code No. etc.	Head of Account	PAO	DDO	DDO	DDO	Summary of Transfer Entries	Total for the Month
9	10	11	12	13	14	15	16
I. Consolidated Fund	2047 - Other Fiscal Services - Interest on ADA  Total '2047'  2049 - Interest Payments (Charged)  (i) Interest on GPF (Others+Group D)  Total ' 2049' (Charged)  3451 - Secretarial Economic Services  Secretariat  Salaries Plan Non Plan  Wages Plan Non Plan  Total  Secretariat  Other Offices  ....  Total '3451' Plan ..... Non Plan.....						

Grant No.....	7610 - Loans to Govt. Servants						
III. Public Account	House Building Advance....						
	Advances for purchase of Motor Conveyances.....						
	Advances for other conveyances						
	Other Advances						
	Total ' 7610'						
	8009 - State Provident Fund						
	A - Civil G.P.F.						
	(i) Others						
	(ii) Group 'D'						
	Total '8009'						
	8658 - Suspense Accounts						
	(a)Pay & Accounts Office Suspense						
	(i)Outstation Pay Bills for March						
	Original Debit Rs....						
	Responding minus						
	Debit Rs...						
	Net Rs.						
	(ii) Transactions adjustable by other PAOs/AGs						
	Original debit Rs....						
	Responding minus debit						

	Rs.....						
	Net Rs.....						
	(iii) Other Transactions						
	Original debit Rs.						
	Responding minus						
	Debit Rs.....						
	Net Rs.....						
	Total 'PAO Suspense'						
	(b) Public Sector Bank Suspense						
	(c) CAO R.B.S.						
	Original debit Rs.						
	Responding minus						
	Debit Rs.....						
	Net Rs.....						
	(d) P.F. Suspense						
	Original debit Rs.						
	Responding minus						
	debit Rs.....						
	Net Rs.						
	(e) Suspense Account(Civil)						
	Challans/vouchers. suspense						
	Original debit Rs.						
	Responding minus						

	debit Rs.....						
	Net Rs.....						
	Total '8658'						

**FORM CAM - 39**  
**( Para 5.6.1)**

**Part - I RECEIPTS**  
**Part - II DISBURSEMENTS**  
Year.....

**CONSOLIDATED ABSTRACT**

Pay & Accounts Office, Ministry/Deptt. of .....

Computer Code No. etc.	Heads of Account	April	May	Upto end of May	June	Upto end of June	July	Upto end of July						March	Upto end of March	March (Sy.)	J.E.S.
I. Consolidated Fund																	
III. Public Fund																	
<b>TOTAL</b>																	



**FORM CAM - 40**  
**( Para 5.10.2)**

**Major/Minor (Detailed) Headwise Ledger of balances for and upto the year ending 31.3.20.... under the DDR Heads (Closed to Balance) in the books of Pr. A.O./ P.A.O./**

Major Head & Minor/Sub/Detailed Heads here under	Opening balance as on 1.4.20.... including the amount transferred by Accountants General		Total Progressive figures for the first six months of the Financial year i.e. from April to Sept. 20.....		Closing Balance as on 30.9.20.... after taking the net effect of Columns 4 & 5 and 2 & 3		Quarterly figures for the Qr. Oct. to Dec. 20.....		Closing Balance as on 31.12.20... after taking the net effect of Columns 8 & 9 and 6 & 7	
1	2	3	4	5	6	7	8	9	10	11
	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.

Quarterly figures for the Qr. Jan. to March 20.... Including March (Supplementary) and J.E.s.		Plus/Minus amounts adopted/transferred on Proforma basis during the year		Closing Balance as on 31.3.20..... after taking net effect of columns 12-13 & 14-15 and 10-11	
12	13	14	15	16	17
Dr.	Cr.	Dr.	Cr.	Dr.	Cr.

**Note :** - (1) Detailed headwise ledger is to be kept only by PAOs;  
(2) Separate Folio be opened for different major heads

**FORM CAM - 41**  
**( Para 5.10.2)**

**SECTORWISE ABSTRACT (LEDGER) OF BALANCES AS ON 31.3.2006 UNDER DDR HEADS (CLOSED TO BALANCE) IN THE BOOKS OF A Pr .A.O.**

Sector of Account	Opening balance as on 1.4.79 including amount transferred earlier by A.G.s		Total Progressive figures during the year (including JEs)		Plus/Minus amount adopted/transferred on proforma basis during the year		Net effect of columns 4 to 7		Closing balance as on 31.3.80 ( This is to be transferred to the summary of balances)	
	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.
1	2	3	4	5	6	7	8	9	10	11
E - Public Debt	...	23,063	13,496	18,408	...	...	...	4,912	...	27,980
F - Loans/Advances	17,920	...	4,155	2,288	80	...	1,867	1,430	19,787+80	... 9,129+21
I - Small Savings, PF etc	...	7,699	1,837	3,267	...	21	...	101	...	1,128
J - Reserve Funds	...	1,027	505	606	...	...	...	113	...	1,856+7
K - Deposits & Advances	...	1,743	2,222	2,335	...	7	...	...	...	...
L - Suspense & Misc. other than Major heads 8675 & 8680.	405	...	694	423	5	...	271	...	676+5	...
M - Remittances . .	28	...	162	64	....	...	98		126	

**FORM CAM - 42**  
**( Para 5.11.1)**

**COMPUTATION OF GOVERNMENT ACCOUNT AS ON 31.3.2006 IN THE BOOKS OF THE Pr.A.O.**

Sector		Dr.	Cr.
	Opening balance as on 1.4.79	15,184	...
A+B	Receipts ( Revenue )	...	13,843
A+B+C+D	Expenditure (Revenue)	13,414	...
A+B+C+D	Expenditure (Capital)	2,243	...
G (Major Head 8679)  H (Major Head 7999 & Major Head 8675 RBD & Major Head 8680 -Misc. Govt. A/c)	DDR Heads ( Closed to govt.)	2,506	...
	Net effect of balances adopted/ transferred on "proforma" basis, reversing its side i.e., credit to debit and vice-versa.	...	57
	Net effect of Prior Period Adjustment Account	...	...
	<b>Total</b>	<b>33,347</b>	<b>13,843+57</b>
	<b>Closing balance transferred to Summary of balances</b>	<b>1,950-57</b>	<b>...</b>

**FORM CAM - 43**  
**( Para 5.12.1)**

**SUMMARY OF BALANCES**

As on 31.3.2006(Pr. A.O.'s Books)

Debit Balance	Sector of the General Account	Name of Account	Credit Balance
19,504 - 57		<b>CONSOLIDATED FUND</b>	----
---	E	Govt. Account (Closing balance including Major Heads 8675 & 8680)	27,980
19787+80	F	Public Debt	----
---	I	Loans & Advances	9129+21
---	J		1,128
---	K	<b>PUBLIC ACCOUNT</b>	1,856+7
		Small Savings, Provident Funds etc	
676+5	L	Reserve Funds	----
126	M	Deposits & Advances	----
		Suspense & Miscellaneous (except Major Heads 8675 & 8680)	
		Remittances	
<b>40,093+28</b>		<b>TOTAL</b>	<b>40,093+28</b>

**NOTE :** This is prepared based on the closing balances in forms CAM 41 & 42.

**FORM CAM - 43(contd.)**  
**( Para 5.12.1)**

( Corresponds to Statement No. 5 of Finance Accounts)

**SUMMARY OF BALANCES**  
**As on 31.3.2006**

( In CGA's Books)

Debit Balance	Sector of the General Account	Name of Account	Credit Balance
1,814		<b>CONSOLIDATED FUND</b>	----
—	E	Govt. Account (including Major Heads 8675 & 8680)	27,980
19,787	F	Public Debt	----
---	I	Loans & Advances	50
----	J		9,129
----	K	<b>CONTINGENCY FUND</b>	1,128
676	L	<b>PUBLIC ACCOUNT</b>	1,856
126	M	Small Savings, Provident Funds etc	----
17,740	N	Reserve Funds	----
		Deposits & Advances	----
		Suspense & Miscellaneous (except Major Heads 8675 & 8680)	----
		Remittances *	----
		Cash Balance(closing)	
<b>40,143</b>		<b>TOTAL</b>	<b>40,143</b>

\* Worked out as shown below in CGA's Books : -

	Debit
<b>Opening Balance</b>	15,234
Progressive balance accrued during the year	2,506
Closing Balance	17,740

O.N. Equal and opposite effect of transfer of balances on 'proforma' basis between two different Pr.A.Os. will get cancelled in CGA's books in which consolidated summary for Central Govt. as a whole is prepared.

**FORM CAM - 44**  
**( Para 6.7.5**

**GENERAL INDEX REGISTER**

Account No.	Ledger folio	Name & Designation of subscriber	Nomination when received	Attestation of receipt of nomination by Branch Officer	Date of and reason for closure of account	Actual date of closure	Remarks (indicate letter No, date with which the balance was transferred to another AO in case of transfer out)

**FORM CAM 47**  
**(Para 6.7.1)**  
**PROVIDENT FUND LEDGER FOLIO**

Number .....

Official Designation

Distt.  
Deptt.

Date of joining in service.....  
Date of Superannuation.....

Name : Shri /Smt./ Kumari

Admitted	Optional / Compulsory		Nomination received vide Letter No..... Dated ..... And accepted		Discontinued..... Times		Remarks	Sl.No.	Policy No. date of Maturity	Amount of premium	Due date		Date of last payment	JAO Exa miner	Remarks
PAO	JAO		PAO		JAO				Date of release transfer						
Pay on 31st March of preceding year 20 ..... 20....	Subscription in whole rupees	Refund of withdrawal	Total	Withdrawals with voucher No.	Monthly Balance on which interest is calculated	Remarks		Pay on 31st March of preceding year 20 20	Subscription in whole rupees	Refund of withdr awals	Total	Withdr awals with voucher No.	Monthly balance on which interest is calcula ted	Rem arks	
April								April							
May								May							
June								June							
August								August							
September								September							
October								October							
November								November							
December								December							
January								January							
February								February							
March								March							
March (Final)								March (Final)							
March (Supply.)								March (Supply.)							
<b>Total Rs.</b>								<b>Total Rs.</b>							

							Balance from 20 20 ..... Deposit and Refunds... .... Interest for 20 - 20 ..... Add Bonus..... ..... Total Rs..... .. Deduct - withdrawals ..... Balance on 31st March 20..								Balance from 20 20 ..... Deposit and Refunds..... Interest for 20-20..... Add Bonus..... Total Rs..... Deduct - withdrawals... ..... Balance on 31st March 20..
							Posted by ..... Checked by ... Examined by.....								Posted by ..... Checked by ... Examined by.....
Pay on 31st March of preceding year 20 ..... 20....	Subscription in whole rupees	Refund of withdrawal	Total	Withdrawals with voucher No.	Monthly Balance on which interest is calculated	Remarks	Remarks	Pay on 31st March of preceding year 20 20	Subscription in whole rupees	Refund of withdrawals	Total	Withdrawals with voucher No.	Monthly balance on which interest is calculated	Remarks	Remarks
April								April							
May								May							
June								June							
August								August							
September								September							
October								October							
November								November							
December								December							
January								January							
February								February							
March								March							
March (Final)								March (Final)							
March (Supply.)								March (Supply.)							
<b>Total Rs.</b>								<b>Total Rs.</b>							



							Balance from 20 20 ..... Deposit and Refunds... .... Interest for 20 - 20 ..... Add Bonus..... .... Total Rs..... .. Deduct - withdrawals ..... Balance on 31st March 20..								Balance from 20 20 ..... Deposit and Refunds..... Interest for 20 - 20 ..... Add Bonus..... Total Rs..... Deduct - withdrawals... ..... Balance on 31st March 20..
							Posted by ..... Checked by ... Examined by.....								Posted by ..... Checked by ... Examined by.....

### MAGNIFIED VIEW OF LEDGER ACCOUNT OF A SINGLE YEAR

Admitted	Optional / Compulsory		Nomination received vide Letter No..... Dated ..... And accepted		Discontinued..... Times		Remarks
PAO	JAO		PAO		JAO		
Pay on 31st March of preceding year 20 ..... 20....	Subscription in whole rupees	Refund of withdrawal	Total	Withdrawals with voucher No.	Monthly Balance on which interest is calculated	Remarks	
April							
May							
June							
August							
September							
October							
November							
December							
January							
February							
March							
March (Final)							
March (Supply.)							
<b>Total Rs.</b>							

							Balance from 20 20 ..... Deposit and Refunds..... Interest for 20 - 20 ..... Add Bonus..... Total Rs..... .. Deduct - withdrawals..... .... Balance on 31st March 20.. <hr/> Posted by .... Checked by ... Examined by.....
--	--	--	--	--	--	--	---

**FORM CAM - 48**  
**( Para 6.8.1)**

BROADSHEET OF THE ..... PROVIDENT FUND FOR THE YEAR.....

No. of Account	Ledger Folio	Balance at commencement of year	Receipts in the month of	Government contribution	Interest of the year	Total of receipts & opening balance	Withdrawals in the month of	Closing balance	Total of withdrawal and closing Balance	Remarks
			Twelve money columns for the twelve months and two money columns for March Final and March Supplementary				Twelve money columns for the twelve months and two money columns of March Final and March Supplementary			

Total as per Broadsheet  
Total as per Detail Book  
Initials of J.A.O/AAO  
Difference  
Initials of P.A.O.

**FORM CAM-49**  
**(Para 6.9.2)**

(Obverse)

Annual Statement of ..... Provident Fund Account.....

Year of Account.....

Rate of Interest.....

Account No.	Name of Subscriber	Opening Balance	*Deposits/Recoveries during the year	@Interest allowed during the year	Withdrawal during the year	\$Balance (Both in figure & in words)
1	2	3	4	5	6	7

\* This also includes Rs..... recovered in earlier years detailed below, but brought on to the account of the subscriber in this year.

@ Includes interest on credits relating to earlier periods also.

\$ For missing credits/debits please see below.

Notes : -

1. If the subscriber desires to make any alteration in the nomination already made, a revised nomination may be sent forthwith in accordance with the rules of the Fund.
2. In case the subscriber, owing to his/her having no family then, had nominated a person /persons other than a member/members of his family and has subsequently acquired a family, he /she should submit a nomination in favour of a member/members of his/her family.

3. The subscriber is requested to satisfy himself/herself as to the correctness of the statement and to bring errors, if any, to the notice of the Accounts Officer within\*\* ..... month(s) from the date of receipt.

\*\* To be filled in according to the rules of the Fund concerned.

**(REVERSE)**  
**MISSING CREDITS/DEBITS**

Details of missing credits/debits are given below. In case these subscriptions/ withdrawals/ refunds of withdrawals were actually made, the subscriber may give the particulars of the bills from which the deductions were made/amounts were withdrawn, indicating the No. of each voucher, date of its encashment, name of the P.A.O., head of account and the net amount of the voucher.

Subscription		Refunds of Withdrawals		Advances/Withdrawals		
Year	Month of Salary	Amount	Year	Month of Salary	Year	Amount
1	2	3	4	5	6	7

Signature.....  
Designation.....  
Date.....

**ACKNOWLEDGEMENT SLIP**

(Important :Kindly return this slip to the ..... immediately after the receipt of the Account Statement).  
I hereby acknowledge the receipt of the Annual Statement of my Provident Fund Account for the year 20.....20.....  
I certify that to the best of my knowledge and information the balance shown therein is correct.  
I am to state that I do not accept the balance shown therein as correct for the reasons given over-leaf.

Signature.....  
Name(In Block Letters).....  
Fund Account No. ....

**FOR USE IN ACCOUNTS OFFICE**

Noted in the Ledger Card/Folio  
Accountant/Sr.Accountant

Jr.Accounts Officer/ Asstt. Accounts Officer

**FORM -CAM-50  
(Para 10.11.1)**

**REGISTER OF MISSING G.P. FUND CREDITS/DEBITS**

Sl.No.	Name of the Subscriber	G.P. Fund Account No.		Details of Missing				Details of adjustment		Remarks
				Credits		Debits		T.E. No. & Date	C.E. Basis	
		Old	New	Month	Amount	Month	Amount			

**(FORM CAM-51)(Para10.12.2)**

**REGISTER OF FINAL PAYMENT CASES**

Sl.No.	No. & Date forwarding the application	Name & Designation	Account No.	Date of Death/retirement/quitting service	Date of authorising payment		Details of actual payment	Date of receipt of disbursement certificate		**Remarks
					*Available balance	Residual Balance		*AB	RB	

\* Note (1) : When a single payment is made for the final settlement, the column "A.B." would *not* be used.

\* \* Note (2) : Reminders issued for receipt of disbursement certificates are to be noted in Remarks column.

**FORM CAM-52**  
**(Para 7.3.2)**

(Rubber stamp of the Office issuing the Pension Payment order)

**PENSION PAYMENT ORDER**  
(Pensioner's Portion)

P.P.O. No. \_\_\_\_\_ Date \_\_\_\_\_  
Debitable to \_\_\_\_\_ Government.

Head of Account  
Major Head  
Minor Head  
Voted /Charged

Sir,  
UNTIL FURTHER NOTICE, and on the expiration of every month be pleased to pay Shri/Smt. \_\_\_\_\_ the pension as set out in Part II of this order /Family Pension as set out in Part III of this order \*  
Plus the amount of dearness relief as admissible from time to time thereon after due identification of the pensioner/family pensioner. The Payment should commence from \_\_\_\_\_. The income tax, where deductible, should be deducted at source.  
2. Arrears of pension/family pension at Rs. \_\_\_\_\_ P.M. (Rupees \_\_\_\_\_ per month) from \_\_\_\_\_ to \_\_\_\_\_ plus the admissible dearness relief thereon may also be paid to Shri/Smt. \_\_\_\_\_.

Signature  
Designation

(Special Seal of the Pension Payment Order issuing Authority)  
To

(Pension Disbursing Authority where pension is to be paid)

\* In applicable clause to be deleted.

**Part I : - Particulars of service of the pensioner/deceased Government servant.**

1. Name of the Government .
2. Post /Grade/Rank/Scale of pay last held by the Government servant and the name of the Ministry/Deptt. office from which he/she retired under the Government of India.
3. Date of Birth



4. Date of entry into Government service.
5. Date of ending service (Last day of Service).
6. Details of weightage in service allowed, if any.
7. Period of service not qualifying for pension.

From	To	Period			Reasons
		Y	M	D	

8. Total length of qualifying Service. Years Months Days  
[ Col. (5-4) + 6-7]

9. EMOLUMENTS DRAWN DURING 10 MONTH PERIOD AND THOSE RECKONED FOR CALCULATION OF AVERAGE EMOLUMENTS

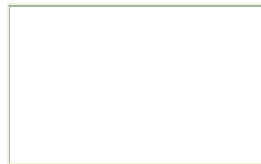
From	To	Emoluments drawn			Emoluments reckoned for Average emoluments			Remarks
		Pay	Other items with details viz. Personal Pay, Spl. Pay, Deputation Allowance, DA, etc.	Total	Pay	Other items reckoned with details	Total	
1	2	3	4	5	6	7	8	9

10. Average Emoluments for pension Rs.
11. Emoluments for family pension. Rs.
12. Emoluments for Retirement Gratuity/Death Gratuity. Rs.
13. Amount of Retirement Gratuity/Death Gratuity allowed Rs.

**Part II**  
**(Applicable on Retirement)**

**Section I - particulars of Pensioners**

1. Joint photograph with the spouse.



2. Name of the retiring Govt. Servant.
3. Permanent Address.
4. Personal marks of identification.
5. Signatures or the left hand Thumb impression of the pensioner (To be obtained at the time of first payment of pension).

**Section 2 - Details of pension.**

1. Amount of monthly pension before commutation.
2. Class of Pension
3. Rules under which sanctioned
4. Date of commencement of pension
5. Fraction/amount of pension commuted, if any
6. Commuted value and the date of its payment
7. Reduced monthly pension after commutation
8. Date of commencement of reduced pension.
9. Date ( in words) from which commuted portion shall stand restored (subject to pensioner being alive on that date).
10. Whether the pensioner/Family Pensioner is in receipt of any other pension. If so, its particulars and source from which being drawn.

**Section 3 - Details of family pension payable on the death of the pensioner.**

1. Rules under which family pension is admissible
2. Details of family members eligible for family pension in the event of the death of pensioner.

Sl.No.	Name	Relationship with the Govt. servant	Date of Birth (for children)	Present Address	Whether child is physically handicapped/ mentally retarded

**Note :** - Above particulars may be given in the order of eligibility of the family members.

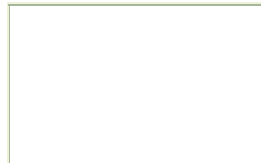
3. Amount of family pension.

	Amount Rs	From	To
(i) At Enhanced Rate			
(ii) At Normal Rate			

**Part III**  
**(Applicable on death while in service)**

**Section I - Particulars of family pensioner**

1. Photograph of the Family Pensioner



2. Name of the recipient of family pension
3. Relationship with the deceased Govt. Servant.
4. Permanent Address.
5. Personal marks of identification
6. Signature or the left hand Thumb impression of the family pensioner (To be obtained at the time of first payment of family pension)
7. Whether the pensioner/Family Pensioner is in receipt of any other pension. If so, its particulars and source from which being drawn.

## Section 2

1. Rules under which Family pension is sanctioned.
2. Amount of family pension.

	Amount Rs	From	To
(i) At Enhanced Rate			
(ii) At Normal Rate			

## PART -IV

(Post sanction revision of pension/Family Pension /Dearness Relief)

Amount of Pension at the time of Retirement Rs. \_\_\_\_\_ .

Amount of Dearness Relief at the time of retirement \_\_\_\_\_ .

Letter No. & Date	Date of effect	Amount of Revised Pension Rs	Reasons Revision	Amount of Revised Dearness Relief Rs.	Total Monthly Pension Plus Dearness Relief payable Rs.	Remarks	Initials of designated officer

## PART V

*Record of transfer of PPO from one Pension Disbursing Authority to another, if any.*

Sl.No.	Full particulars of PDA at which pension is drawn before transfer	Date upto which pension has been paid.	Full particulars of PDA to which PPO is transferred	Date signature of authorised officer of transferring PDA

#### PART VI

##### ***Periodical identification of pensioner***

(To be done twice a year if payment is by postal money order, otherwise annually)

Date	Initials of designated Officer	Date	Initials of designated Officer	Date	Initial of Designated Officer

#### PART VII (Record of Disbursement)

Month for which pension is due	Amount			Date of Payment	Disbursing officers initials	Remarks
	Pension Rs.	Dearness Relief Rs.	Total Rs			
March						
April						
May						
June						

July						
August						
September						
October						
November						
December						
January						
February						

**Note :** Dearness relief is payable with reference to the amount of pension before commutation.  
(Rubber stamp of the Office issuing the Pension Payment order)

**PENSION PAYMENT ORDER**  
(Disburser's Portion)

P.P.O. No. \_\_\_\_\_ Date \_\_\_\_\_  
Debitable to \_\_\_\_\_ Government.

Head of Account  
Major Head  
Minor Head  
Voted /Charged

Sir,  
UNTIL FURTHER NOTICE, and on the expiration of every month be pleased to pay Shri/Smt. \_\_\_\_\_ the pension as set out in Part II of this order /Family Pension as set out in Part III of this order \*  
Plus the amount of dearness relief as admissible from time to time thereon after due identification of the pensioner/family pensioner. The Payment should commence from \_\_\_\_\_. The income tax, where deductible, should be deducted at source.  
2. Arrears of pension/family pension at Rs. \_\_\_\_\_ P.M. (Rupees \_\_\_\_\_ per month) from \_\_\_\_\_ to \_\_\_\_\_ plus the admissible dearness relief thereon may also be paid to Shri/Smt. \_\_\_\_\_.

Signature

Designation

(Special Seal of the Pension Payment Order issuing Authority)  
To

(Pension Disbursing Authority where pension is to be paid)

\* In applicable clause to be deleted.

**Part I : - Particulars of service of the pensioner/deceased Government servant.**

1. Name of the Government.
2. Post /Grade/Rank/Scale of pay last held by the Government servant and the name of the Ministry/Deptt. office from which he/she retired under the Government of India
3. Date of Birth
4. Date of entry into Government service.
5. Date of ending service (Last day of Service).
6. Details of weightage in service allowed, if any.
7. Period of service not qualifying for pension.

From	To	Period			Reasons
		Y	M	D	

8. Total length of qualifying Service. Years Months Days [ Col. (5-4) + 6-7]

**9. EMOLUMENTS DRAWN DURING 10 MONTH PERIOD AND THOSE RECKONED FOR CALCULATION OF AVERAGE EMOLUMENTS**

From	To	Emoluments drawn			Emoluments reckoned for Average emoluments			Remarks
		Pay	Other items with details viz. Personal Pay, Spl. Pay, Deputation Allowance, DA, etc.		Total	Pay	Other items reckoned with details	Total

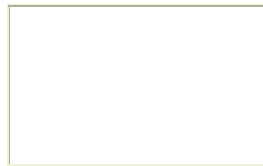
1	2	3	4	5	6	7	8	9

10. Average Emoluments for pension Rs.
11. Emoluments for family pension. Rs.
12. Emoluments for Retirement Gratuity/Death Gratuity. Rs.
13. Amount of Retirement Gratuity/Death Gratuity allowed Rs.

**Part II**  
**(Applicable on Retirement)**

**Section I - particulars of Pensioners**

1. Joint photograph with the spouse.



2. Name of the retiring Govt. Servant.
3. Permanent Address.
4. Personal marks of identification.
5. Signatures or the left hand Thumb impression of the pensioner (To be obtained at the time of first payment of pension).

**Section 2 - Details of pension.**

1. Amount of monthly pension before commutation.
2. Class of Pension
3. Rules under which sanctioned
4. Date of commencement of pension



5. Fraction/amount of pension commuted, if any
6. Commuted value and the date of its payment
7. Reduced monthly pension after commutation
8. Date of commencement of reduced pension.
9. Date ( in words) from which commuted portion shall stand restored (subject to pensioner being alive on that date).
10. Whether the pensioner/Family Pensioner is in receipt of any other pension. If so, its particulars and source from which being drawn

**Section 3 - Details of family pension payable on the death of the pensioner.**

1. Rules under which family pension is admissible
2. Details of family members eligible for family pension in the event of the death of pensioner.

Sl.No.	Name	Relationship with the Govt. servant	Date of Birth (for children)	Present Address	Whether child is physically handicapped/ mentally retarded

**Note :** - Above particulars may be given in the order of eligibility of the family members.

4. Amount of family pension.

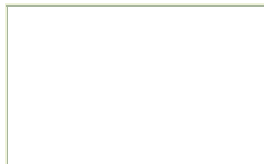
	Amount Rs	From	To
(i) At Enhanced Rate			
(ii) At Normal Rate			

**Part III**  
**(Applicable on death while in service)**

### Section I - Particulars of family pensioner

Photograph of the Family Pensioner

1. Joint photograph with the spouse.



2. Name of the recipient of family pension
3. Relationship with the deceased Govt. Servant.
4. Permanent Address.
5. Personal marks of identification
6. Signature or the left hand Thumb impression of the family pensioner (To be obtained at the time of first payment of family pension)
7. Whether the pensioner/Family Pensioner is in receipt of any other pension. If so, its particulars and source from which being drawn.

### Section 2

1. Rules under which Family pension is sanctioned.
2. Amount of family pension.

	Amount Rs	From	To
(i) At Enhanced Rate			
(ii) At Normal Rate			

### PART -IV

(Post sanction revision of pension/Family Pension /Dearness Relief)

Amount of Pension at the time of Retirement Rs. \_\_\_\_\_.

Amount of Dearness Relief at the time of retirement \_\_\_\_\_.

Letter No. & Date	Date of effect	Amount of Revised Pension Rs	Reasons Revision	Amount of Revised Dearness Relief Rs.	Total Monthly Pension Plus Dearness Relief payable Rs.	Remarks	Initials of designated officer
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#### PART V

Record of transfer of PPO from one Pension Disbursing Authority to another, if any.

Sl.No.	Full particulars of PDA at which pension is drawn before transfer	Date upto which pension has been paid.	Full particulars of PDA to which PPO is transferred	Date signature of authorised officer of transferring PDA

#### PART VI

Periodical identification of pensioner

(To be done twice a year if payment is by postal money order, otherwise annually)

Date	Initials of designated Officer	Date	Initials of designated Officer	Date	Initial of Designated Officer

#### PART VII

(Record of Disbursement)

Month for which pension is due	Amount			Date of Payment	Disbursing officers initials	Remarks
	Pension Rs.	Dearness Relief Rs.	Total Rs			
March						
April						

May						
June						
July						
August						
September						
October						
November						
December						
January						
February						

**Note :** Dearness relief is payable with reference to the amount of pension before commutation.  
(Rubber stamp of the Office issuing the Pension Payment order)

#### **IMPORTANT INSTRUCTIONS**

(To appear on inside cover of the PPO booklet)

No payment shall be liable to seizure, attachment or sequestration by process of any Court in India in the instance of creditor for any demand against the pensioner ( Section II, ACT XXIII of 1871).

Payment under this order is to be made only to the pensioner in person, with the following exceptions.

- a. To persons specially exempted by Government.
- b. To females unaccustomed to appear in public and to persons unable to appear on account of illness or bodily infirmity.

(Payment in both cases (a) and (b) is made on production of a Life Certificate signed by a responsible officer of Govt. or other well known and trustworthy person).

- c. To any person sending a Life Certificate signed by some persons exercising the powers of a Magistrate under the Criminal procedure Code, or by any Registrar or Sub-Registrar appointed under the Indian Registration Act, 1908 or by any pensioned officer who, before retirement exercised the powers of a Magistrate or by any Gazetted officer, or by a Munsiff or by a police officer not below the rank of Sub-Inspector incharge of a police station or by a Post Master, a Departmental sub-post Master or an Inspector of post offices, or by officers of the Reserve Bank of India and Public sector Bank or by the Head of a village Panchayat, Gaon Panchayat or Gram Panchayat or by the Head of an executive Committee of a village or by a Bank included in the second schedule to the Reserve Bank of India Act 1934, in respect of persons drawing pension through that Bank.
- d. In all cases referred to in clauses (a), (b) & (c) the Disbursing officer must at least once a year require proof independent of that furnished by the life certificate of the continued existence of the pensioner. The pension shall not be paid on account of a period more than a year after the date of life certificate last received and the disbursing officer must be on the watch for authentic information of the decease of any such pensioner and on receipt thereof, shall promptly stop further payments.

3. In the event of the death of the pensioner governed by the Liberalised pension Rules within a period of five years from the date of retirement the Disbursing officer should take the following action : -

- a. Intimation regarding the benefits of family pension and/of residuary gratuity admissible under of Liberalised pension Rules under certain circumstances should be sent to the person to whom arrears of the pension are paid or are payable under Rule 370 of the Central Treasury Rules Vol. I, and
- b. Intimation about the death of the pensioner should be sent to the Head of the Office/Deptt. along with statement of pension etc so far paid, in order to able him to take further action regarding grant of family pension and/or residuary gratuity.

## FORM CAM-52 A

Register of P.P.Os authorised for payment at \_\_\_\_\_(Name of the Bank)

Sl. No	Name of pensioner, Service to which belonged and post last held	Number of P.P.O. and the name of Accounts Office by whom issued	Month for & from which pension authorised to be paid by bank	Amount of basic pension	No. & date of authority letter for subsequent increase or decrease due to revision or commutation of pension & amount thereof	Amount of family pension & name of spouse Name of child(ren)/guardian	Special conditions if any attached to continued payment of pension/Date, if indicated from which pension will cease to be payable	Allocation of pension	Remarks
1	2	3	4	5	6	7	8	9	10

### Notes:

1. The facts relating to transfer of P.P.O. or death of pensioner should be noted in the remarks column.
2. Name of Child(ren)/guardian to be indicated where both pensioner and his/her spouse are dead and family pension is to be paid to child(ren)/guardian on the basis of a separate authority.
3. Entries in Col. 8 should be made in red ink.
4. Decreased rate of pension as a result of commutation should be shown in Col.6 from the date indicated in the payment authority for commuted value of pension.
5. The terms basic pension includes ad-hoc relief sanctioned w.e.f. 1.1.73 and temporary/ad-hoc increase, if any, in case of 31.12.72 pensions.

## FORM CAM-52B

Terminal Benefits Register

(Part I)

Sl. No.	PARTICULARS									ENTITLEMENTS	
	Name & Designation of retiring Govt. servant	Date of Birth	Date of entry in service	Date of Retirement	Qualifying Service	Pay last drawn	Average emoluments	Whether opted new scales w.e.f.	Pension Reduced pension after commutation	DCRG	Family Pension
				Type of Retirement				Or Merger of DA/ADA			
1	2	3	4	5	6	7	8	9	10	11	12

### PART I

AUTHORISATION					
Nature of Entitlements	Amount (Rs.)	Authority letter No. & Date	PPO No.	Place of payment	Initials of P.A.O.
1	2	3	4	5	6
a. Provisional Pension b. Pension c. DCRG d. Commuted value of pension e. Leave encashment					

f. Residual amount					
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**PART II**

Nature of Payments	Amount (Rs.)	Vr. No.	*Date of Payment	Remarks
1	2	3	4	5
a. Provisional Pension b. Pension c. DCRG d. Commuted value of pension e. Leave encashment f. Residual amount				

- Date of Revised Pension (after commutation)  
(Authority : File No.1(14)/87/TA & CTR/Pension's U.O. No.23031/2/85/MF-CGA/918 dated 28-2-1987)



**FORM CAM-53**  
**(Para8.2.1)**

**REGISTER OF OUTWARD CLAIMS**

YEAR \_\_\_\_\_

Transactions arising in the account of the .....which are adjustable by .....

Voucher No./Date Challan No/Date	Recoveries Receipts	Payments	Net amount of claim to be preferred (3-2)	Net amount due to the other party (2- 3)	No. & Date of letter forwarding the claim	No. & Date of the cheque issued if the amount is due to the other party	Whether figures under Cols. 2 & 3 tally with the ledger figure. If not, reasons for variation	No. & Date of the cheque received	No. of challan received from Bank with receipt scroll for credit of the cheque	Initials of the Accounts officer
1	2	3	4	5	6	7	8	9	10	11
April										
<b>TOTAL</b>										
May										
<b>TOTAL</b>										

**FORM CAM—54**  
**(Para8.2.1)**

**PAY AND ACCOUNTS OFFICE**  
**MINISTRY/DEPARTMENT OF .....**

To

The .....  
.....  
.....

Subject: Outward Claim No.....

Sir,

The schedule(s) (Form ..... ) of receipts and disbursement which arose in the account of this office during the month of .....19... and are adjustable in your books as per summary given hereafter, are sent herewith along with:

- i. Cheque/Demand Draft No..... Date..... (or)
- ii. The request that a Cheque/Demand Draft for Rs..... (Rupees ..... ) drawn in favour of PAO.....Ministry/Department..... may be sent to the undersigned by name, within seven days of the receipt of this claim.

Summary of outward claim

**Rs.**

**P.**

Receipts

Payments

**Net**

Receipts

Payments

Please return the lower half of this letter, duly signed immediately, in acknowledgement.

PAY AND ACCOUNTS OFFICER  
MINISTRY/DEPARTMENT .....

**Details of enclosures**

- (i) Schedule(s) Debits / Credits containing Details of Schedules /Vouchers sent
- (ii) Cheque/Demand Draft.

(Portion to be returned by the addressee)

Receipt is hereby acknowledged of the account received with him letter alongwith the Cheque/Demand Draft No..... Dated ..... For  
Rs..... Steps are being taken to send Cheque/Demand draft in settlement of the debit raised.

Signature and Designation.....  
Office of the .....

To

The Pay and Accounts Officer,  
Ministry/Department of .....

Issue No..... Date.....  
(Enclosure to Form CAM - 54)

PAY AND ACCOUNTS OFFICE  
MINISTRY .....  
DEPARTMENT.....

Schedule of Debits/ Credits adjusted by.....  
Transactions pertaining to Month of .....20.....

No. of the accompanying vouchers or of Schedules of recoveries etc.	Particulars	Amount		Remarks
1	2	3		4
		Rs.	P.	

	<b>TOTAL</b>			

OFFICE OF THE  
THE 20....

SIGNATURE  
DESIGNATION

**FORM CAM-55**  
**(Para 8.3.4)**

**REGISTER OF INWARD CLAIMS**

Transactions arising in the accounts of .....adjustable in the accounts of .....Department.

1. Serial No.
2. No. and date of the letter with which the Account was received
3. Period of Account
4. Receipts
5. Payments
6. Net amount due from the other party (4-5)
7. Net amount due to the other party (5-4)
8. Particulars of the draft/cheque received with Inward account (No. and date)
9. Amount
10. No. and date of letter forwarding the draft/Cheque to the other Party
11. Particulars of cheque sent to the other party (No. and date)
12. Amount
13. Initials of the Accounts Officer
14. Amount placed under PAO Suspense and referred to departmental officer
15. No. and date of the T.E. clearing the Suspense Head
16. Date on which the amount appeared in bank Scroll (for cheques/drafts received from other Party vide Column 8 and sent to bank).
17. Initials of Junior/Asst. Accounts Officer
18. Remarks

**FORM CAM-56**

**(Para 8.3.2)**

No..... Date. The.....

OFFICE OF THE .....  
.....  
.....

To

.....  
.....  
.....

As requested in your letter No..... dated..... Cheque No..... dated..... for Rs..... (Rupees  
.....) is sent herewith in settlement of your account for month ending ..... 20 ..... as per  
details given below:

Rs.

Receipts accepted

Payments accepted

**Net**

Receipts / Payments accepted

Please return the lower half of this letter duly signed, immediately in token of acknowledgement.

Details of enclosures:

Cheque No.

Signature  
Designation

OFFICE OF THE .....  
.....

Receipt is hereby acknowledged of his letter No..... dated ..... alongwith the Cheque No..... dated for Rs.....  
(Rupees .....) and ..... vouchers/schedules returned.

Signature

Designation

To

The.....  
.....

Issue No..... dated .....

**FORM CAM - 57**  
**[Para 9.4.3(ii)]**

(To be returned in original with reply noted in right hand column, immediately after receipt)

<p>Office of the PAO <u>Ministry</u> of .....          Deptt. Dated, the 20</p> <p>To</p> <p>.....          .....</p> <p style="text-align: center;"><b>MEMO</b></p> <p>With reference to .....No.....dated .....          .....from.....transferring services of ..... to the          .....</p> <p>(Here name of Head of office)</p> <p>You are requested to ascertain and report the following information in the right-hand column, and to forward duly completed in respect of his services under the Govt. i.e. till the last day of his giving over charge of his duties, his Service Book in accordance with subsidiary rule ..... framed by the Government of .....</p> <ol style="list-style-type: none"> <li>1. Date and hour (whether before or afternoon) at which he relieved of his duties under the Government of .....</li> <li>2. Date and hour (whether before or afternoon) at which he assumed charge of his duties under the foreign employer.</li> <li>3. Transit pay sanctioned under FR. 144</li> <li>4. (a)Substantive appointment at the time of transfer to Foreign Service, if any.          (b) Officiating appointment at the time of transfer to Foreign Service, if any.          (c) Head of Account to which pay was debitible before transfer to Foreign Service.</li> <li>5. Service to which he belongs, i.e. IAS, All India and Class I, Class II Service or Subordinate Service.</li> <li>6. Date of birth.</li> <li>7. Pay in Government Service from time to time for one year before transfer to Foreign Service.</li> </ol>	<p>Reply No. ....          Dated, the 20</p> <p>To          The PAO Ministry/ Deptt of</p> <p>.....          .....</p> <p style="text-align: center;"><b>MEMO</b></p> <p>I am to furnish the following information together with Service Book duly completed as desired:</p> <ol style="list-style-type: none"> <li>1. ....20 Before/After - noon</li> <li>2. ....20 Before/After - noon</li> <li>3. Rs.....</li> <li>4.(a).....</li> <li>(b).....</li> <li>(c).....</li> <li>5. ....</li> <li>6. ....</li> <li>7. Rs.....</li> <li>8. Rs.....</li> <li>9. ....</li> <li>10. ....</li> </ol> <p>Signature .....</p> <p>Designation.....</p>
---	---



- |  |  |
|--|--|
| <p>8. Pay and allowances, (if any) to be paid by the Foreign employer.</p> <p>9. Date of commencement of service.</p> <p>10. Date of accrual of annual increment in substantive/officiating post under Government.</p> |  |
|--|--|

Signature .....  
Designation: Pay & Accounts Officer

**FORM CAM-58****(Para 9.5.1)****REGISTER OF GOVERNMENT SERVANTS LENT OR TRANSFERRED ON FOREIGN SERVICE**

No.....

Name .....

Date of Birth .....

1. To whom lent	.....
2. Official designation	.....
3. Scale of pay of the post in Government service held by the officer	.....
4. Head of account to which pay was debitabale before transfer (Voted/Non-voted	.....
5. Monthly rate of sanctioned pay in Foreign Service under Fundamental Rules	.....
6. No. and date of order with the name of the Government sanctioning transfer	.....
7. Rate of monthly contributions under Fundamental Rules for :-  a. Leave Salary b. Pension	.....
8. When lent	.....
9. Where to be recovered	.....
10. Number of years of service completed on ..... For the purpose of determining the rate of pension contribution.	.....

**NOTES - LEAVE**

Number and date of order	Kind of leave	Period of leave		Details of payment of leave salary to the official/borrowing department
		FROM	TO	

--	--	--	--	--

**NOTES PENAL INTEREST**

Amount of interest due		No. & date of reference	Amount recovered		Date of recovery	Amount of interest due		No. & date of reference	Amount recovered		Date of recovery
Rs.	P.		Rs.	P.		Rs.	P.		Rs.	P.	

**PARTICULARS OF CONTRIBUTIONS ACTUALLY RECOVERED**

Year/Period	Pension Contribution		Total	Year/Period	Pension Contribution		Total
Leave Salary Contribution				Leave Salary Contribution			

**FORM CAM-59**  
**(Para 10.5.2)**

**BROADSHEET OF LOANS TO STATE GOVERNMENTS ETC. FOR THE YEAR 20 .....20.....**

(To be maintained separately for payments i.e. debits & repayments i.e. credits)

Major Head ..... Minor Head .....

Sl. No.	To whom granted Party which has paid	Page of the loan Register	April	May	June	July	August	September	October	November	December	January	February	March	March Final and Supplementary (Supplementary entries in red ink)	Total for the year
	TOTAL Figures as per Ledger Difference Initials of J.A.O Initials of A.O.															

# **FORM CAM - 60**

(Para 10.11.1)

## **REGISTER OF INVESTMENTS OF THE UNION GOVERNMENT IN STATUTORY CORPORATIONS, GOVERNMENT COMPANIES, OTHER JOINT STOCK COMPANIES, COOPERATIVE BANKS AND SOCIETIES ETC.**

Sl. No.	Name of the Company/ Corporation/ Cooperative Society in which investment made	Number & date of letter of Ministry/ Department sanctioning the investment	Amount	Cheque/ D.D. No. and date issued	Year of Investment	Type of Shares /Debtentures	Number of shares/ Debtentures	Face value of each share, Debtenture	No. & Date of Ministry/ Department's letters acknowledging share scrips	Total amount invested to date in the company	Perc entage of Govt.'s inves tment to the total paid-up capital/ Debtentures issued	Amount of dividend declared and credited to Govt. account	Amount of interest received in regard to debentures and credited to Govt. account	Particulars of cheque/ D.D. received and referred to in col. 13 or 14	Remarks	Initials of JAO/ AO
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

**FORM CAM - 61**  
**(Para 10.12.2)**  
**PAY AND ACCOUNTS OFFICE**  
**MINISTRY/DEPARTMENT OF .....**  
**REGISTER OF PERMANENT ADVANCES**

Sl. No.	Sanction order No. and date	Office for which sanctioned	Date of drawal	Amount				Remarks (Note the acknowledgement to be received from the officer annually)
				20 - 20	20-20	20-20	20-20	
			Total on 31st March Balance as per ledger Difference if any to be reconciled Total on 31st March	_____				

# FORM CAM -62

(Para 4.2.4)

## GRANT /APPROPRIATION AUDIT REGISTER FOR THE YEAR .....

Name and No. of Grant/Appropriation

Major, Minor and Sub-heads & Units of Appropriation	Authority		Original Grant/ Appropriation		Suppl ementary Grant/Appropriation		Reappropriation		Final Grant/ Appr opriation		PROGRESSIVE EXPENDITURE FORWARDED UPTO THE END OF .....													
	From Whom	No. & Date	Voted Rs.	Charged Rs.	Voted Rs.	Charged Rs.	Voted Rs.	Charged Rs.	Voted Rs.	Charged Rs.	April Rs.	May Rs.	June Rs.	July Rs.	August Rs.	September Rs.	October Rs.	November Rs.	December Rs.	January Rs.	February Rs.	March Rs.	March (Sy.) Rs.	Remarks
1.	2.		3.		4.		5.		6.		7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.

### Notes :

1. Against the sub-head Surrenders or withdrawals within Grant/Appropriation in Col.1, the surrenders should be noted in Col.5 'Reappropriations'.
2. Where the progress of expenditure against the grant / appropriation under any sub-head is significantly rapid or slow, necessary warning slips should be issued to the authorities concerned .Particulars of the action taken in such cases should also be indicated in the Remarks Column.
3. Each Grant or Appropriation should be assigned a page or set of pages.
4. Cases where the excesses have already taken place should be underlined in red ink and these should be pointed out to the controlling authorities demiofficially, after investigating circumstances leading to the excess in consultation with the PAO concerned.
5. The progressive expenditure to be indicated in monthly column should be 'gross' expenditure and recoveries, if any, to be taken in reduction of that expenditure and shown in red ink in the consolidated abstract, may be Ignored.

**FORM CAM - 63**  
**(Para 16.3.2)**

**REGISTER OF DEPOSITS**

**Separate Registers are to be maintained for each class of deposits vide Part ix of C.T. Rs.)**

In case the number of deposits are not very heavy, a single register may be maintained and the nature of deposits indicated in a separate column to be opened

Sl.No.	Details of Receipts				Details of Payment				Amount lapsed and credited to Govt. (See CTR 635)	Remarks
	Date of receipt	From whom received	Amount received	Initials of P.A.O.	Date	Bill No. & Date	Amount Repaid	Initials of P.A.O.		

**FORM CAM - 63-A**  
**(Para 16.3.5)**

Register of Deposits lapsed and credited to Government during the year 20..... 20.....

Sl.No.	Particulars of original Deposits			T.E. No. & date	B.R. No.	Amount of refund authorised	Initials of P.A.O.
	Year of deposit & Sl.No. in the register of deposits	Name of the depositor (i.e. party concerned)	Balance lapsed		Vr. No. & date		
1.	2.	3.	4.	5.	6.	7.	8.



**FORM CAM -64**  
**(Para 8.3.4)**

**BROADSHEET OF P.A.O. SUSPENSE**

Month of .....

Annual SI.No. of original entries	Original entries arising during the month		Adjusting Entries		Particulars of Adjustment		
	Debits	Credits	Minus debit against col. 2(a)	Minus credit against col. 2(b)	Month of adjustment	Serial No. of original entry	T.E. No. & Date through which adjustment effected
1	2(a)	2(b)	3(a)	3(b)	4(a)	4(b)	4(c)
<b>Monthly closing</b>	<b>Debits</b>	<b>Credits</b>		<b>Details of Closing balancee</b>			
Balance from last month Col.2(a) of this month Col.2(b) of this month				<b>Month &amp; Year from which item outstanding</b>	<b>Serial No. of item</b>	<b>Debit</b>	<b>Credit</b>
Total for adjustment							
Deduct							

Adjustment during the month							
Total of Col.3(a)							
Total of col.3(b)							
Net outstanding							

**FORM -CAM 65**  
(See para 1.12.3)

Register of Advices issued to Reserve Bank of India (C.A.S.) Nagpur.

Principal Accounts Office, Ministry /Department of .....

Month of .....20.....

SI No, ( to be continuous for a financial year)	Advice No. & Date	Amount	Initials of the authority signing the advice	Serial number of the corresponding clearance memo as entered in CAM - 17 A.	Remarks
1.	2.	3.	4.	5.	6.
		Total :			

Abstract pertaining to the year 20.....20..... after closing of the annual Accounts.

SI  
No.      Total  
         amounts  
         Rs

(a) SI Nos. of advices issued during the year (for even upto the 3rd week of following April relating to the year) and not given effect to by R.B.I. in that year's accounts

(b) Total progressive amount outstanding under 'R.B.S.' (Credit side) in the accounts of March (Sy.), excluding adjustments pertaining to the previous year

(c) Analysis of difference, if any.

# FORM CAM - 66

( Para 9.9.6)

Statement showing details of deductions and remittances for the year 20..... 20..... /period

Name & Designation of the Officer .....

Ministry /Department serving

Name of the parent State /Department State Govt. of/U.T. Govt. Railway /Defence/P.T.

Designation of the Accounts Officer of the Parent Department .....

Month of Salary	Amount of Deductions			Particulars of Cheque sent			Details of the forwarding letter	Date of encashment of cheque if available or of acknowledgement thereof	Remarks, if any
	G.P.F.	House Building Advance	M.C. Advance	No.	Date	Amount of Cheque			
March									
April									
May									
June									
August									
September									
October									
November									
December									
January									
February									

**FORM CAM 67**  
**(See para 7.16.2)**

Pre-Receipted Bill for payment of award from the compassionate Fund of the Government of India

Sanction No. .... Date ..... Bill No. ....

Quarter ending ..... Head of Account .....

Received the sum of Rs..... (Rupees ..... ) being the lump-sum \* payment/payment\* for the quarter ended .....  
from the Compassionate Fund of the Govt. of India sanctioned by.....(Name of the Min/ Deptt.) vide section letter mentioned above.

Dated .....

Signature of the Beneficiary  
(Name in Block letters)

\* Delete whichever is not applicable

**For use in Departmental Office**

@ Countersigned for payment of Rs..... (Rupees.....) to beneficiary.

Crossed cheque/demand draft to be issued in favour of beneficiary.

Signature

Date

Designation of D.D.O.

@ Applicable in the case of lumpsum payment made through the D.D.O. under para 7.9.3. *Delete* for payments under paras 7.9.4 & 7.9.5.

**For use in Pay and Accounts Office**

Passed for payment of Rs.....(Rupees ..... ) by cheque.

Pay & Accounts Officer

Paid by cheque No.....

Dated.....

D.V. No.

Pay and Accounts Officer

**CAM - 68**  
**[Vide Para 13.6(ix) & 13.7(v)]**

**Monthly Reconciliation Analysis**

PAO..... Month.....

A - Between F.P. Bank and the PAO			
		RECEIPTS	PAYMENTS
(i)	Figures shown by the F.P. Bank in the DMS		
(ii)	Figures as per verification of DMS by the PAO		
(iii)	Difference		
(iv)	Reasons for the difference :		
B - Old items put through ( i.e. pertaining to period prior to introduction of revised procedure)			
(i)	Total amounts put through		
(ii)	Less amounts relating to old period included now in current put through statement.		
(iii)	Amount put through relating to New Procedure		
C- Between the DMS and GAD/Link Cell			
(i)	Opening balance		
(ii)	Figures as per DMS for the month		
(iii)	Total		
(iv)	Amount put through by GAD/Link Cell relating to revised procedure.		
(v)	Closing balance		
(vi)	Analysis of closing balance		
<b>(a) Amounts pertaining to last few days of the month not put through</b>			

Date of transaction	Receipts	Disbursements
Total(a)	_____	_____
<b>(b) Other Discrepancies</b>		
Date of put Date of Through transaction	Receipts	Disbursements
Total(b)	_____	_____
Grand Total (a+b)		

Asstt. Accounts Officer

Accounts Officer Dy. C.A.

**CAM 69**  
**[Vide Para 13.6(X)]**  
**PART - I**  
**REGISTER OF AMOUNTS PUT THROUGH**  
**RECEIPTS / PAYMENTS**

P.A.O. , \_\_\_\_\_

Month	Amount as per DMS	Amounts put through in first month	Balances	Initials of A.O.	Amounts put through in 2nd month	Balance	Initials of A.O.	Amounts put through in subsequent month		Initials of A.O.	Remarks
								Amount	Months		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

**CAM 70**  
**[Vide para 13.6.(XI)]**  
**PART -II**  
**REGISTER OF AMOUNTS PUT THROUGH**  
**RECEIPTS/PAYMENTS**

PAO \_\_\_\_\_

Opening Balance	April					May			
	Figures as per DMS	Progressive total upto April	Amounts put through		Closing Balance	Figures as per DMS	Progressive total upto May	Amounts put through	
			April	Total				April	May

**PART - II**

		June						July		
Total	Closing Balance	Figures as per DMS	Progressive total upto June	Amounts put through				Closing Balance	Figures as per DMS	Progressive total upto July
				April	May	June	Total			

**PART -II**

AMOUNTS PUT THROUGH						August				
Other previous months i.e., 4 & 5		June	July	Total	Closing Balance	Figures as per DMS	Progressive total upto August	Amounts put through		
Amount	Month							Other previous months i.e., 4,5 & 6		



								Amount	Month

**PART - II**

July	August	Total	Closing Balance	And so on upto the close of the year

**CAM 71**

**[ Vide para 13.6(XII)]**

**Statement of Monthly Reconciliation between the figures as per D.M.S and the amount booked under " 8658 - Suspense Accounts - P.S.B. Suspense " for the month of \_\_\_\_\_**

		Receipts (Dr. P.S.B. Suspense)	Disbursement (Cr. P.S.B. Suspense)
i	Opening Balance		
	Amount as per D.M.S.		
iii	Total		
iv	Amount booked under " 8658 - Suspense A/cs - PSB Suspense"		
v	Difference	_____ _____	_____ _____
vi	Explanation/Reasons for difference :		
vii	Action taken for clearance of the difference :		

**CAM 72**  
**[Vide Par 13.6(XIII)]**

PAO \_\_\_\_\_

**BROADSHEET OF PSB SUSPENSE**  
**(Dr.) Receipts/Disbursements(Cr.)**

Month	Opening Balance of PSB Suspense	Amount of PSB Suspense Booked in the Month	Progressive Total	Amount of Clearance of PSB Suspense in the month	Closing Balance	Remarks
4/89						
5/89						
6/89						
7/89						
& so on						

**CAM 73**  
[Vide para 13.6(XV)]

**STATEMENT OF DOUBLE /EXCESS REIMBURSEMENT**

Sr. No.	Bank Name	Branch Name	Date of trans action	Amount of trans action	Date of put through	Amount put through	Date of second put through (put through for the Second time)	Amount of Second put through	Amount of excess/ double claim	Date of with drawal rectifi cation	Period of excess/ double put through	Rem arks, if any
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.

**CAM 74**  
**[Vide para 13.6 (xv)]**  
**Report on Excess/Double Reimbursement (Attracting penal interest)**

April/July/October/January

Name of Ministry/Deptt. \_\_\_\_\_

**(Part - I)**

Cases attracting Penal interest relating to :	Opening Balance No. of Amount Cases	Additions No. of Amount Cases	Settled with Bank No. of Amount Cases	Closing Balance No. of Amount Cases	Remarks
(i) Previous years, if any (Break up year-wise) (ii) Current year					
<b>Total</b>					
<b>(Part - II) Public Sector-wise Breakup of closing balances</b>					
Sl. No.	Name of Banks	No. of Cases		Amount	Remarks

P.A.O./Dy.C.A.

**CAM 75**  
[Vide para 13.6 (xv)]

**Repost of Excess/Double Reimbursements**  
**(Not attracting Penal interest)**

Ministry/Department \_\_\_\_\_

15th April/July/October/January

**Part - I**

Sl. No.	Category	Opening Balance		Additions		Closing Balances	
		No. of Cases	Amount	No. of Cases	Amount	No. of Cases	Amount
I.	Between Rs. 1 lakh and 5 lakhs						
II.	Above Rs. 5 lakhs but less than Rs. 10 lakhs						

**Part - II**

**PUBLIC SECTOR BANK WISE BREAK UP OF CLOSING BALANCE**

Sl. No.	Name of the bank	Category I		Category II	
		No. of Cases	Amount	No. of Cases	Amount

P.A.O./Dy. Controller of Accounts

**C.A.M. - 76**  
**(Vide Para 14.20)**

**MONTHLY RECONCILIATION STATEMENT BETWEEN THE AMOUNTS AS PER DMS (REVENUE ACCOUNTS) WITH THE AMOUNT BOOKED UNDER  
'8658 - PSB SUSPENSE' FOR THE MONTH OF .....**

	Revenue Receipts (Monthly) (Rs.)	Revenue Refunds (Monthly) (Rs.)	Progressive figure for Revenue Receipts upto _____ (Rs.)	Progressive figures for Revenue Refunds upto _____ (Rs.)
Opening Balance				
Total amount as per D.M.S.				
Revenue Account				
Less amount booked under '8658 - P.S.B. Suspense'				
Difference				
Explanation/Reasons for Difference				

**C.A.M. - 77**  
**(Vide Para 14.19 &14.22)**

**Analysis : Focal Point Bank/Link Cell, Nagpur**  
P.A.O. \_\_\_\_\_ Month \_\_\_\_\_  
**Revenue Receipt**

Opening Balance :

Focal Point Bank :

Total :

Link Cell :

Balance (Difference) :

Details of Difference:-

**Revenue Refund**

Opening Balance :

Focal Point Bank :

Total :

Link Cell :

Balance (Difference) :

Details of Difference:-

Asst. Accounts Officer/Asst. Controller of Accounts



**C.A.M. - 78**  
**(Vide Para 14.19 &14.22)**

**Analysis : Focal Point Bank/Amount verified by the P.A.O.**

P.A.O. \_\_\_\_\_ Month \_\_\_\_\_

**Revenue Receipt**

Amount indicated by Focal Point Bank In D.M.S. :

Amount verified by the P.A.O. :

Difference :

Reasons :

**Revenue Refund**

Amount indicated by Focal Point Bank In D.M.S. :

Amount verified by the P.A.O. :

Difference :

Reasons :

Accounts Officer (BR)

**C.A.M. - 79**  
**(Vide Para 14.23)**

**BROADSHEET OF AMOUNT PUT THROUGH BY LINK CELL  
RECEIPTS/REFUNDS**

Month.....

**Part - I**

<b>Name of PAO &amp; Bank</b>	<b>Amount as per Focal Point Bank (DMS)</b>	<b>Amount put through 1st Month</b>	<b>Balance</b>	<b>Amount put through 2nd Month</b>	<b>Balance</b>	<b>Amount put through in subsequent Months</b>	<b>Balance</b>
<b>TOTAL</b>							

**Note :** Separate folio for each month.

**C.A.M. - 80**  
**(Vide Para 14.23)**

**BROADSHEET OF AMOUNT PUT THROUGH BY LINK CELL FOR THE MONTH OF \_\_\_\_\_ RECEIPTS/REFUNDS**  
**PART - II**

Sl.No	Name of the PAO & Bank Branch	Amount as per F.P.B. D.M.S.	Balance B/F	Total (3+4)	Amount put thorough during the month				Total	Balance (5-10)
					For previous year	For the current year				
						Month	month			
1	2	3	4	5	6	7	8	9	10	11
Total of all PAO										

**Note :** Separate folio for Receipts and Refunds

**C.A.M. - 81**  
**(Vide Para 14.24)**

**BROADSHEET OF PUBLIC SECTOR BANK SUSPENSE RECEIPTS (DEBIT)/DISBURSEMENTS (CREDIT)**

Sl.No.	Name of P.A.O.	Opening Balance of PSB Suspense (as on 1st of the month)	Amount booked to PSB Suspense in the month	Total Progressive (Col. 3+4)	Amount cleared from PSB Suspense in the month	Closing Balance of PSB Suspense as at the end of the month	Remarks
1	2	3	4	5	6	7	8

**Note:** 1. Separate sheet for each month.  
2. Separate sheet for Receipt and Refund.

**C.A.M. - 82**  
**(Vide Para 14.24)**

**YEARWISE BREAKUP OF THE CLOSING BALANCE OF PUBLIC SECTOR BANK SUSPENSE SHOWN UNDER COL.7 OF ANNEXURE XIV**

Month : As at the end of \_\_\_\_\_

Sl. No.	Name of P.A.O.	Year		1988-89	1989-90	1990-91	Total
		Upto 1986-87	1987-88				

- Note: 1.** Separate sheet for each month.  
**2.** Separate sheet for Receipts & Refund.

**C.A.M - 83**  
**(Vide Para 15.18.1)**

**REGISTER OF DAILY MAIN SCROLLS RECEIVED FROM NODAL BRANCH**

Name of the Bank \_\_\_\_\_  
Month of \_\_\_\_\_

**RECEIPTS/REFUNDS**

Date	Major Head 0020	Major Head 0021	Major Head 0024	Major Head 0028	Major Head 0031	Major Head 0032	Major Head 0033	Total
1								
2								
3								
4								
5								
6								
..								
..								
31								
<b>Total</b>								

**C.A.M. - 84**  
**(Vide Para 15.18.1)**

**MONTHLY SUMMARY**

MONTH OF \_\_\_\_\_

Name of the Nodal Branch, Bank	Major Head 0020		Major Head 0021		Major Head 0024		Major Head 0028		Major Head 0031		Major Head 0032		Major Head 0033		Total	
	Rcpt	Rfd	Rcpt	Rfd	Rcpt	Rfd	Rcpt	Rfd	Rcpt	Rfd	Rcpt	Rfd	Rcpt	Rfd	Rcpt	Rfd
Bank I																
Bank II																
Bank III																
<b>Total</b>																
<b>Net</b>																

**C.A.M. - 85**  
**(Vide Para 15.18.2)**

**To**

The Zonal Accounts Officer,  
Central Board of Direct Taxes,  
\_\_\_\_\_

Sub: Reconciliation of the monthly statement of Receipts/Refunds\* for the month of \_\_\_\_\_

Sub: Reconciliation of the monthly statement of Receipts/Refunds\* for the month of \_\_\_\_\_  
Sir,

The monthly statement of Receipts\*/Refunds\* for the above mentioned month showing total Receipts\*/Refunds\* at Rs. \_\_\_\_\_ has been reconciled with the daily Scrolls and it is certified as correct.

2. The undernoted discrepancies have been noticed in the monthly statement of Receipts\*/Refunds\* for the above mentioned month received from your office.

Sl.No.	Date of transaction	Major Head	Amount			Remarks
			As per Scrolls	As per monthly statement	Difference	

The above discrepancies may please be reconciled and corrections made in the monthly statement at your end under intimation to this office.

Yours faithfully,  
Designated Officer  
CTU/LTU \_\_\_\_\_

\* Strike off the inapplicable.

**Note:** 1. Separate letters may be written for monthly statement of Receipts and monthly statement of Refunds.  
2. Delete para 1 or 2 as the case may be.



**C.A.M. - 86**  
**(Vide Para 15.18.2)**

**DESIGNATED OFFICER -WISE REGISTER OF MAIN SCROLLS RECEIVED BY NODAL BRANCH**

Name of Nodal Branch\_\_\_\_\_

Designated Officer \_\_\_\_\_

Month \_\_\_\_\_

**RECEIPTS/REFUNDS**

Date	Major Head 0020	Major Head 0021	Major Head 0024	Major Head 0028	Major Head 0031	Major Head 0032	Major Head 0033	Total
1								
2								
3								
4								
5								
6								
..								
..								
31								
<b>Total</b>								

ZONAL ACCOUNTS OFFICER

**C.A.M. - 87**  
**(Vide Para 15.19.2)**

**DESIGNATED OFFICER-WISE MONTHLY SUMMARY**

Designated Officer \_\_\_\_\_  
MONTH OF \_\_\_\_\_

Name of the Bank	Major Head 0020		Major Head 0021		Major Head 0024		Major Head 0028		Major Head 0031		Major Head 0032		Major Head 0033		Total	
	Rcpt	Rfd	Rcpt	Rfd	Rcpt	Rfd	Rcpt	Rfd	Rcpt	Rfd	Rcpt	Rfd	Rcpt	Rfd	Rcpt	Rfd
Bank 1																
Bank 2																
Bank 3																
“																
“																
“																
<b>Total</b>																
<b>Net</b>																

ZONAL ACCOUNTS OFFICER

**C.A.M. - 88**  
**(Vide Para 15.19.9)**  
**BANK RECONCILIATION REPORT FOR THE MONTH OF \_\_\_\_\_**  
**(for clearance from PSB Suspense)**  
**ZAO, CBDT \_\_\_\_\_**  
**RECEIPTS/REFUNDS**

Bank figures as per RBI statement No.2	ZAO's accounts figures booked under PSB Suspense	Difference for the month	Progressive Difference

**Note I :** Bankwise and Datewise break-up of the progressive difference should be given in the report alongwith the action taken to settle the difference.

**Note II :** This reconciliation report is to be prepared separately for Receipts and Refunds and sent to Principal Accounts Officer within 3 days of the receipt of the copy of RBI's Statement No.2

Zonal Accounts Officer

**C.A.M. - 89**

**PART - I (NEW CASES) MONTH \_\_\_\_\_**

**Date on which the item was included in the scrolls of Receiving Branches/Nodal Branch and the period of delay and the Name of the Bank Branch**

Sl. No.	Amount	Date of Credit of challan	Receiving Bank	Date	Nodal Branch	Date	RBI, CAS Nagpur	Date

**ZAO/CBDT**

**Correction Slip to the Civil Accounts Manual-Revised Second Edition Vol.II**

**CORRECTION SLIP NO. 1**

**Dated: 02.12.2008**

**Page 424 to 437**

**FORM CAM-52**

The existing form CAM-52 may be replaced by the one attached herewith.

Authority: 1(7)(1)/2008/TA(pt. file)

*T. R. Padmavathy*  
(T.R. Padmavathy)  
Sr. Accounts Officer (TA)

**FORM CAM-52**

**(Para 7.3.2)**

(Rubber stamp of the Office issuing the Pension Payment order)

**PENSION PAYMENT ORDER**

(Disburser's portion)

P.P.O.No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date \_\_\_\_\_

Debit able to Union Government.

**Head of Account**

Major Head

Sub-major Head

Minor Head

Voted /Charged

Sir,

UNTIL FURTHER NOTICE, and on the expiration of every month be pleased to pay Shri/Smt. \_\_\_\_\_ the pension as set out in Part II of this order /Family Pension as set out in Part III of this order \* plus the amount of dearness relief as admissible from time to time thereon after due identification of the pensioner/family pensioner. The Payment should commence from \_\_\_\_\_. The income tax, where deductible, should be deducted at source.

2. Arrears of pension/family pension at Rs. \_\_\_\_\_ P.M. (Rupees \_\_\_\_\_ per month) from \_\_\_\_\_ to \_\_\_\_\_ plus the admissible dearness relief thereon may also be paid to Shri/Smt. \_\_\_\_\_

[\* inapplicable clause to be deleted]

Signature

Designation

(Special Seal of the Pension Payment Order issuing Authority)

To

(Pension Disbursing Authority where pension is to be paid)- (Strike out whichever is not relevant)

(1) Pay & Accounts Officer, M/o \_\_\_\_\_ D/o \_\_\_\_\_

(2) Name of the Paying Branch (with BSR code) \_\_\_\_\_ (Mandatory)  
(Account No. \_\_\_\_\_)

**Part I : - Particulars of service of the pensioner/deceased Government servant.\***

(\* strike out whichever is not admissible)

1. Name of the Government Servant
2. Post /Grade/Rank last held
3. Name of the Ministry/Deptt./ office from which he/she retired under the Govt. of India.
4. Scale of pay/Pay Band & Grade Pay at the time of retirement (Mandatory)

4(a) Pay last drawn

5. Date of Birth
6. Date of entry into Government service.
7. Date of ending service (Last day of Service).
8. Details of weightage in service allowed, if any.
9. Period of service not qualifying for pension.

From	To	Period			Reasons
		Y	M	D	

10. Total length of qualifying Service. Years..... Months .....Days.....  
[ Col. (7-6) +8-9]

11. EMOLUMENTS DRAWN DURING 10 MONTH PERIOD AND THOSE RECKONED FOR CALCULATION OF AVERAGE EMOLUMENTS

From	To	Emoluments drawn			Emoluments reckoned for Average emoluments			Remarks
		Pay & Grade Pay	Other items with details viz. Personal Pay, Spl. Pay, Deputation Allowance, DA, etc.	Total	Pay & Grade Pay	Other items reckoned with details	Total	
1	2	3	4	5	6	7	8	9

12. Average Emoluments for pension Rs.

13. Emoluments for family pension. Rs.
14. Emoluments for Retirement Gratuity/Death Gratuity. Rs.
15. Amount of Retirement Gratuity/Death Gratuity allowed Rs.
16. Grant of Medical allowance to be paid by the Bank.
17. Constant Attendant allowance

(No Dearness Relief is payable on S.No. 16 & 17)

## PART II (Applicable on Retirement)

### Section 1 - Particulars of Pensioner

1. Joint photograph with the spouse.



2. Name of the retiring Govt. Servant.
3. Permanent Address.
4. Personal marks of identification.
5. Signatures or the left hand Thumb impression of the pensioner (To be obtained at the time of first payment of pension).

### Section 2 - Details of pension.

		Original pension	Revised pension (1)	Revised pension (2)
1	Amount of monthly pension before commutation			
2	Class of Pension			
3.	Rules under which sanctioned			
4.	Date of commencement of pension			
5.	Fraction/amount of pension commuted, if any			
6.	Commuted value and the date of its payment			
7.	Reduced monthly pension after commutation			



8.	Date of commencement of reduced pension.			
9.	Date ( in words) from which commuted portion shall stand restored (subject to pensioner being alive on that date).			
10	Whether the pensioner/Family Pensioner is in receipt of any other pension. If so, its particulars and source from which being drawn.	Section 1 - Particulars of Pensioner		

### **Section 3 - Details of family pension payable on the death of the pensioner.**

1. Rules under which family pension is admissible
2. Details of family members eligible for family pension in the event of the death of pensioner.

Sl. No.	Name	Marital status in case of children @	Relationship with the Govt. servant	Date of Birth (for all)	Present Address	Whether child is physically handicapped/ mentally retarded

**Note:** - Above particulars may be given in the order of eligibility of the family members.

@ Whether married / unmarried / widow / widower / divorcee

3. Amount of family pension. (Payable in the event of death of the pensioner)

	Amount Rs	From	To
(i) At Enhanced Rate		The day following the date of death of the pensioner	
(ii) At Normal Rate			

**PART III**  
**(Applicable on death while in service)**

**Section 1 - Particulars of family pensioner**

1. Photograph of the Family Pensioner



2. Name of the recipient of family pension

2(a) Date of Birth of family pensioner

3. Relationship with the deceased Govt. Servant

4. Permanent Address.

5. Personal marks of identification

6. Signature or the left hand Thumb impression of the family pensioner (To be obtained at the time of first payment of family pension)

7. Whether the pensioner/Family Pensioner is in receipt of any other pension.

If so, its particulars and source from which being drawn.

**Section 2**

1. Rules under which Family pension is sanctioned.
2. Amount of family pension.

	Amount Rs	From	To
(i) At Enhanced Rate			
(ii) At Normal Rate			

### 3. Details of other family members eligible for family pension

Sl. No.	Name	Marital status in case of children @	Relationship with the Govt. servant	Date of Birth (for all)	Present Address	Whether child is physically handicapped/ mentally retarded

**Note:** - Above particulars may be given in the order of eligibility of the family members.

@ Whether married/unmarried/widow/widower/divorcee

### PART -IV

(Post sanction revision of pension/Family Pension /Dearness Relief)

Amount of Pension at the time of Retirement Rs. \_\_\_\_\_

Amount of Dearness Relief at the time of retirement \_\_\_\_\_

Letter No. & Date	Date of effect	Amount of Revised Pension Rs	Reasons for Revision	Amount of Revised Dearness Relief Rs.	Total Monthly Pension Plus Dearness Relief payable Rs.	Remarks	Initials of designated officer

### PART V

Record of transfer of PPO from one Pension Disbursing Authority to another, if any.

Sl.No.	Full particulars of PDA at which pension is drawn before transfer	Date up to which pension has been paid.	Full particulars of PDA to which PPO is transferred	Date signature of authorised officer of transferring PDA



# **PART VI**

## **Periodical identification of pensioner**

(To be done twice a year if payment is by postal money order, otherwise annually)

Date	Initials of designated Officer	Date	Initials of designated Officer	Date	Initial of Designated Officer

## **PART VII** **(Record of Disbursement)**

Month for which pension is due	Amount			Date of Payment	Disbursing officers initials	Remarks
	Pension Rs.	Dearness Relief Rs.	Total Rs			
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
January						
February						

**Note :** Dearness relief is payable with reference to the amount of pension before commutation.

### **IMPORTANT INSTRUCTIONS**

(To appear on inside cover of the PPO booklet)

1. No pension shall be liable to seizure, attachment or sequestration by process of any Court in India in the instance of creditor for any demand against the pensioner (Section II, ACT XXIII of 1871).
2. Payment under this order is to be made only to the pensioner in person, with the following exceptions.

- a. To persons specially exempted by Government.
- b. To females unaccustomed to appear in public and to persons unable to appear on account of illness or bodily infirmity.

(Payment in both cases (a) and (b) is made on production of a Life Certificate signed by a responsible officer of Govt. or other well known and trustworthy person).

- c. To any person sending a Life Certificate signed by some persons exercising the powers of a Magistrate under the Criminal procedure Code, or by any Registrar or Sub-Registrar appointed under the Indian Registration Act, 1908 or by any pensioned officer who, before retirement exercised the powers of a Magistrate or by any Gazetted officer, or by a Munsiff or by a police officer not below the rank of Sub-Inspector in charge of a police station or by a Post Master, a Departmental sub-post Master or an Inspector of post offices, or by officers of the Reserve Bank of India and Public sector Bank or by the Head of a village Panchayat, Gaon Panchayat or Gram Panchayat or by the Head of an executive Committee of a village or by a Bank included in the second schedule to the Reserve Bank of India Act 1934, in respect of persons drawing pension through that Bank.
- d. In all cases referred to in clauses (a), (b) & (c) the Disbursing officer must at least once a year require proof independent of that furnished by the life certificate of the continued existence of the pensioner. The pension shall not be paid on account of a period more than a year after the date of life certificate last received and the disbursing officer must be on the watch for authentic information of the decease of any such pensioner and on receipt thereof, shall promptly stop further payments.

3. The quantum of pension available to old pensioners/family pensioners will be as follows:-

Age of pensioner/family pensioner	Additional quantum of pension/family pension
From 80 years to less than 85 years	20% of basic pension/ family pension
From 85 years to less than 90 years	30% of basic pension/ family pension
From 90 years to less than 95 years	40% of basic pension/ family pension
From 95 years to less than 100 years	50% of basic pension/ family pension
100 years or more	100% of basic pension/ family pension