

FORM NO. 1

(See Chapter III, paragraph 26)

Receipts for payment to Government

Book no. _____ Receipt no. _____ Place _____

Date _____, 19 _____

Department and office _____

Received from _____
the sum of rupees _____
on account of _____

Signature of Government servant granting the receipt.

Rs. _____ Designation _____

Cashier or Accountant.

Form 1-A

FORM NO. 1-A

(See Chapter III, paragraph 31)

Receipts for the price of service postage stamps No.

Received from _____

With letter no. _____, dated _____, 19 the sum of Rupees _____ in cash.

by cheque on account of _____ in _____ payment of

Accountant Signature _____

Treasurer Designation _____

Rs. _____

FORM NO. 1-A

(See Chapter III, paragraph 31)

Receipts for the price of service postage stamps No.

Received from _____

With letter no. _____, dated _____, 19 the sum of Rupees _____ in cash.

by cheque on account of _____ in _____ payment of

Accountant Signature _____

Treasurer Designation _____

Rs. _____

FORM NO. 1-B

(See Note below paragraph 26)

Receipts for payment to Government of U.P., Transport Department

Book no. _____ Receipt no. _____

Office of the Regional Transport Officer _____ (place)

Date _____

Received from _____ the sum of Rs. (in figures) _____ (in words) _____ on account
of _____

Full Signature of Government servant granting the receipt.

Rs. _____ Designation _____

Cashier/Accountant.

FORM NO. 2

(See Chapter III, paragraph 68)

CASH BOOK OF THE OFFICE OF THE _____

Receipts Expenditure

Date of receipt	No. of receipt	Particulars of receipts	Amount received from the Treasury	Amount received from other sources	Date of expenditure	No. of voucher	Particulars of expenditure	Amount paid to individ payees
			Rs p.	Rs p.				Rs

Opening
balance

Total
expenditure

Total
receipts

Closing
balance

GRAND
TOTAL

GRAND
TOTAL

FORM NO. 2-A

(PARAGRAPH 69)

Form of Security Bond for a particular Post

KNOW all men by these presents that I/we AB (Principal)_____ s/o_____r/o_____ and CD (1st Surety)_____ s/o_____r/o_____ and EF (2nd surety) _____s/o_____r/o_____ am/are held firmly bound to the Governor of Uttar Pradesh in the sum of Rs.....to be paid to the said Governor, his successors or assigns for which payment well and truly to be made I/we bind myself/ourselves our heirs, executors, administrators, and representatives (* jointly and severally).

WHEREAS the above bounden AB_____ was on the_____ day of_____, appointed to and now holds and exercises the office of_____;

AND, WHEREAS by virtue of such office the said AB_____ has, amongst other duties, the care of and responsibility for the safe and proper storing and keeping in the places, appointed for the custody thereof, of_____;†

AND, WHEREAS the said AB is bound whenever called upon so to do to show to his superior officers that the said property is at all times intact in the places aforesaid and is bound to keep true and faithful account of the said property;

AND, WHEREAS in consideration to the appointment of the said AB to his said office the said AB has delivered to and deposited with_____cash to the extent of Rupees _____(or has delivered to and deposited with and endorsed to_____ Government securities to extent of Rs._____as set forth in the Schedule hereto) [or, has placed on fixed deposit in the_____limited to the credit of the_____ for the time being of Uttar Pradesh the sum of Rs._____] (Rs._____), [or, the said AB/CD/EF has/have agreed to mortgage the property described in the Schedule hereto] for the purpose of in part securing and indemnifying the Government of Uttar Pradesh (hereinafter called "the Government"), against all loss or damage which it might suffer by reason of the said property or any part thereof being wasted, embezzled, stolen, misspent or loss, dishonestly, negligently, or otherwise by the said AB ;

*To be struck out if there are no sureties.

†Here detail money. Government, currency notes, stamps, goods, chattels or effects stored and received at.

AND, WHEREAS, the said AB (and the said CD and EF as the said AB's sureties) has/have entered into the above written bond in the penal sum of Rs..... conditioned for the due performance by the said AB of the duties of his said office and the other duties appertaining thereto, or which may be lawfully required of him and for the indemnity of the Government against loss from the acts or defaults of the said AB ;

NOW, the condition of the above-written bond is such that if the said AB has, while he has held the office of_____always duly performed and fulfilled the said duties of the said office and the other duties aforesaid or if the said AB (and the said CD and EF) shall indemnify the Government from all and every loss and damage which during the time the said AB has held, executed and enjoyed the said office has happened, then the above written bond or obligation shall be void and of no effect otherwise the same shall be and remain in full force and virtue ;

AND, THESE PRESENTS ALSO WITNESS that in pursuance of the aforesaid agreement and for the consideration aforesaid and as security for the payment to the Government of the said sum of Rs._____or any part thereof in accordance with the terms and conditions hereof the said AB/CD/EF hereby transfer(s) to the Governor all that the property described in the Schedule hereto to the intent that the same will remain and be charged by way of simple mortgage as security for the payment to the Governor of the said sum of Rs._____AND the said AB/CD/EF hereby covenant(s) with the Governor that the said property is free from encumbrances AND that for the purpose of recovering the said sum of Rs._____or any such lesser sum as may from time to time become due under the above written

bond the Governor or any officer of the Government duly authorized in this behalf may without prejudice to the right conferred by the Public Accountants Default Act, 1850, from time to time as occasion shall require without the intervention of any court sell the property or any part thereof or take the rents and profits thereof for his own use until he shall have thereby or otherwise recovered such sums as aforesaid;

PROVIDED ALWAYS and it is hereby agreed and declared that neither of them the said CD and EF shall be at liberty to terminate their suretyship except upon giving to the District Officer for the time being of _____ or the Government six calendar month's notice in writing of his or their intention so to do, and their joint and several liability under this bond shall continue in respect of all omissions and defaults on the part of the said AB until the expiration of the said period of six months ;

AND it is hereby agreed and declared by and between the said AB (and the said CD and EF as the said AB's sureties) and the Governor, that on the vacation by the said AB of his said office of _____ the above named ("moneys" where cash is deposited) ("securities" where promissory notes are deposited) shall not be at once returned to him (or them) but shall continue to be held in the manner aforesaid for the term of six months as security against any loss that may have been incurred by the Government owing to the neglect or default of the said AB and which may not have been discovered until after the vacation of his office by the said AB and if any breach of the conditions of the said bond is discovered after the repayment (or return) of the said money (or securities) (or release of the said mortgage) such repayment (or return) (or release) shall not affect the right of the Governor or Government to take proceedings upon the said bond against the said AB (CD and EF) :

*PROVIDED ALSO that the officer in whose name the said sum is placed on deposit in manner aforesaid may with the sanction of the Government and at the request of the said AB withdraw the said sum and place the same in like manner as aforesaid in the State Bank of India or the Allahabad Bank or Central Bank of India :

PROVIDED ALSO that if the said sum or any part thereof is lost by reasons of the failure or defalcation of the Bank in which such sum is at any time deposited neither the Governor nor the Government nor any officer serving under the Government shall be in any way liable for such loss and the said AB shall immediately furnish to the Governor either in cash or in such other form as may be sanctioned by the Government orders or regulations then in force security equivalent in value of the amount lost in such manner as aforesaid :

PROVIDED ALSO that the interest on the said sum may be paid over to the said AB when realized if the Government thinks fit to do so ;

AND the said AB (and the said CD and EF as the said AB's sureties) do hereby agree and declare that without prejudice to any remedy provided by this bond, the Government, may on the certificate of Secretary to the State Government in the Administrative Department which shall be final, conclusive and binding on the said AB (and the said CD and EF) recover all dues hereunder from AB (and CD and EF) jointly or severally as arrears of land revenue.

IN WITNESS to the above written bond and to all the terms and the conditions hereinbefore contained I/We have hereunto set my/our hands this ____ day of ____ 19 . corresponding to Saka Samvat ____.

*To be used only when money is placed on deposit receipts.

The Schedule herein referred to

Signed by AB _____ in the presence of _____
and of _____

Signed by CD _____ in the presence of _____
and of _____

Signed by EF _____ in the presence of _____
and of _____

FORM NO. 2-AA

(See Chapter I, paragraph 27-A)

Cash-book (for offices where money of transactions are heavy)

Office of _____ Month of _____

Receipts Payments

Contingencies Contingencies

Date	Number of receipt	Particulars	Pay	Allowances	Contingencies	Miscellaneous	Total
------	----------------------	-------------	-----	------------	---------------	---------------	-------

where
necessary

In Advance
recoupment payments
of payment
advance

FORM NO. 2-B

(PARAGRAPH 69)

Form of (General) Security Bond

KNOW all men by these presents that I/we, AB (Principal)_____
s/o_____r/o_____CD (1st surety)_____ s/o_____r/o_____ EF (2nd surety)
s/o_____r/o_____am/are held and firmly bond to the Governor o Uttar Pradesh in
the sum of Rs._____to be paid to the said Governor's assigns for which payment
well and truly to be made I/we bind myself/oursehncPor yorour heirs, executors,
administrators and representatives* (jointly and severally) s

WHEREAS the above bounden AB _____ was on the _____ day of _____ 19, appointed to and anqve hods and exercises the office of _____;

AND WHEREAS by virtue of such office the said AB has, and by virtue of any other office to which the said AB may here after eilippointed from time to time, is likely to have, among other duties the care of, and respobrty fotr the safe and proper storing and keeping, money, currency notes, stamps and ogoos and property belonging to the Government of Uttar Pradesh (hereinafter calle "the Government") in the places appointed for the custody thereof; of † _____

AND WHEREAS the said AB is bound, whenever called upon so to do, to show to his superior officer that any such property entrusted to his care and keeping is at all times intact in the places aforesaid and is bound to keep true and faithful account of the said property ;

AND WHEREAS in consideration of the said AB's said appointment and of any other appointment which he may hold hereafter the said AB has delivered to and deposited with _____ cash to the extent of Rupees _____ (or has delivered to and deposited with and endorsed to _____ Government securities to the extent of Rs. _____ as set forth in the Schedule hereto) [or has placed on fixed deposit in the _____ to the credit of the _____ for the time being of Uttar Pradesh the sum of Rupees _____ (Rs. _____)] (or the said AB/CD/EF has/have agreed to mortgage the property described in the Schedule hereto) for the purpose of in part securing and indemnifying the Government against all loss or damage which it might suffer by

*To be struck off if there are no sureties.

†Here detail money. Government currency, notes, stamps, goods, chattels or effects stored of received at.

reason of the said property or any part thereof being wasted, embezzled, stolen, misspent or lost, dishonestly, negligently or otherwise by the said AB ;

AND WHEREAS the said A B (and the said C D and E F as the said A B's sureties) has/have entered into the above written bond in the penal sum of Rs. _____ conditioned for the due performance by the said A B of the duties of his said office and of any other office which the said A B may for the time being hold under Government and the other duties appertaining thereto, or which may be lawfully required of him and for the indemnity of the Government against loss from the acts or defaults of the said A B _____ ;

NOW the condition of the above written bond is such that if the said A B while he has held the office _____ and of any other office which he may hold hereafter always duly performed and fulfilled the duties of such office and the other duties aforesaid or if the said A B (and the said C D and EF) shall indemnify the

Government from all and every loss and damage caused to the Government from any act, omission, neglect of the said A B in the course of discharge of his duties of any office under Government to which he may from time to time be appointed then the above written bond or obligation shall be void and of no effect otherwise the same shall be and remain in full force and virtue ;

AND THESE PRESENTS ALSO WITNESS that in pursuance of the aforesaid Agreement and for the consideration aforesaid and as security for the payment to the Governor of the sum of Rs.____or any part thereof in accordance with the terms and conditions hereof the said A B/C D/E F hereby transfer (s) to the Governor ALL that the property described in the schedule hereto the intent that the same will remain and be charged by way of simple mortgage as security for the payment to the Governor of the said sum of Rs.____;

AND the said A B /C D/E F hereby covenant (s) with the Government that the said property is free from encumbrances AND that for the purpose of recovering the said sum of Rs.____or any such lesser sum as may from time to time become due under the above written bond the Governor or any officer of the Government duly authorized in this behalf may without prejudice to the right conferred by the Public Accountants Default Act, 1850, from time to time as occasion shall require without the intervention of any court sell the property or any part thereof or take the rents and profits thereof for his own use until he shall have thereby or otherwise recovered such sum as aforesaid ;

[PROVIDED ALWAYS and it is, hereby agreed and declared that neither of them the said C D and E F shall be at liberty to terminate their suretyship except upon giving to the District Officer, for the time being of____or the Government six calendar month's notice in writing of his or their intention so to do and their joint and several liability under this bond shall continue in respect of all omissions and defaults on the part of the said A B until the expiration of the said period of six months ;]

AND it is hereby agreed and declared by and between the said A B (and the said C D and E F as the said A B's. sureties) and the Governor that on the termination of the service under Government of the said A B the above named moneys (or securities) shall not be at once returned to him (or them) but shall continue to be held in the manner aforesaid for the term of six months as security against any loss that may have been incurred by the Government owing to the neglect or default of the said A B and which may not have been discovered until after the termination of the service of the said A B and if any breach of the condition of the said bond is discovered after the repayment (or return) of the said money (or securities) (or release of the said mortgage) such repayment (or return) (or release) shall not effect the right of the Governor of Government to take proceeding upon the said bond against the said A B [C D and E F] ;

*PROVIDED ALSO that if within the period of six months aforesaid the said A B is re-employed the liability of the surety shall continue unless he legally withdraws from his suretyship ;

(†PROVIDED ALSO that the officer in whose name the said sum is placed on deposit in manner aforesaid may with the sanction of the Government at the request of the said A B withdraw the said sum and place the same in like manner as aforesaid in the State Bank of India or the Allahabad Bank or Central Bank of India) ;

PROVIDED ALSO that if the said sum or any part there of is lost by reason of the failure or defalcation of the bank in which such sum is at any time deposited neither the Governor nor the Government nor any officer serving under the Government shall be in any way liable for such loss and the said A B shall immediately furnish to the Governor either in cash or in such other form as may be sanctioned by the Government orders or regulations then in force security equivalent in value to the amount lost in such manner as aforesaid ;

PROVIDED ALSO that the interest on the said sum be paid over to the said A B when realized if the Government think fit to do so.

*This proviso is to be used in cases where a Government servant is employed temporarily for broken periods in each year such as extra kurk amins in the Revenue Department.

†To be used only when money is placed on deposit receipts.

AND the said A B (and the said C D and E F as the said A B's sureties) do hereby agree and declare that without prejudice to any remedy provided by this bond, the Government may on the certificate of the Secretary to the State Government in the Administrative Department, which shall be final conclusive and binding on the said AB (and the said C D and E F) recover all dues hereunder from A B (and C D and E F) jointly or severally as arrears of land revenue.

IN WITNESS to the above written bond and to all the terms and conditions hereinbefore contained I/we have hereunto set my/our hands this_____ day of_____19 , corresponding to Saka Samvat_____.

The Schedule herein referred to

Signed by A B_____ in the presence of_____ and of_____.

Signed by C D_____ in the presence or_____ and of _____

Signed by E F_____ in the presence of_____ and of _____

FORM NO. 2-C

(PARAGRAPH 69-B)

Temporary Personal Bond

KNOW all men by these presents that we/AB (Principal)—————son of——
——resident of————— C D (1st surety)———— on of——resident
of—————and E F (2nd surety)—— son of——resident of——
—————are held and firmly bound to the Governor of Uttar Pradesh in the sum
rupees—————to be paid to the said Governor, his successors or
assigns, for which payment well and truly to be made we bind ourselves and our
heirs, executors, administrators and representatives jointly and severally;

WHEREAS the above bounden A B—————was on the—— day of——
—————19 , appointed to and now holds and exercises the office of——
——;

AND WHEREAS the Governor has called upon the said A B to execute the extent
of Rs. —————indemnifying the Governor against all loss and damage
which he might suffer by reason of any property entrusted to the care of the said A
B in the course of the official duties being wasted, embezzled, stolen, misspent or
lost, dishonestly, negligently, or otherwise by the said A B ;

AND WHEREAS owing to delay in the verification of the value and adequacy of
the security offered by the said A B and other causes the execution of the security
bond is likely to be delayed ;

AND WHEREAS the Governor has called upon the said A B to execute a personal
bond with two sureties temporarily for such time as the security bond aforesaid is
not executed ;

AND WHEREAS the said A B and the said C D and E F, as the said A B's sureties
have entered into the above written bond in the penal sum of rupees—————
conditioned for the due performance of his duties by the said A B and for the
indemnity of the said Governor against loss from the acts or defaults of the said
AB until such time as the said A B offers adequate security and executes a regular
security bond ;

NOW the condition of the above written bond is such that if the said A B has
whilst he has held any office under Government always duly performed and
fulfilled the duties of such office and the duties of any other office to which he
may be appointed or if the said A B and C D and E F shall indemnify the Governor
from all and every loss and damage caused to the Governor from any act,

omission, neglect or default of the said A B in the course of discharge of his duties of any office under Government to which he may from time to time be appointed or if the said A B shall offer adequate security and execute a regular security bond as promised, then the above written bond or obligation shall be void and of no effect otherwise the same shall be and remain in full force and virtue;

PROVIDED ALWAYS that immediately on the said A B executing and delivering the security bond hereinbefore referred to this bond shall cease to have any effect ;

PROVIDED ALSO that neither of them the said C D and E F shall be at liberty to terminate their suretyship except upon giving to the District Officer for the time being of _____ or the Government of Uttar Pradesh six calendar months' notice in writing of his or their intention so to do and their joint and several liability under this bond shall continue in respect of all omissions and defaults on the part of the said A B until the expiration of the said period of six months.

AND the said A B and the said C D and E F as the said A B's sureties do hereby agree and declare that the Governor may, on the certificate of the Secretary to the State Government in the Administrative Department, which shall be final, conclusive and binding on the said A B (and the said C D and E F) recover all dues hereunder, from A B, C D and E F, jointly or severally as arrears of land revenue.

IN WITNESS to the above written bond and to all the terms and conditions hereinbefore contained we have hereunto set our hands this _____ day of _____ 19 , corresponding to Saka Samvat. _____

Signed by A B _____ in the presence of _____ and of _____

Signed by C D _____ in the presence of _____ and of _____

Signed by E F _____ in the presence of _____ and of _____

FORM NO 2-D
(PARAGRAPH 71-A)

Form of temporary Security Bond with sureties when the security money is to be recovered in monthly instalments from pay

KNOW all men by these presents that we* _____
son of _____ and resident of _____ and † _____
_____ son of _____ and resident of _____
_____ and †† _____ son of _____
_____ and resident of _____ are held and firmly bound to the Governor of
Uttar Pradesh (hereinafter called the 'Governor' which expression includes his
successors or assigns) in the sum of Rupees _____ (in words Rupees _____
_____) to be paid to the Governor for which payment well and truly to be
made we bind ourselves, our heirs, executors, administrators and representatives
jointly and severally.

WHEREAS the above bounden * _____ was on the _____ day of _____
_____ 19 appointed to and now holds and exercises the office of _____
_____.

AND WHEREAS by virtue of such office the said * _____ has amongst
other duties the care of, and responsibility for, the safe and proper storing and
keeping in the places appointed for the custody thereof ** _____.

AND WHEREAS the said* _____ is bound, whenever called upon so to
do, to show to his superior officers that the said property is at all times intact in the
places aforesaid and is bound to keep true and faithful account of the said property
;

AND WHEREAS the said* _____ has been ordered to furnish in
consideration of his said appointment a security of Rupees _____ for the purpose
of in part securing and indemnifying the Governor against all loss or damage
which he might suffer by reason of the said property or any part thereof being
wasted, embezzled, stolen, mis-spent or lost, dishonestly, negligently or otherwise
by himself the said* _____

AND WHEREAS the said* _____ not being in a position to deposit the

*Principal †1st Surety ††2nd Surety **Here detail money. Government currency
notes, stamps, goods, chattels, or effects.

said security in a lump sum has been allowed to pay the same by monthly
deductions from his pay at the rate of 10 per cent of the pay on condition of his
executing a bond binding himself personally and by two sureties for the whole

amount of Rupees _____ until the same has been recovered by such monthly deductions as aforesaid ;

AND WHEREAS the said * and the said* _____ and †† _____ as the said* _____'s sureties have therefore entered into the above written bond in the penal sum of Rupees _____ conditioned for the due performance by the said* _____ of the duties of his office and the other duties appertaining thereto or which may be lawfully required of him during the period in which any portion of the aforesaid security money remains unpaid, and for the indemnity of the Governor against loss or damage from the acts or defaults of the said* _____ occurring during the said period.

NOW the condition of the above written bond is such that if the said * _____ has during the period in which any portion of the aforesaid security money has remained unpaid always duly performed and fulfilled the said duties of the said office and the other duties aforesaid or if the said* _____ and the said* _____ and † _____ shall indemnify the Governor from all and _____ every such loss and damage as aforesaid which during the said period has happened, then the above written bond or obligation shall be void and of no effect, otherwise the same shall be and remain in full force and virtue.

PROVIDED ALWAYS and it is hereby agreed and declared that neither of them, the said * _____ and † _____ and ‡ _____ shall be at liberty to terminate their suretyship before the aforesaid security money has been recovered by monthly deductions as aforesaid or has otherwise been paid in full during the said period except upon giving to the District Officer for the time being of _____ or the Government of Uttar Pradesh six calendar months' notice in writing of his or their intention so to do, and their joint and several liability under this bond shall continue in respect of all omissions until the expiration of the said period of six month or until the aforesaid security money has been recovered or paid in full, whichever event first happens.

AND it is hereby agreed and declared by and between the said* _____ and the said† _____ and ‡ _____ as the said* _____ sureties and the Governor that if the said* _____ vacates the said office of _____ before the said security money has been recovered or paid in full the money recovered or deposited as part of such security shall not be at once returned but

*Principal †1st Surety ††2nd Surety **Here detail money. Government currency notes, stamps, goods, chattels, or effects.

shall continue to be held in the manner aforesaid for the term of six months as security against any loss that may have been incurred by the Governor owing to the neglect or default of the said* _____ and which may not have been discovered until after the vacation of his office by the said * _____ and if any

breach of the conditions of the said bond is discovered after the repayment such repayment shall not affect the right of the Governor to take proceedings upon the said bond against the said*_____and † _____and ‡ _____

AND the said _____and ‡ _____and ‡ _____do hereby agree and declare that without prejudice to any remedy provided by this bond the Governor may on the certificate of the Secretary to the Government of Uttar Pradesh in the Administrative Department, which shall be final, conclusive and binding on the said*_____and † _____and ‡ _____recover all dues hereunder from them jointly or severall, as arrears of land revenue.

IN WITNESS to the above written bond and to all the terms and conditions hereinafter contained we have hereunto set our hands this _____day of _____19 corresponding to Saka Samvat_____

Signed by*_____in the presence of _____and of _____.

Signed by † _____in the presence of _____and of _____.

Signed by ‡ _____in the presence of _____and of _____.

*Principal

† 1st Surety

‡ 2nd Surety

FORM NO. 2-E

(PARAGRAPH 71-A)

Form of Fidelity Bond granted by an Insurance Company to the Governor of the Uttar Pradesh, guaranteeing fidelity of a Government Servant.

Bond no. _____date of Expiry _____ First premium Rs. _____
Sum Guaranteed Rs. _____Annual premium Rs. _____

WHEREAS _____(hereinafter called the "Servant") is in, or about to be taken into, the employment of the Government of the Uttar Pradesh (hereinafter called the "Government") in the capacity of _____ and has, with the consent of the Government, applied to the _____(hereinafter called the "Company"),

to guarantee his honest and faithful accounting for all moneys, stores, stamps or any other property received by, or entrusted to him, in such capacity.

AND WHEREAS the sum of Rupees—————has been paid to the Company as the premium or consideration for such guarantee commencing from the date of this Agreement and terminating on the thirty first day of March 19 .

NOW THEREFORE this agreement witnesseth that in consideration of the premises, and during the period commencing and terminating as aforesaid and afterwards during each succeeding year from the first day of April of each year, in respect of which the Annual Premium as above stated, shall, before, or on the 20th day of April, be paid to the Company, and the Company shall consent to receive the same, the Company doth hereby guarantee to Government, that the Servant shall, during the subsistence of this agreement, honestly and faithfully account to Government for all moneys, stores, stamps or any other property which he shall receive or be entrusted with on account of Government, and the Company guarantees, to the extent hereinafter mentioned, to indemnify Government against all loss, injury or damage in such moneys, stores, stamp or other property which the Government may in any way suffer or sustain by any act or acts of default, negligence, over-sight, fraud, misconduct or dishonesty of the Servant committed during the period for which the aforesaid premium has been paid by the Servant.

Provided that the sum recoverable under this agreement shall in no case exceed Rupees—————.

If any question or difference shall arise between the parties hereto or their respective representatives touching these presents or the construction hereof or as to the right, duties or obligations of any person hereunder or as to any other matter in anywise arising out of or connected with the subject matter of these presents the same shall be referred to a single arbitrator to be named by the Head of Department. The arbitrator so named shall be an officer of Government and shall have all powers conferred on arbitrators under the Indian Arbitration Act, and the costs of the reference and award shall be in the discretion of the arbitrator. The arbitrator may from time to time with the consent of the parties, enlarge the time for making and publishing the award. The making of an award in such reference shall be a condition precedent to any liability of the Company or any right of action against the Company in respect of such difference. If the Company shall disclaim liability for any claim hereunder and such claim shall not within twelve calendar months from the date of such disclaimer have been referred to arbitration under the provision herein contained then the claim shall for all purposes be deemed to have been abandoned and shall not thereafter be recoverable hereunder :

PROVIDED also that the Company reserves the right to insist upon prosecution of the Servant in the event of his dishonesty but the launching of the prosecution

against the Servant shall in no case be a condition precedent to the liability of the company arising under this agreement.

In witness whereof the undersigned being duly authorised by the Directors of the Company has/have hereunto set his/their hand at _____ this _____ day of _____ 19 .

For the

Examined.....

Entered _____

FORM NO. 2-F

(Paragraph 71-B)

Register of securities taken from Government accountants

Division	District	Office held by public accountant	Name of public accountant and pay of office	Maximum amount ordinarily in his hands at any one time	Amount of security demanded	Date of verification of security bond	Character of security with opinion of the head of the office
1	2	3	4	5	6	7	8

FORM NO. 2-G

(Paragraph 71-A)

Register of payments to security deposits in instalments by
monthly Deductions from pay

Pass- book no.	Name of depositor	Rank	Pay	Balance	Monthly payments to security deposit
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Net amount	Interest	April	May	June	July	August	September
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FORM NO. 2-H

(PARAGRAPH 71-C)

Form of Fidelity Bond granted by an Insurance Company to
the Governor of Uttar Pradesh guaranteeing fidelity of a
Government Servant (Where the security is of a temporary
nature)

In this policy the expressions shall bear the respective meanings attached to them in the schedule :

1. In consideration of the first premium and subject to the terms and conditions contained herein or endorsed hereon which are to be deemed conditions precedent to any liability on the part of the Company so far as they relate to anything to be done or complied with by the Employer.

2. THE COMPANY AGREES TO make good and reimburse to the Employer all such direct pecuniary loss not exceeding the amount guaranteed as the Employer shall sustain by any acts of dishonesty, default or negligence committed by the Employed (a) during the currency of this insurance and (b) during the uninterrupted continuance of employment of the Employed and (c) in connection with his occupation and duties AND DISCOVERED during the currency of this insurance or within six months thereafter or within 12 months after the termination of such employment whichever is later.

3. The particulars and declaration signed by or on behalf of the Employer together with any correspondence relative thereto shall be incorporated herein and be the basis of this contract and of every renewal. And the Company shall not be liable to make any payment hereunder if the nature of the business of the Employer or the duties or conditions of service shall be changed or remuneration of the Employed reduced without notification to the Company, or if the precaution and checks for securing accuracy of accounts shall not be duly observed.

4. Notice in writing shall be given to the Company as soon as possible after any act or acts of dishonesty, or default or of reasonable cause for suspicion thereof or of any improper conduct shall have come to the knowledge of the Employer or of any representative of the Employer to whom is entrusted the duty of superintendence over the Employed and no amount shall be payable under this policy in respect of any act committed after such knowledge shall have come to the Employer or his said representative. Within three months after such notice the Employer shall deliver to the Company full details of his claim and shall furnish proof of the correctness of such claim. All books of accounts of the Employer or any accountant's reports thereon shall be open to the inspection of the Company and the Employer shall give all information and assistance to enable the Company to sue for and obtain reimbursement by the Employed or by his estate of any moneys which the Company shall have paid or become liable to pay under this policy. Provided always that the Company shall not be entitled to the disclosure of any record or information in respect of which the Employer is entitled to claim privilege in a court of Law under sections 123, 124, 125, 126 and 129 of the Indian Evidence Act.

5. Any moneys of the Employed in the hands of the Employer and any moneys which but for any act of fraud or dishonesty would have been due to the Employed from the Employer shall be deducted from the amount otherwise payable under the policy provided that the Employer is entitled under the law to make such deduction. Provided further that in cases in which the loss to the Employer is in excess of maximum amount payable under the policy, the moneys aforesaid will be applied in the first place to make good such excess and the balance, if any, shall be deducted as herein provided. The Employer and the Company shall share any other recovery (excluding insurance and reinsurance and any counter security taken by

the Company) made by either on account of any loss in the proportions that the amount of the loss borne by each bears to the total amount of the loss.

6. If any question or difference shall arise between the parties hereto or their respective representative touching these presents or the construction hereof or as to the right, duties or obligations of any person hereunder or as to any other matters in any wise arising out of or connected with the subject-matter of these presents the same shall be referred to a single arbitrator to be named by the Head of Department. The arbitrator so named shall be an officer of Government and shall have all powers conferred on arbitrators under the Indian Arbitration Act, and the costs of the reference and award shall be in the discretion of the arbitrator. The arbitrator may from time to time with the consent of the parties enlarge the time for making and publishing the award. The making of an award in such reference shall be a condition precedent to any liability of the Company or any right of action against the Company in respect of such difference. If the Company shall disclaim liability for any claim hereunder and such claim shall not within twelve calendar months from the date of such disclaimer have been referred to arbitration under the provision herein contained then the claim shall for all purposes be deemed to have been abandoned and shall not thereafter be recoverable hereunder.

7. Notwithstanding anything herein contained to the contrary it is also agreed that the Company guarantees to the Employer that the Employed shall honestly and faithfully account to the Employer for all moneys or valuables or property which he shall receive or be entrusted with on account of the Employer either in his personal or individual capacity or as member of a group working conjointly with other members and that the Company will make good and reimburse to the Employer such loss not exceeding the amount of guarantee as the Employer may sustain by any act or acts of default or dishonesty or negligence of the employer in the capacity and employment aforesaid and that when individual liability cannot be brought home to the Employed the amount to be made good shall be that which falls to the share of the Employed calculating from the total number of men forming such group, i.e. the total loss divided by the total number of men employed on the particular work.

8. The Company also agrees that during the period in which this guarantee shall be in force the particulars contained in the schedule shall be with the consent of the Employer and on previous notice to and on payment to the Company of any additional proportionate premium that may become payable in consequence of any change in the Employed by reason of promotion or otherwise be varied as circumstances may require.

Attached to and forming part of policy no. _____

Signed on behalf of the Company.

By authority of the Board.

FIDELITY GUARANTEE POLICY

Agency :

Policy No.

THE SCHEDULE

The Company :

The Employer :

Name—

Address—

Business—

The Employed :

Name—

Address—

His occupation and duties—

The amount guaranteed

The annual premium Rs. day of in each year.

The first premium Rs.

The renewal date. The

The currency of this insurance:

The period from the date hereof to the first renewal date and any year thereafter in respect of which the Company shall agree to accept and the Employer or Employed shall pay the annual premium.

Signed on The

Examined. Entered.

Policy no.—

Employes—

Employed—

Renewal date—

Agency—

Branch—

This Policy should be read carefully and its terms noted in case of default immediate notice must be given to the Company.

FORM 2-I

(See PARAGRAPH 71, NOTE 4)

Assignment of Policy by endorsement

For the consideration as expressed in the Bond, dated the..... day of.....executed by me in favour of the Governor of Uttar Pradesh and in pursuance of the Account Rules of the Government of Uttar Pradesh, I,etc., hereby assign absolutely to the said Governor the written policy of Insurance dated the.....

Signed by

Designation and address

on.....day of.....19.

FORM NO. 3

(See Chapter IV, paragraph 92)

STATEMENT OF RENT RECOVERABLE IN CASH OR BY DEDUCTION FROM PAY BILLS

Name of Division _____ Name of Canal, etc. _____

_____ Major Head to be credited _____

Register no. of building	Name of building	Name, rank and office of occupant with rates of his pay and allowances, as known to the Divisional Officer	TO BE FILLED IN BY THE TREASURY OFFICER			
			Amount due to end of 19	Amount recovered during 19		Remarks with date and other particulars of changes in the rate of emoluments shown in column 3.
1	2	3	4	5	6	
			Rs. p.	Rs. p.		

Date _____ Divisional Officer.

Completed and returned to the officer-in-charge _____ division.

Certified that the pay and allowances of the tenants named therein remained unchanged during the month except as indicated in column 6.

Dated _____ Treasury Officer.

FORM NO. 3-A

[See PARAGRAPH 99 (b)]

Form of Bond of Indemnity for drawing arrears of pay and allowances or pensions of deceased Government servants or pensioners

KNOW ALL MEN BY THESE PRESENTS that I, _____

(a) _____ widow/husband/son/daughter of Shri/Shrimati _____ (b) _____, residing at _____ (c) _____ (hereinafter called "the Obligor" which expression shall unless

excluded by or repugnant to the context include his/her heir, executors, administrators and legal representatives), and I/we (1) _____ (d) _____ son of _____ resident of _____ and (2) _____ (e) _____ son of _____ resident of _____ Surety/Sureties on behalf of the Obligor (hereinafter called "the Surety" /"Sureties" which expression shall unless excluded by or repugnant to the context include his/their heirs, executors, administrators and legal representative) bind ourselves jointly and severally to pay to the Governor of Uttar Pradesh (hereinafter called "the Government" which expression shall unless excluded by or repugnant to the context include his successors and assigns) on demand and without a demur a sum of Rs. _____ (f) _____ (Rupees _____) for which payment well and truly to be made we bind ourselves firmly by these presents.

Dated this _____ day of _____ 19 _____

WHEREAS the aforesaid Shri/Shrimati _____ (b) _____ was at the time of his/her death in the employment of receiving a pension of Rs. _____ from the Government.

AND WHEREAS the said Shri/Shrimati _____ (b) _____ died on the _____ day of _____ 19 _____ and there was due to him/her the sum of Rs. _____ (f) _____ (Rupees _____) for pay and allowances in respect of his/her said employment /in respect of his/her said pension.

AND WHEREAS the above bounden Obligor _____ (a) _____ claims to be entitled to the said sum as heir of her/his husband/wife/father, the said Shri/Shrimati _____ (b) _____ but has not obtained letters of administration of or a succession certificate to the property and effects of Shri/Shrimati _____ (b) _____.

AND WHEREAS the Obligor has satisfied the Government that she/he is entitled to the aforesaid sum and that it would cause undue delay and hardship if she/he were required to produce letters of administration of or a succession certificate to the property and effects of the said Shri/Shrimati _____ (b) _____.

AND WHEREAS the Government desire to pay the said sum to the Obligor but under Government rules and orders it is necessary that she/he should first execute a bond with one surety/two sureties to indemnify against all claims to the amount so due to the said Shri/Shrimati _____ (b) _____ before the said sum can be paid to the Obligor.

NOW THE CONDITION of this bond is such that if after payment has been made to the Obligor, the Obligor or the Surety/Sureties shall in the event of a claim being made by any other person against the Government with respect to the aforesaid sum of Rs. _____ (f) _____ (Rupees _____) refund to the Government, the sum of Rs. _____ (f) _____ (Rupees _____) and shall otherwise indemnify and save Government harmless from all liability in respect of the aforesaid sum and all costs incurred in consequence of any claim thereto THEN the above written bond or

obligation shall be void but otherwise the said bond shall remain in full force effect and virtue. AND it is hereby agreed and declared that without prejudice to any other remedy the Government may on a certificate of the Secretary to the Government in the Administrative Department which shall be final, conclusive and binding on the claimant and/or the surety or sureties, recover all dues hereunder as arrears of land revenue.

IN WITNESS WHERE OF the parties hereto have hereunto set their respective hands the day and the year first above written.

* _____

Signed by the above named

Signed by the above named

Surety/Sureties in the presence.

Obligor in the presence of—

of—

(1) ** _____ (1st surety)

(2) *** _____ (2nd surety)

Witnesses—(1) _____

(2) _____

*Signature of the obligor.

**Signature of the First Surety.

***Signature of the Second Surety.

Accepted for and on behalf of the Governor of Uttar Pradesh by _____ † _____ in the presence of ‡ _____

NOTES—(a) Full name of the claimant.

(b) Name of the deceased Government servant/pensioner.

(c) Full address of place of residence of the claimant.

(d) First Surety.

(e) Second Surety.

(f) Amount of the claim.

†Name and designation of the Officer directed or authorised in pursuance of Article 299(1) of the Constitution to accept the bond for and on behalf of the Governor.

‡†Name and designation of witness.

NOTE—The Obligator as well as the Sureties should have attained majority so that the bond may have legal effect or force.

FORM NO—4-A

(See Chapter V-A, paragraph 107-D)

SALARY BILL OF MEMBERS OF THE LEGISLATURE

NOTE—Government accepts no responsibility for any fraud or misappropriation in respect of money or cheques or bills made over to a messenger.

Name of Member_____

District_____

1. Major head_____

Voucher no._____of

Audit no. 2. Minor head_____ Voted

List of payments

3. Primary and secondary unit of appropriation

for_____19 .

	Monthly rate		Amount	
	Rs.	p.	Rs.	p.
Received my salary for the month of_____19				

Gross Claim

Less—Deductions as follows:

1. Under rule 14 of the Uttar Pradesh Legislative Chamber

(Members Emoluments) Rules

2. _____

3. _____

Total deductions

Net amount payable

Passed for Rs. (_____) Rs. _____

Secretary, Legislative Assembly

Legislative Council

Net amount to be written in words in the handwriting of the member.

Rupees _____

Please pay to _____

The _____ 19 . Signature (Signature of member)

DIRECTIONS FOR NOTE

1. A paybill may be presented at a District Treasury five days before the last working day of the month for which pay is earned.
2. Paybill may, if desired, be enfaced for payment to a Banker or Agent and submitted for collection through such Banker or Agent. This will ellviate the necessity of the member's attendance in person or by messenger as payment may then be made direct to the Bank or Agent.

(A) IN CASE OF A PAYMENT AT THE TREASURY

Pay Rs.() _____

Examined and entered.

Accountant

Dated _____ 19 .

Treasury Officer,

(B) IN CASE OF PAYMENT AT THE BANK

To

THE AGENT, STATE BANK OF INDIA_____:

Please pay Rs. ()_____Treasury :

Date_____, 19 . Treasury Officer._____

PAYEE'S DISCHARGE TO THE BANK

Received payment

Name_____

Office_____

For use in Accountant-General's Office

Admitted, for Rs.

Objected to, Rs. _____

Auditor.

Superintendent

FORM NO. 5

PAY BILLS OF GAZETTED GOVERNMENT SERVANTS

(See Chapter VI, paragraph 108)

NOTE—Government accepts no responsibility for any fraud or misappropriation in respect of money or cheques or bills made over to a messenger

NAME OF GAZETTED GOVERNMENT SERVANT _____DISTRICT_____

PAY BILL

Audit no. Head of service (to be entered by Drawing officer)

Voucher no. _____
of list of payment
for_____, 19

Monthly Amount
rate

Received for the month of _____, 19

Rs. p. Rs. p.

My substantive pay as_____

Gross Claim

Less Fund deduction as follows :

I.C.S. Provident Fund

Postal Insurance and Life Annuity Fund

Bengal Uncovenanted Service Family Pension Fund

Bengal and Madras Service Family Pension Fund

General Family Pension Fund

Hindu Family Annuity Fund

Bengal Christian Family Pension Fund

General Provident Fund

I.C.S. Family Pension Regulations [as detailed in the separate schedule attached Superior services (India) Family Pension Fund (as detailed in the separate schedule) attached]

Indian Military Widow's and Orphans' Fund (as detailed in the separate schedule attached)

Net claim

Deduct Income-tax at paise in the rupee on Rs.

Less abatement on Rs. paid for Life

Insurance (premium receipts or attested copies thereof for Rs.

attached)

Deductions on account of advances and recoveries as detailed below_____

Advance of pay_____

House rent

_____overdrawn

Net amount payable

Net amount to be written in words (Rs._____)

Please pay to_____, 19 . Signature (Signature of officer).

For use in Accountant General's office. For use in Treasury.

Admitted, for Rs._____, Pay Rupees (_____)_____

Objected, to Rs._____, _____

Accountant

Treasury Officer.

Incorporated in Sadar Treasury account,

Auditor, Senior Accountant,

Accountant,

Directions for note

1. A pay bill may be presented at the district Treasury five days before the last working day of the month by the labour of which the pay is earned.
2. A Pay bill may, if desired, be enfaced for payment to a banker or agent and submitted for collection through such banker or agent; this will obviate the necessity of the officer's attendance in person or by messenger as payment may then be made direct to the banker or agent.
3. When exemption is claimed in respect of any amount paid to an insurance company the original receipt of the company for the amount paid or an attested

copy thereof should be attached to the pay bill. The receipt will be returned with the cheque.

4. The period for which a subscription to a fund is due should be specified when it differs from the period for which pay is drawn.

5. The fund deductions of a covenanted civil servant are taken upon his allowances before deductions on account of Civil Service Provident Fund.

6. The Government of India exercise no supervision over the management of the Hindu Family Annuity Fund, the General Family (Pension) Fund and the Bengal Christian Family Pension Fund, and is in no way responsible for their solvency.

7. In the case of officers entitled to sterling overseas pay, fund deductions are based on the rupee pay plus the rupee equivalent of the sterling overseas pay.

8. When the deduction on account of income-tax shown in the bill includes tax calculated on sterling overseas pay, the details of the calculation, on which the deduction is based, may be given at the foot of the bill, or if there be no space at the foot, in some other suitable place : the total being brought into the body of the bill in the appropriate place and the two entries connected with a letter mark or otherwise. The details should show the sterling amount of the overseas pay as also its rupee equivalent.

NOTES—(1) Treasury and audit officers should see that all compulsory deductions, including those for the I.C.S. Provident Fund, are duly made, and that the schedule showing particulars of all fund deductions are attached to the paybills.

(2) Subscribers to the Sterling Branch should note on the bill and in the Fund Schedule attached to the bill that the recoveries relate to the Sterling Branch.

FORM NO. 5-B

(See Chapter VI, paragraph 116-A)

(To be printed on foolscap folio)

(Obverse)

CERTIFICATE OF TRANSFER OF CHARGE OF THE DISTRICT

Certified that we have on the forenoon/afternoon of this day respectively made over and received charge of the office of _____

Station_____

Signature of relieved Government servant.

Date_____, 19 .

Designation_____

Signature of relieving Government servant.

Designation _____

Memo. of balances for which responsibility is accepted by the Government servant receiving charge.

†Treasury balances—

Cash—

Opium stores—

Stamp stores—

Permanent advance—

†For details, see overleaf.

Relieved Government servant.

Relieving Government servant.

Forwarded to_____

(Reverse)

Details of Treasury Balances

Description	Under double locks	With treasurer	†In tahsils	Total
1	2	3	4	5
Government securities held in safe custody.				
Balance at credit of depositor, Rs.—				
Government At Rs. 10,000				

currency notes.	„ 1,000
	„ 500
	„ 100
	„ 50
	„ 20
	„ 10
	„ 5
	„ 2
	„ 1
	Whole rupees
Silver	Half-rupee
	Quarter rupee
	Eighth rupee
	Uncurrent coins
	Half-rupee
Nickel	Quarter-rupee
	Eighth-rupee
	One-anna pieces
	Double pice
Copper and bronze	Single pice
	Half-pice
	Pie-pieces
Stamps	
Opium, maunds	

Cheque Forms
(Number)

†The total of the cash balance reported in the latest daily sheets received from Sub-Treasuries without any details of notes or coin, etc., need only be shown in this column

Station_____ Relieved Government servant. Relieving Government servant.

Date_____, 19 .

NOTE—In the case of districts where there are two or more independent Treasuries, the balances of the Treasury/Treasuries other than the headquarters Treasury may be incorporated in the manner as of Tahsil Sub-Treasuries, vide the note below paragraph 403 is in Part II of this Volume.

FORM NO. 6

(See Chapter VI, paragraph 118)

Travelling Allowance Bill of Gazetted Government servants

Instructions for preparing travelling allowance bills

- (1) Journeys of different kinds and journeys and halts should not be entered on the same line.
- (2) Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the Government servant and not in travelling allowances bills.
- (3) Fractions of a Kilometer in the total of a bill for any one journey should not be charged for.
- (4) When the first item of a travelling allowance bill is a halt, the date of commencement of this halt should be stated in the "Remarks" column.
- (5) Against each entry in column 13 there should be a corresponding entry in column 14.
- (6) A certificate of attendance given by the court or authority should be attached to the bill if travelling allowance is drawn under paragraph 59, Financial Handbook, Volume III.

(7) When travelling allowance is claimed in respect of a journey to and from a hill station it should be mentioned in the "Remarks" column whether or not the halt has exceeded ten days.

(Space for pre-audit enforcement in respect of bills submitted for pre-audit).

For use in Accountant-General's Office

Head of service chargeable—

Admitted for Rs. _____

Objected to Rs. _____

Reason of objection—

Senior Accountant G. O.

Travelling allowance bill (Gazetted Government servants)

District _____

Name _____

Headquarters _____

Designation _____

Pay _____

Particulars of journeys and halts

Kind of
journey
i.e. by rail
(mail or
passenger)
steamer,
road or
trolley

Railway/Steamer fare

Distt
or by

Departure

Arrival

Class

Number
of fares

Amount

For v
mile
adm

Station

Date

Hour

Station

Date

Hour

At
ordin

1

2

3

4

5

6

7

8

9

10

11

Head of service chargeable

Month of _____

Number of days for which daily allowance is claimed	Voucher no. _____ of _____ list of p		Purpose of jour halt
	Actual expenses		
	Particulars	Amount	
14	15	16	17

Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer, and travelling by canal. (The particular kind should be specified in the bill).

In case where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word "fare" should be held to mean "fare exclusive of diet."

Rs. p. Contents received

Railway and steamer fares (Col. 10)

Road mileage—

Kilometers at (Col. 11)

Kilometers at (Col. 12)

_____ days for which daily allowance is claimed

(Col. 14) at

Actual expences (Col. 16)

Total Signature of the officer who travelled.

Deduct—P.T.A. for _____ days
(paragraph 40, Financial Handbook,
Volume III)

Office

Deduct—hire due to Government

Date

(paragraph 29, Financial Handbook,
Volume III).

Memo.

Other deductions—

Rs. p.

Net claim

(a) Appropriation for 19—19—

Expenditure including this bill

Rupees

Balance

Passed for rupees () _____ Controlling Officer.

Date _____

Pay rupees _____ Treasury Officer.

Date _____

Certificates.

(a) If there is a combined appropriation for travelling allowance of gazetted and non-gazetted Government servants, the combined appropriation and expenditure should be shown in this column.

FORM No. 6-B

(See CHAPTER XI, PARAGRAPH 251)

Bill for advance to non-gazetted Government servants

Voucher No. _____

Office of the _____ first _____

District _____ of _____ list of _____

_____ second _____

Payments for _____

19 .

Name and designation of the Government servant	Advance of pay	Advance of travelling allowance	Advance for house building	Advance for conveyance	Total of advances	Deduction on account of income-tax	Deduction on account of
1	2	3	4	5	6	7	8
	Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.

Total net amount

(Net amount to be written in words) Rupee

Sanctioned by _____ in _____ dated _____
a duly authenticated copy of which is attached.

Certified :—

Advance of pay—(1) The transfer involves change of station and that the advance does not exceed one month's substantive pay of the Government servant concerned.

(2) The advance was not drawn at the old station. (This certificate is necessary when advance is drawn at the other station after transfer).

Advance of travelling allowance—The amount of travelling allowance advance drawn does not exceed the transfer travelling allowance to which the Government servant is entitled in consequence of transfer, vide rough calculation attached.

House building/repair advance—(1) The advance is required for construction/repair of house for the personal residence of the Government servant or his family as laid down in paragraph 244-A of the Financial Handbook, Volume V, Part I.

(2) The Government servant is not likely to retire before complete recovery of the advance is effected.

Motor Car/cycle advances, etc.—An agreement in Form No. 25-A has been executed and sent to Government.

CONTENTS RECEIVED

NOTE—Strike off the certificates not required.

Dated signature of the Drawing Officer——

Designation_____

(A) IN CASE OF PAYMENT AT THE TREASURY

Pay Rs.*()——

Examined and entered.

Accountant

Dated——19 . Treasury Officer.

(B) IN CASE OF PAYMENT AT THE BANK

To

THE AGENT, STATE BANK OF INDIA,——

Please Pay Rs.*()——

——TREASURY.

Treasury Officer.

Dated——19 .

PAYEE'S DISCHARGE TO THE BANK

Received Payment.

Name——

Office——

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Admitted for Rs.

Objected to Rs.

Auditor.

Superintendent.

*To be stated in words and figures.

FORM 6-C

(This form should be in pink colour)

(See CHAPTER XI, PARAGRAPH 251)

Bill for General Provident Fund Advance/Withdrawals of gazetted Government servant.

NOTE—Government accepts no responsibility for any fraud or misappropriation in respect of money, cheques or drafts made over to a messenger——

Name of gazetted servant——

Designation——

District——

G.P.F. Account no.——

	"805.State Provident Funds	Voucher No.—
Head of Account	A—Civil-Generall/Contributory	first
	Provident Fund."	of—list of payment
		second
		Date——
		Amount Purpose

Received——

1. Temporary advance sanctioned by——vide no.——

dated——duly authenticated copy of which is enclosed.

2. Non-refundable advance sanctioned by——vide no.——

dated——(copy enclosed)

3. Advance for the payment of premium sanctioned by——

vide no.——dated——(copy enclosed).

4. Final payment sanction by——vide no.——dated

(copy enclosed)

T
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A
m
o
u
n
t

—
Amount
to be
written in
words)
Rupees—
—

Please pay to——

Dated

Signature

Signature.

Certified that :-

(i) The amount of advance/withdrawal sanctioned does not exceed the limit prescribed in the relevant rules/orders.

(ii) In the case of ordinary advance twelve months have elapsed since the full repayment of the previous temporary advance.

(iii) The amount drawn does not exceed the amount at my credit on this date, Policy no. _____ has been accepted by the Accountant General, U. P., vide his letter no. _____ dated _____

Dated, Signature of the Officer _____

Designation _____

(A) IN CASE OF PAYMENT AT THE TREASURY

*Pay Rs. () _____

Examined and entered.

Accountant

Dated _____ 19 .

Treasury Officer.

(B) IN CASE OF PAYMENT AT THE BANK

To

THE AGENT, STATE BANK OF INDIA _____

Please pay *Rs. () _____ Treasury.

Dated _____ Treasury Officer.

PAYEES' DISCHARGE TO THE BANK

Received payment.

Name _____

Officer _____

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Admitted for Rs.

Objected to Rs.

Auditor

Superintendent.

*To be stated in words and figures.

FORM 6-D

(This form should be in pink colour)

(See Chapter XI, Paragraph 251)

Bill for General Provident Fund Advance/Withdrawal of non-gazetted Government servant.

Head of Account "805-State Provident Funds—A— Civil—General/Contributory Provident/Fund." Voucher no. _____
first
of _____
second
list of Payment
dated _____

Serial number	Name and designation of the subscribes	Account number	Temporary advance	*Amount of			Remark*
				Nonrefundable advance	Advance for payment of premium	Final payment	
1	2	3	4	5	6	7	8

*The purpose of the advance should be indicated in the remarks column.

Total amount _____

In words (Rupees _____).

Sanctioned by _____ in _____ dated _____ duly authenticated (copy enclosed).

Signature of the Drawing Officer _____

Designation _____

Certified that :—

(i) The amount of advance/withdrawal sanctioned does not exceed the limit prescribed in the relevant rules/orders.

(ii) In the case of ordinary advance twelve months have elapsed since the full repayment of the previous temporary advance.

(iii) The amount drawn does not exceed the amount at credit on this date. Policy no.has been accepted by the Accountant General. U.P., vide his letter no.dated.....

(iv) The amount withdrawn previously on the same account has been utilised by subscriber for the purpose for which it was intended and that the relevant premium receipt has been duly enfacd by me.

Dated Signature of the Drawing Officer

Designation _____

(A) IN CASE OF PAYMENT AT THE TREASURY

Pay *Rs. ()_____

Examined and entered.

Accountant

Dated_____19 . Treasury/Officer.

(B) IN CASE OF PAYMENT AT THE BANK

To

THE AGENT, STATE BANK OF INDIA_____

Please pay *Rs. ()_____

_____Treasury.

Dated_____19 .

Treasury Officer.

PAYEES' DISCHARGE TO THE BANK

Received payment

Name_____

Office_____

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Admitted for Rs.

Objected to Rs.

Auditor

Superintendent

*To be stated in words and figures.

FORM No. 7

(See Chapter VII, paragraph 129)

Statement of proposition of revision of establishment

No.	Designation	Present scale			Nature of charges	Average cost	No.	Designation	Pay	Prop
		Minimum	Increment	Maximum						
		*	*	*						*

*Money columns.

NOTE—In preparing this statement particular attention should be paid to the instruction in paragraph 128.

FORM NO. 8

(See Chapter VII, paragraph 129)

Statement of proposition of revision of establishment

1 Class or grade and designation of Government servants affected	2 Number in each class		3 Rates of pay		4 *Actual present cost of establishments affected	5 Approximate extra cost involved by these proposals
	Present (a)	Proposed (b)	Present (a)	Proposed (b)		

*In the case of district or divisional establishments the cost of the whole establishment or establishments affected should be given in lump without details, and in the case of establishments, the scale of which is fixed for the State as a whole the cost of the whole State scale should be entered. Where a new class is added to an existing establishment the whole of the existing cost of that establishment should be given.

Certified that I have examined the figures in columns 2 (a), 3 (a) and 4 and have checked the extra cost shown in column 5 with the proposed alterations and additions entered in column 2 (b) and 3 (b) and find it to be correct.

Accountant General.

FORM No. 9

(See Chapter V, Rule no. 107-B)

Register of Court Attachments of pay etc.

Name and designation of defendant	Court order		No. of suit	Name of plaintiff	Amount to be recovered	Initial of Try. Officer or other drawing officer	Recovery		Initial of Try. Officer or other drawing officer	No. and date of remittance
	No.	Date					Amount	Date		
1	2	3	4	5	6	7	8	9	10	11
					Rs.		Rs.			

FORM NO. 10

(See Chapter VII, Paragraph 134)

ABSENTEE STATEMENT

Name of absentee	Actual rate of pay	Designation and rate of pay of vacant post	Nature of absence				Rate of absentee allowance per month	(To be filled up in the A.G.'s Office)	Officiating	
			Kind	Period	From a.m. or p.m.	To a.m. or p.m.			Name	Subj.
1	2	3	4	5	6	7	8	9	10	

NOTE.—(1) In column 4, should be stated "full (half or quarter) average pay," "without pay," "other duty", "officiating", "in transit" "transferred to_____", "suspended," etc. the date for each being specified as far as possible in columns 6 and 7, in case of suspension it should be noted whether or not the period counts for pension.

(2) The statement should be divided off into sections corresponding to section in the bill, only those arrangements affecting one section being shown together.

(3) When the leave salary noted in column 8 differs from that based on the rate of pay noted in the last establishment return, particulars of the calculation should be given in manuscript attached to the first bill in which the leave salary is drawn. If the calculation involves pay drawn outside the officers substantive section, references to the vouchers in which such sums were drawn should also be given.

(4) All changes in the personnel of the permanent establishment due to retirements, transfers, deaths and consequent new appointments increase and decreases of cadre or establishment should be shown. The number of posts left unfilled should be noted at the end of each section and if there is no unfilled post in any month the fact should be so recorded. Vacancies against which officiating arrangements have been made should be shown individually and in full detail.

Dated____19 .

Signature and designation of Drawing Officer.

(See CHAPTER VII, PARAGRAPH 131)

Bill no.

PERMANENT

(DETAILED PAY BILL OF

ESTABLISHMENT OF

TEMPORARY

The _____ FOR THE MONTH OF _____ 19

DISTRICT _____

Space for classification. Stamp or manuscript entries of classification to be filled in by Disbursing Officer. Voucher no. _____

Names of detailed heads and corresponding amounts should be recorded by him in adjacent columns List _____

For _____ 19

Major head.

Minor head.

Sub-head.

(See also paragraphs 131 to 137 and 141 of the Financial Handbook, Volume V, Part I).

Pay of permanent Rs. p.
Establishment.

1. Held over amounts should be entered in red ink in the appropriate columns (3), (4), (5) and (6) as the case may be, and ignored in totalling. Leave salary the amount of which is not known should similarly be entered in red ink in column (4) at the same rate as pay if he had remained on duty (Paragraph 131 of the Financial Handbook, Volume V, Part I).

Pay of temporary
Establishment.

2. In the remarks column (15) should, be recorded all unusual permanent events such as deaths, retirements, permanent transfers and first appointments which find no place in the increment certificates or absentee statement.

Allowances and
Honoraria.
Conveyance
allowance.

3. When an increment claimed operates to carry a Government servant over an efficiency bar, it should be supported by a declaration that the Government

Horse allowance.
House rent
allowance. Grain

servant in question is fit to pass the bar (Note below Paragraph 137 of the Financial Handbook, Volume V, Part I).

compensation allowance.

4. Names of Government servants in inferior service may be omitted from pay bills (Paragraph 131 of the Financial Handbook, Volume V, Part I).

Fixed travelling allowance

5. A red line should be drawn right across the sheet after each section of the establishment and under it the totals of columns (4),(5),(6) for the section should be shown in red ink.

6. (a) In cases where the amount of leave salary is based on average pay, a separate statement showing the calculations of average pay duly attested by drawing officer should be attached to this bill vide Paragraph 131, Note 2 of the Financial Handbook, Volume V, Part I,

(b) Certified that all persons for whom house rent allowance has been drawn in this bill actually occupied a rented house for which they paid rent as shown in this bill.

Total

7. The names of men holding posts substantively should be entered in order of seniority as measured by substantive pay drawn and below those will be shown the posts left vacant and the men officiating in the vacancies.

Deduct†

8. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after transfer is recorded.

General Provident Fund†

P.L.I. Fund Other Funds.

† The deduct entries relating to Provident Funds should be posted separately for the Sterling and ordinary branches.

9. The following abbreviations should be used in this and in all

House rent.

other documents submitted with pay bills :

Leave on average pay LAP

Recoveries of

Leave on Half Average pay LHP	advances
Leave on Quarter Average pay L1/4P	
On other dutyOD	
Leave salary LS	Total deductions.
Conveyance allowances CA	
Under suspension SP	
On Foreign Service FS	Net Total
Vacant Vac.	
Postal Life Insurance PLI	
Last-pay Certificate LPC	
Subsistence Grant Sub Grant	
Transit pay TP	

10. In cases where any fund deductions are included in a pay bill a separate schedule showing the particulars of deductions relating to each fund should accompany that bill. (Paragraph 335 of the Financial Handbook, Volume V, Part I).

11. Certificate that the pay of military pensioners has been fixed with due regard to the provisions of Article 526(a) C.S.R.

(Space for the use of the Accountant General's Office).

Admitted for Rs.

Objected to Rs.

Superintendent.

General Provident Fund	P.L.I. Premia and other Fund deduction (Specify Fund).	Net after deducting Fund subscription, etc.	Income- tax	Miscellaneous recoveries (fines and advance house rent, etc.)	Not payable	Acquittance	Remarks
------------------------------	--	---	----------------	--	----------------	-------------	---------

10

11

12

13

14

15

16

*In respect of subscribers to the Sterling Branch, it should be noted on the bill and in the Fund Schedule attached to the bill that the recoveries relate to the Sterling Branch.

(Total column 7) Rs. p.

Rs. p.

Deduct—Undisbursed pay as detailed below

., General Provident Fund (column 9)

., Postal L.I. premia and other Fund deductions (column 10)

., Income-tax (column 12)

., In adjustment of advances recoverable as detailed in statement—(attached) column 13

., Recoveries on account of house rent, etc. as detailed in statement—(attached)

Total deductions.

Net amount required for payment (in words) Rupees_____

Pay to the_____

DETAILS OF PAY OF ABSENTEES REFUNDED

Section of establishment	Name of incumbent	Period	Amount
			Rs. p.

1. Received contents and certified that I have satisfied myself that all emoluments included in bills drawn* 1 month/2 months/3 months previous to this date, with the

*One line to be used and the others scored out.

exception of those detailed below (of which the total has been refunded by deductions from this bill) have been disbursed to the proper persons, and that their acquittances have been taken and filed in my office with receipt stamps duly cancelled for every payment in excess of Rs. 20.

2. Certified that no person in superior service has been absent either on other duty of suspension with or without leave (except on casual leave) during the month of—

NOTE—When a absentee statement accompanies the bill, this certificate should be struck out.

3. Certified that no leave has been granted until by reference to the applicants Service Book, leave accounts and to the leave rules applicable to him, I had satisfied myself that it was admissible and that all grants of leave and departures on and returns from all periods of suspension and other duty and other events which are required under the rules to be so recorded have been recorded in the Service Books and leave accounts under my attestation.

4. Certified that all appointments and substantive promotions and such of the officiating promotions as have to be entered in the Service Books, as per columns in the Standard Form No. F.R. 11, have been entered in the Service Book of the persons concerned under my attestation.

5. Certified that all Government servants whose names are omitted from, but for whom pay has been drawn in the bill have actually been entertained during the month (Paragraph 131, Financial Handbook, Volume V, Part I).

6. Certified that no person for whom house rent allowance has been drawn in this bill has been in occupation of rent-free Government quarters during the period for which the allowance has been drawn.

7. Certified that no leave salary for any Government servants (except the following in whose Service Books a note regarding allocation has been recorded) drawn in this bill for _____ is debitable to any Government, etc. other than the Central Government.

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

8. Certified that individual certificates have been obtained to the effect that the conditions laid down in Subsidiary rules 150(a) (ii), 150(b) (iii), 151(b) (i), 151(b)

(ii), 152 (iii), 152-A Proviso (ii) and 152(b) contained in the Financial Handbook, Volume II, have been fulfilled and recorded in my office.

Station_____

Dated_____19 . Signature and Designation of the Drawing Officer

Pay Rs._____ Rupees_____

_____as follows_____

in cash Rs._____

Deduct—By transfer credit to personal Deposit Rs._____

Taxes on Income Rs._____

Civil Works Rs._____

Examined and entered.

Treasury Accountant

Treasury Officer.

Dated_____19 .

FORM NO. 11-A

(See CHAPTER VII, PARAGRAPH 137)

Periodical Increment Certificate

(1) Certified that the Government servants named below have earned the prescribed periodical increments from the date cited in column 6 having been the incumbent of the posts specified not less than year from the date in column 5, after deducting periods of suspension for misconduct and absence on leave without pay and in the case of those holding the posts in officiating capacity, all other kinds of leave.

(2) Certified that the Government servants named below have earned periodical increments from the date, cited, for reasons stated in the explanatory memo, attached hereto.

Name of incumbent	Where substantive or officiating	Scale of pay of post	Present pay	Date from which present pay is drawn	Date of present increment	Future pay	Suspended for misconduct	Leave pay and case of holding post officio capacity other than leave	
1	2	3	4	5	6	7	8	9	10
							From— To—	From—	

NOTES—(1) When the increment claimed is the first to carry an official over an efficiency bar, columns 5, 6 and 7 should be filled up in red ink.

(2) The figure (1) or (2) should be placed against each name according as the reason (1) or (2) applies. The explanatory memo should be submitted in any case in which reason (2) applies.

Signature and designation of Drawing Officer.

FORM NO. 11-B

(See CHAPTER VII, PARAGRAPH 138)

ACQUITTANCE ROLL

Permanent

Acquittance Roll of _____ establishment of the
Temperory pay

for _____ for the month of _____ 19 .

Travelling allowances

Item no.	Name	Designation	Net amount payable Rs. p.	Dated signature(with Stamp where necessary) unpaid items to be noted as such and attested
----------	------	-------------	------------------------------	--

Total

Passed for Rs. _____(in words and figures) on the authority of the
Establishment

Travelling Allowance bill of _____ for _____

Cashier. Drawing Officer.

Certified that a proper acquittance has been taken in respect of each amount paid in
this roll from the person entitled to receive it.

Paying Officer

FORM No. 11-C

(See CHAPTER VII, PARAGRAPH 139)

Bill Register of the office of _____

1	2	3						
		Amount of the bill						
		Detailed heads of account, etc.						
Bill number and date	Particulars of the bill	Pay of Establishment	Dearness allowance	Compensatory allowance	House rent and other allowances	Travelling allowance	Gro	amc

Travelling Allowances Bill of Establishment

FORM NO. 12

(See CHAPTER VII, PARAGRAPH 145)

Instruction for preparing travelling allowance bills_____. Voucher no. _____ of _____ list _____ of payments for _____ 19 _____

1. Journeys of different kinds, and journeys and halts should not be entered on the same lines. Only one kind of allowance should, therefore, be filled in on the same line and its amount, carried out separately into the last money column.
2. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the Government servant and not in travelling allowance bills.
3. Fractions of a Kilometer in the total of a bill for any one journey for each person should not be charged for.
4. When the first item of a travelling allowance bill is a halt the date of commencement of that halt should be stated in the "Remarks" column.
5. If daily allowance is claimed in respect of a road journey the number of Kilometer travelled should be entered in column 14 and the daily allowance in columns 17 to 19.
6. When travelling allowance is claimed in respect of a journey to or from a hill station it should be mentioned in the remarks column whether or not the halt has exceeded ten days.

(Space for pre-audit enfacement in respect of bills submitted for pre-audit.)

For use Accountant General's office

Head of service chargeable :

Admitted for Rs. _____

Objected to Rs. _____

Reason of objection :

Senior Accountant G.O.

Travelling allowance bill of the establishment of _____ for the month of _____ 19 .

Name and designation	Head-quarters	Actual pay	Particulars of journeys and halts		Kind of journey by rail (mail or passenger) steamer, road or	Railway Steamer Class
			Departure	Arrival		

trolley

	Station	Date	Hour	Station	Date	Hour				
1	2	3	4	5	6	7	8	9	10	11
		Rs.								

Mileage—road or trolley	Daily allowance		Actual expenses		Purpose of Journey	Total of line		
Number of kilometers	Rate	Amount	Number of days	Rate	Amount	Particulars	Amount	

14

15

16

17

18

19

20

21

22

23

Rs p

Rs p

Rs p

Total

Deduct

Undisb

travelli

allowan

refunde

detaile

the rev

Net sur

require

paymen

Station_____ (in words)

Contents received.

Dated_____ 19 .

Head of Office.

Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer and travelling by canal. Particular kind should be specified.

In cases where the steamer company has two rates of fares, one inclusive and one exclusive of diet, the words "fare" should be held to mean "fare exclusive of diet."

*If there is combined appropriation for travelling allowance of gazetted and non-gazetted Government servants the combined appropriation and expenditure should be shown in this column.

CERTIFICATES

1. Certified that I have satisfied myself that the amount included in bills drawn

1 month*

2 months previous to this date, with the exception of those

3 months detailed below (of which the total amount has been refunded

by deductions from this bill) have been disbursed to the Government servants therein named and their receipts taken in acquittance rolls filled in my office with receipt stamp duly cancelled for every payment in excess of Rs. 20.

†2. Also that the journeys for which mileage has been claimed under rule 27-B(c) of Financial Handbook, Volume III, Travelling Allowance Rules, for non-gazetted ministerial or class IV Government servants, were made by public or hired conveyance under my orders.

‡3. Also that it was necessary for the Government servants for whom halting allowance at headquarters is drawn to keep up the whole or part of their camp equipage during such halt, and that the expense incurred on this account was not less than the halting allowances drawn (Rule 32 of Financial Handbook, Volume III, Travelling Allowance Rules).

NOTE—When this form is used in the Forest Department the certificate prescribed in clause 1 above should be deleted and for the word "also" occurring at the beginning of the second clause the words "Certified that I have satisfied myself" should be substituted in manuscripts.

*One line to be used and the others scored out.

†Clause 2 should be scored out with a pen when no mileage is claimed under Rule 27-B(c) of Financial Handbook, Volume III, Travelling Allowance Rules and clause 3 when there is no claim under Rule 32 of Financial Handbook, Volume III, Travelling Allowance Rules

‡To be filled up when payable from a Sub-Treasury.

Details of travelling allowance refunded

Section of establishment	Name	Period	Amount	Section of establishment	Name	Period	Amount
			Rs. p.				Rs. p.

Passed for Rs.

Dated 19 . (Head of Office).

Pay Rupees ()

‡From Sub-Treasury

Examined and entered (Controlling Officer).

Accountant.

Dated 19 . Treasury Officer,

Incorporated in the district Accounts on— — _____

Sub-Treasury Officer.

Accountant

*One line to be used and the others scored out.

†Clause 2 should be scored out with a pen when no mileage is claimed under Rule 27-B(c) of Financial Handbook, Volume III, Travelling Allowance Rules and clause 3 when there is no claim under Rule 32 of Financial Handbook, Volume III, Travelling Allowance Rules

‡To be filled up when payable from a Sub-Treasury.

Form no. 12 deleted vide C. S. no. 77 dated 09-09-1987

Vitta (Lekha)Anubhag-1 File No.15(3)/81

NOT PAYABLE AT THE TREASURY

FORM NO. 12-A

**TRAVELLING ALLOWANCE BILL OF
ESTABLISHMENT**

(See CHAPTER VII, PARAGRAPH 146)

The heading of form 12-A has been substituted vide C. S. no. 78 dated 09-09-1987

INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE CLAIMS

1. Journeys of different kinds and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately in the last money column.
2. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the Government servant and not in travelling allowance bills.
3. Fractions of a kilometer in the total for any one journey should not be charged for [Rule 23(13) (3) of Financial Handbook, Volume III.]
4. When the first item of travelling allowance claim is a halt, the date of commencement of that halt should be stated in the "Remarks" column.
5. If daily allowance is claimed in respect of a road journey the number of kilometers travelled should be entered in column 11 and the daily allowance in columns 14 to 16.

FOR PUBLIC WORKS DEPARTMENT AND AGRICULTUREAL DEPARTMENT

†CERTIFICATES

*1. Certified that the journeys for which mileage has been claimed under Rule 27-B

*Clause 1 should be scored out with a pen when no mileage is claimed under Rule 27-B (c) of the Financial Handbook, Volume III, and clause 2 when there is no claim under Rule 32 of the Financial Handbook, Volume III.

†Here state conveyance used.

(c) of the Financial Handbook, Volume III, for non-gazetted, ministerial or Class IV Government servants were made by public or hired conveyance (†_____) under my orders.

2. Also that it was necessary for the Government servants for whom halting allowance at headquarters is drawn to keep up the whole or part of their camp equipage during such halt and that the expense incurred on this account was not less than the halting allowance drawn (Rule 32 of the Financial Handbook, Volume III).

Dated ____ 19 .

Head of Office.

Passed for Rs. _____

Name and designation _____

Headquarters _____

Actual pay _____

Travelling allowance journal of _____

Particulars of journeys and halts

Kind of
journey by
rail (mail
or
passenger),
steamer
road* or
trolley

Railway
_____fare

Steamer

Departure

Arrival

Station Date Hour Station Date Hour

Class Number Amount
of fare

Rs p.

Total (in handwriting of drawing officer)

† Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer and travelling by canal. (The particular kind should be specified).

Station _____

Dated _____ 19 .

In cases where the steamer company has two rates of fares, one inclusive and one exclusive of diet, the word "fare" should be held to mean "fare exclusive of diet."

Division _____

Circle for the month of 19 .

Mileage by road or trolley			Daily allowance			Actual expenses		Purpose of Journey	Total of each line
Number of kilometer	Rate	Amount	Number of kilometer	Rate	Amount	Particulars	Amount		
1	2	3	4	5	6	7	8	9	10
		Rs p			Rs p		Rs p		Rs p

(Signature) _____

Passed for Rupees () _____

Dated _____ 19 . Controlling Officer.

PAYABLE AT THE TREASURY

FORM NO. 12-B

(See CHAPTER VII, PARAGRAPH 146-A)

**FOR PUBLIC WORKS AND AGRICULTURAL
DEPARTMENTS ONLY**

1. Major Head—————Voucher no.—————

2. Minor Head—————of list of payment for—————19 .

Voted.

3. Primary and Secondary unit of appropriation —————

Division or office—————

Abstract travelling allowance bill of the establishment of————— for the month of—
—19 .

CERTIFICATES

1. CERTIFIED that I have satisfied myself that the amounts included in bills drawn 1 month

—————
2 months*

—————
3 months

previous to this date, with the exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the Government servant therein named and their receipts taken in the acquittance roll.

2. Certified that in support of each claim for which no voucher accompanies this bill, a duly completed travelling allowance journal countersigned by the proper authority has been placed on record in this office.

Contents received.

Dated—————19 .

Head of Office.

*One line to be used and others scored out.

Passed for payment of Rs.—————

Dated—————19 .

Controlling Officer.

(A) IN CASE OF PAYMENT AT THE TREASURY

Pay Rs. () _____

†from _____ sub-treasury.

Examined and entered.

Accountant.

Treasury Officer.

Dated _____ 19 .

†Pay Rs. () _____

Accountant.

Sub-Treasury Officer.

Dated _____ 19 .

(B) IN CASE OF PAYMENT AT THE BANK

To

THE AGENT, STATE BANK OF INDIA _____

Please pay Rupees () _____ TREASURY.

Dated _____ 19 .

Treasury Officer.

N.B.—Either (A) or (B) should be scored out as the case may be.

PAYEES DISCHARGE TO THE BANK

Received payment

Name _____

Office _____

†To be filled up when payable from a Sub-Treasury.

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Travelling allowance register page.

Admitted for Rs.

Objected to Rs.

For reasons below.

Auditor.

Superintendent.

Abstract travelling allowance bill of the establishment of——

Section of establishment	Name and rank	Actual pay	Particulars of charge	Items of			
				Railway fare	Steamer fare	Mileage by road or trolley	Daily allowance
1	2	3	4	5	6	7	8
				Rs p.	Rs. p.	Rs p.	Rs. p.

Total

(a If there is a combined appropriation for travelling allowance of gazetted and

Station——

Dated———19 .

Divisional Accountant.

for the month of——— 19 .

Charge		Total for each person		Total for each class		Voucher accompanying		Remarks	
Actual expenses									
9		10		11		12		13	
Rs.	p.	Rs.	p.	Rs.	p.				

Under Rs.—

Rs. p.

(a) Appropriation
for 19-19
Expenditure
including this bill

Balance

non-gazetted Government servants the combined appropriation should be shown in this column.

Signature and designation of the Controlling Officer

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

CLASSIFICATION

_____CIRCLE		_____CIRCLE	
_____CANAL_____UNIT		_____CANAL_____UNIT	
Head of Account.		Construction of Irrigation works charged to revenue.	
State_____Voted.		State_____Non-voted.	
Working expenses to be deducted from receipts		A—Financed from Famine Insurance grants.	
†(1) Productive works		CONSTRUCTION :	
†(2) Unproductive works		Allowance—	
DIRECTION :		GENERAL :	
Allowance	Rs.	Executive	Rs.
CONSTRUCTION:		Medical	Rs.
Allowance	Rs.		TOTAL Rs.
GENERAL :		CREDIT :	
Executive	Rs.	Objection Book Advances T.	Rs.
Medical	Rs.		NET Rs.
PURELY REVENUE:		State_____Voted.	
Revenue	Rs.	B—Financed from ordinary revenues.	
	TOTAL Rs.	CONSTRUCTION :	
CREDIT :		Allowance	Rs.
Objection Book advances T.	Rs.	GENERAL :	
	NET Rs.	Executive	Rs.

†Score out the head not required.

—————CIRCLE	Medical	Rs.	
Central		TOTAL Rs.	
†(i) Works for which only Revenue Accounts are kept.	CREDIT :		
(ii) Work for which neither Capital nor Revenue accounts are kept.	Objection Book Advance T.	Rs.	
—————*Special Surveys.		NET Rs.	
CONSTRUCTION : T.A. GENERAL—	—————CIRCLE		
Executive	Rs.	—————CANAL—————UNIT	
Medical	Rs.	Construction of Irrigation works not charged to revenues.	
PURELY REVENUE :		State—————voted.	
TOTAL	Rs.	†A—Productive.	
CREDIT :		†B—Unproductive.	
Objection Book Advances T.	Rs.	DIRECTION :	
NET	Rs.	Allowance	Rs.
		CONSTRUCTION :	
		Allowance	Rs.
		GENERAL :	
		Executive	Rs.
		Medical	Rs.
		TOTAL	Rs.
		CREDIT :	

†Score out the head not required.

*Name of Survey required only in the case of (ii) Works for which neither Capital nor Revenue Accounts are kept.

Objection Book Advances T. Rs.

NET Rs.

FORM NO. 12-C

(See PARAGRAPH 146)

PAYABLE AT THE TREASURY

(FOR PUBLIC WORKS, ANIMAL HUSBANDRY,
AGRICULTURAL DEPARTMENTS, etc. (See Annexure B
to Chap. VII)

1. Major Head_____

2. Minor Head_____

3. Primary and Secondary unit of appropriation.

Division of Office_____

Abstract Travelling Allowance Bill of the establishment of_____ for the
month of _____, 19 .

CERTIFICATES

1. CERTIFIED that I have satisfied myself that the amounts included in bills
drawn 1 month

2 months previous to this date with the exception of those detailed below (of

3 months*

which the total amount has been refunded by deduction from this bill) has been
disbursed to the Government servants therein named and their receipts taken in the
Acquittance Roll.

2. Certified that allowances drawn for non-gazetted ministerial or Class IV
Government servants for journeys by road or boat do not exceed their actual
travelling expenses, and that I am satisfied that in accordance with my orders
they/he travelled by hired conveyance.

3. Certified that the subordinates for whom conveyance allowance has been drawn have actually maintained horse or motor driven vehicles and that those for whom cycle allowance has been drawn have maintained cycles.

4. Certified that Superintending Engineer's sanction has been obtained in all cases where horse allowance has been drawn.

5. Certified that subordinates travelled beyond jurisdiction where daily or mileage allowance has been claimed by them.

6. Certified that travelling allowance drawn in this bill has been drawn for the first time and that it was not drawn before.

7. Certified that in support of each claim for which no voucher accompanies this bill a duly completed travelling allowance journal countersigned by the proper authority has been placed on record in this office.

Contents received.

Dated _____, 19 .

Head of Office.

Passed for payment of Rs. _____

Dated _____, 19 . Controlling Officer.

(A) IN CASE OF PAYMENT AT THE TREASURY

Pay Rupees () _____

**From _____ Sub-Treasury.

Examined and entered.

Accountant.

Dated _____, 19 .

Treasury Officer.

Pay Rupees () _____

Accountant.

Dated _____, 19 . Sub

Treasury Officer.

*One line to be used and others scored out.

**To be filled up when payable from Sub-Treasury.

(B) IN CASE OF PAYMENT AT THE BANK

To

THE AGENT, STATE BANK OF INDIA_____

Please pay Rupees () _____Treasury.

Dated_____, 19 .

Treasury Officer.

N.B.—Either (A) or (B) should be scored out as the case may be.

Payee's discharge to the Bank.

Name _____

Received payment.

Office _____

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Travelling Allowance register, page.

Admitted for Rs.

Objected to Rs.

For reasons below :

Auditor

Superintendent.

Abstract Travelling Bill of the Establishment of_____

for the month of_____19 .

Section of establishment	Name of rank	Actual pay	Total of each class	Voucher accompanying	Remarks
1	2	3	4	5	6

Rs. p.

(a) Appropriation
for 19 .

Expenditure
including this bill

Balance

(a) If there is combined appropriation for the travelling allowance of gazetted and non-gazetted Government servants the combined appropriation should be shown in this column.

Station_____

Dated_____

Divisional Accountant

Signature and designation of the
Controlling Officer

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

CLASSIFICATION

____CIRCLE

____CANAL____UNIT

Head of Account.

State—Voted.

Working expenses to be deducted from receipts.

†(1) Productive works

†(2) Unproductive works

DIRECTION—

Allowance Rs.

CONSTRUCTION—

Allowance Rs.

GENERAL—

Executive Rs.

Medical Rs.

PURELY REVENUE—

Revenue Rs.

Total Rs.

CREDIT—

Objection Book Advances T. Rs.

Net

†Score out the head not required.

——CIRCLE

——CANAL——UNIT

Other Revenue Expenditure financed from ordinary revenues

State—Voted.

Central

†(i) Works for which only Revenue Accounts are kept.

†(ii) Works for which neither Capital nor Revenue Accounts are kept.

——*Special Surveys.

CONSTRUCTION—T.A. GENERAL—

Executive Rs.

Medical Rs.

PURELY REVENUE—

Revenue Rs.

Total Rs.

CREDIT—

Objection Book Advances T. Rs.

Net Rs.

——CIRCLE

——CANAL——UNIT

Construction of Irrigation Works charged to Revenue.

STATE—Charged.

†Score out the head not required.

*Name of Survey required only in the case of (ii) Works for which neither Capital nor Revenue Accounts are kept.

A—Financed from Famine Insurance grants

CONSTRUCTION—

Allowance Rs.

GENERAL—

Executive Rs.

Medical Rs.

Total Rs.

CREDIT—

Objection Book Advances T. Rs.

Net Rs.

State—Voted.

B—Financed from ordinary revenues

CONSTRUCTION—

Allowance Rs.

GENERAL—

Executive Rs.

Medical Rs.

Total Rs.

CREDIT—

Objection Book Advances T. Rs.

Net Rs.

——CIRCLE

—— CANAL ——UNIT

Construction of Irrigation Works not charged to Revenue.

State—Voted.

†A—Productive

†B—Unproductive

DIRECTION

Allowance Rs

CONSTRUCTION—

Allowance Rs.

GENERAL—

Executive Rs.

Medical Rs.

Total Rs.

CREDIT—

Objection Book Advances T. Rs.

Net Rs.

†Score out the head not required.

*Name of Survey required only in the case of (ii) Works for which neither Capital nor Revenue Accounts are kept.

FORM NO. 12-D

(See CHAPTER VI AND VII, PARAGRAPHS 118 AND 145)

FORM OF CERTIFICATE OF ATTENDANCE

In the court of the_____

Certified that_____

Office

of_____attended this court on 19 .

Department

to give evidence of facts which came to his knowledge in his _____ capacity

in the case noted below and has been paid by me on account of

	Rs.	p.
(1) Travelling expenses		
(2) Subsistence allowance		
	Total	

Due under the rules of this court.

No. of case and year _____ (Seal of the Court).

Name of parties _____

Nature of claims _____

Station _____

Date _____

Signature of the Presiding Officer.

Designation _____

FORM NO. 13

(See Chapter VIII, paragraph 173)

[To be printed on open royal]

Register of Contingent Charges of the _____ Department of the _____ District, 19 .

Left-hand page.

DETAILED HEADS OF BUDGET

Date To whom Sub- Conitnge
paid voucher abstract.

DETAILED HEADS OF BUDGET

Sub-divisions of detailed heads as may be convenient appropriation be not ordinarily allotted among the sub-division of a detailed head, they should be linked by a brace and the amount placed below. Each of these spaces represents a column.

Appropriation No. of
for each head

Right-hand page.

DETAILED HEADS	Unusual charges	Total of each contingent abstract	Total of each month's bill	Date of detailed bill	Date of admission with initials
Sub-division of detailed heads					

Description Amount

FORM NO. 14

(See CHAPTER VIII, PARAGRAPH 178)

Fully vouched contingent bill no.———

DISTRICT OF DETAILED BILL OF CONTINGENT CHARGES OF FOR THE
MONTH OF 19 .

HEAD OF SERVICE

Number of sub-voucher	Description of charge and number and date of authority for all charges requiring special sanction	Amount Rs p.
--------------------------	--	------------------------

Total (in words)

(1) I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I certify that, to the best of my knowledge and belief, the payments entered in this bill have been duly made to the parties entitled to receive them, with the exceptions noted below, which exceed the balance of the permanent advance and will be paid on receipt of the money drawn on this bill. Vouchers for all sums above Rs. 1,000 in amount are attached to this bill, save those noted below, which will be forwarded as soon as the amounts have been paid. I have as far as possible, obtained vouchers for other sums, and am responsible that they have been so defaced or mutilated that they cannot be used again.

*(2) Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office, have been accounted for in the stock register.

*This certificate is required when proper store account of materials and stores purchased are required to be maintained.

Pay Rs.———

Examined.

Accountant.

Dated——, 19 .

Treasury Officer.

(3) Certified that the purchases billed for have been received in good order, that their quantities are correct and their quality good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments.

(4) Certified that—

(a) the expenditure on conveyance hire charged in this bill in terms of Rule 6 of Appendix X to the Financial Handbook, Volume V, Part I, was actually incurred, was unavoidable and is within the schedule scale of charges for the conveyance used, and

(b) the Government servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey, and he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

Received contents.		Rs.	p.
	Appropriation for current year		
Signature and designation of Drawing Officer.		Rs.	p.
	Expenditure including this bill amount of work bills annexed		
			Balance available

FORM NO. 15

Detailed bill of contingent charges regulated by scale

(See Chapter VIII, paragraph 180)

PAYABLE AT THE TREASURY

DISTRICT OF	DETAILED BILL OF CONTINGENT CHARGES REGULATED BY SANCTIONED SCALE	MONTH OF 19
1	2	3
HEAD OF SERVICE	Detailed Headwise items—	No. of voucher.
Serial number of sub- vouchers	<p>NOTE—Charges on account of two major heads should be drawn on separate bills and only those of the certificates printed on the reverse which appertain to the items included in this bill should be utilized, the others being scored out.</p> <p>A—DONATIONS FOR CHARITABLE PURPOSES—</p> <p style="padding-left: 20px;">Dieting of orphans</p> <p style="padding-left: 20px;">Number of orphans at Rs. each per mensem</p> <p>B—MISCELLANEOUS—</p> <p>(1) Rewards for destruction of wild animals—</p> <p style="padding-left: 20px;">Tigers @ Male wolves @</p> <p style="padding-left: 20px;">Tiger cubs @ Female wolves @</p> <p style="padding-left: 20px;">Leopards @ Male wolf cubs @</p> <p style="padding-left: 20px;">Leopards cubs @ Female (ditto) @</p> <p style="padding-left: 20px;">Bears @ Hyaenas @</p> <p style="padding-left: 20px;">Bear cubs @ Hyaenas cubs @</p> <p>(2) Diet to witnesses and assessors</p> <p>(3) Dieting allowance to complainants and witnesses</p> <p>(4) (a) Diet of patients</p> <p style="padding-left: 20px;">(b) Diet of nurses</p>	Amount
		Rs. p.

(c) Feed of cattle

C—LABOUR AND EMIGRATION—

Emigration, Registration fees

Number of Emigrants @ per head

D—CONTINGENCIES—

Liveries

Clothing of peons (i.e. liveries and warm clothing)

Clothing of process-servers (Dehra Dun)

Number of peons	Description of livery	Cost of each	When last supplied
-----------------	-----------------------	--------------	--------------------

Carried over

Brought forward

E—Cost of enlistment of recruits

Total Rs. (words)

Received payment.

Dated _____ 19 .

Name _____

One of the following four certificates should, if required, be given and the rest scored out :

To be given when the charge for orphans is drawn.

A—Certified that the orphans for whom charge has been drawn in this bill have been actually maintained and that their age does not exceed the prescribed maximum limits of 16 for boys and of 18 for girls.

To be given

B— (1) Certified that the animals for which the rewards have been

when reward for destruction of animals is drawn. drawn were actually destroyed and produced before me and that their skulls have been broken up as ordered by Government to prevent double payment.

To be signed when diet allowance is charged. B—(2) and (3) Certified that the diet-money charged for in this bill has been paid before the presiding officers of the court, and that it is or has been certified to be in accordance with the sanctioned scale.

To be given when fees for emigrants are charged. C—Certified that the emigrants for whom fees have been charged were actually registered.

To be given when cost of enlistment of recruits is charged. E— I declare that the amount drawn represents the actual cost of the clothing supplied; that the allowance of Rs. 22.50 per recruit has not been exceeded in any case ; that the recruits for whom clothing has been purchased have actually been enlisted; and that the allowance has not previously been drawn for them.

One of the following first two certificate should always be given and the other scored out :

I certify that I have satisfied myself that special circumstances have rendered temporary excess expenditure over the monthly proportionate appropriation under the head necessary, and that an additional appropriation will be obtained if there is a likelihood of the annual appropriation being exceeded.

I certify that there has been no excess expenditure over the monthly proportion on appropriation.

I certify that the expenditure charged in this bill could not, with due regard to the interest of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid, with the exceptions noted below, which exceeds the balance of the permanent advance, and will be paid on the receipt of the money drawn on this bill. Vouchers for all sums above Rs. 1,000 in amount are attached to this bill, save those noted below which will be forwarded as soon as the amounts have been paid. I have, as far as possible, obtained vouchers for the others and am responsible that they have been so defaced or mutilated that they cannot be used again.

Name_____

Dated_____, 19 .

Office_____

Rs. p.

Appropriation of 19— 19

Expenditure including this bill amount of work bill annexed.

Balance available

Pay rupees _____

Examined.

Officer-in-charge of Treasury.

Accountant.

Dated_____19 .

FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE

CONTINGENT AUDIT REGISTER PAGE.

Admitted for Rs.

Objected to Rs.

for reasons below :

Auditor.

Superintendent.

FORM NO. 16

Abstract Bill of Contingencies Countersigned after Payment

(See Chapter VIII, paragraph 182)

Abstract contingent bill no. _____

Detailed bill will be sent for countersignature on _____

District

Bill of contingent charges of

Month in which presented
for payment at _____

Treasury_____, 19 .

Details of numbers of sub-vouchers	Head of service	Vouchers no. of list of payments for 19 .	
	Detailed head of charge (with description where necessary) and quotation of authority for charges requiring special sanction.	Amount	
1	2	3	
		Rs.	p.

Carried over

Brought forward

Total Rs.

Deduct—

Amount disallowed by the controlling officer in bill, no._____ dated_____ for Rs.

Net amount payable.

N.B.—The Treasury Officer will make payment on this form as often as required but the drawer should be careful to include in the detailed contingent bill of a month only the amount of all abstracts encashed at the Treasury during the month.

NOTE—The Government servant drawing this bill is responsible for having initialled the date of each payment in the contingent register. The register is required to be sent up with bills and sub-vouchers for this purpose. (Paragraph 176(a)].

Received contents.

Dated_____, 19

Drawing Officer.

Pay Rupees () _____

Examined and entered.

Officer-in-charge.

Accountant

Treasury

Dated____, 19 .

Treasury

Space for pre-audit enfacement in respect of bills submitted for pre-audit.

For use in Accountant General's Office.

Heads of service chargeable— Objected in full pending receipt of detailed contingent bill and objected to Rs.____ on the following ground—

Superintendent.

FORM NO. 17

(See Chapter VIII, paragraph 183)

Detailed countersigned contingent bill no._____

NOTE—Government servants whose bills are countersigned before payment by the controlling officer should use Form No. 18.

Not payable at Treasury

Sent to Controlling Officer on_____, 19 . Countersigned and sent to Accountant General on_____, 19 .

District_____Monthly detailed bill of contingent charges of_____—for the month of_____, 19 .

Head of service

Details of numbers of sub-vouchers.	Description of charge and number and date of authority where special sanction is necessary	Amount
-------------------------------------	--	--------

Rs. p. Rs. p.

Carried over

Brought forward

Total

(1)	I certify that the expenditure charged in this bill could not, with due regard to the interest of the public service, be avoided. Certified that to the best of my knowledge and belief, the payment entered in this bill have been duly made to the parties entitled to receive them. Vouchers for all items of expenditure above Rs. 1,000 in account and all work bills are attached to the bill. I have, as far as possible, obtained vouchers for other sums and I am responsible that they have been so defaced or mutilated that they cannot be used again.	Drawn on abstract bill no— dated___ Ditto Ditto Ditto Add— Amount of this allowance from bill no. dated— refunded
-----	--	--

by
deduction
form
contingent
no.
dated—
and
reallowed
as per.

(2) *Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the stock register. Total of this bill

(3) Certified that the purchases billed for have been received in good order, that their quantities are correct and their quality good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments Contingencies

Certified that—

*This certificate is required when proper store accounts of materials and store purchased are required to be maintained.

(a) the expenditure on conveyance hire charged in this bill in terms of Rules 6 of Appendix X of the Financial Hand book, Volume V, Part, I, was actually incurred was unavoidable and is within the scheduled scale or charges for the conveyance used, and

- (b) the Government servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey and he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessary the journey.

Appropriation...for 19 —19 . Rs. p.

Expenditure including this bill

Amount of work bills annexed

Balance available

Signature of disbursing officer

Dated _____, 19 .

For use of Controlling Officer

Rs.

Disallowed from sub-voucher no.

Ditto

Ditto

Total of this bill

Passed for rupees.

I certify that in support of every charge of more than Rs. 50 made in this bill, a receipt or other voucher has been given to me and is now in my possession. The receipts and vouchers for items in excess of Rs. 1,000 are attached to the bill, and I am responsible that the receipts and vouchers for all other items of more than Rs. 50 are in proper form and order, and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended.

Dated _____, 19 .

Signature of the Controlling Officer.

(Correction Slip no 38 dated 19.01.1984)

FORM NO. 18

(See Chapter VIII, paragraph 187)

Bills of contingencies countersigned before payment No.

NOTE—This form should be used in the case of bills countersigned by the controlling officer before payment.

District of	Detailed bill of contingent charges of for the month of , 19 . Head of service	Voucher no. of list of payments for, 19 .			
		Amount			
Number of sub- vouchers	Description of charge and number and date of authority for all charges requiring special sanction				
1	2	3			
		Rs.	p.	Rs.	p.
Total Rs.					

(1) I certify that the expenditure charged in this bill could not with due regard to the interest of the public service be avoided. I certify that, to the best of my knowledge and belief, the payments entered in this bill have been duly made to the parties entitled to receive them with the exceptions noted below, which exceed the balance of the permanent advance and will be paid on receipt for the money drawn on this bill. Vouchers for all items of expenditure above Rs. 1,000 in amount and all work bills are attached to this bill save those noted below with will be forwarded as soon as the amounts have been paid. I have, as far as possible obtained vouchers for other sums and am responsible that they have been so defaced or mutilated that they cannot be used again.

* (2) Certified that all the articles detailed in vouchers attached to the bill and in those retained in my office have been accounted for in the stock register.

(3) Certified that the purchases billed for have been received in good order, that their quantities are correct and their quality good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoice concerned to prevent double payments.

(4) Certified that—

(a) the expenditure on conveyance hire charged in this bill in terms of Rule 6 of Appendix X to the Financial Handbook, Volume V, Part I, was actually incurred, was unavoidable and is within the schedule scale of charges for the conveyance used, and

(b) the Government servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey, and he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

RECEIVED CONTENTS

Contingencies

Appropriation for current year.

Expenditure including this bill.

Amount of work bills annexed.

Signature and designation of Drawing Officer. Balance available.

For use of Controlling Officer

Passed for Rupees (in words).

I certify that in support of every charge of more than Rs. 50 made in this bill a receipt or other voucher has been given to me and is now in my possession. The receipt and vouchers for items in excess of Rs. 1,000 are attached to the bill, with the exceptions of those above Rs. 1,000 noted above which will be sent hereafter after payment and I am responsible that the receipts and vouchers for all other items of more than Rs. 50 are in proper form and order, and that they have been so

*This certificate is required when proper store accounts of materials and stores purchased are required to be maintained.

cancelled that they cannot be again used to support claims against the Government.
All work bills are also appended.

Dated _____ 19 . Controlling Officer. (Signature) Designation

Pay Rupees () _____

Examined and entered.

Dated the _____ 19 .

Accountant

Treasury.

Officer-in-charge Treasury.

Space for pre-audit enforcement in respect of bills submitted for pre-audit.

For use in Accountant General's Office

Head of service chargeable

Admitted for Rs.

Objected to Rs.

Reasons for objection.

Auditor.

Superintendent.

FORM NO. 18-A—[Deleted]

FORM NO. 19

(See Chapter IX, paragraph 194)

Voucher for Refunds

District of Head of service chargeable	Refunds of Revenue						
	Deduct—Refunds (name of revenue head)						
In whose name credited	On what account received	Amount realized	Date of payment into Treasury	Amount in which included and head to which credited	Treasury Officer's signature in token of verification of Teasuary credit	Name of payee	Amount to be refunded
1	2	3	4	5	6	7	8
		Rs p.		Rs p.			Rs p.

(1) Certified that this order of refund has been registered and noted against the original receipt entry in the departmental account under my initials and previous order for refund of the same sum has not been issued.

(2) Passed for payment under sanction given in

(3) Sanctioned and passed for payment.

NOTE—(2) or (3) to be struck out as required.

Received payment.

Claimant's signature.

Magistrate or other officer

Dated _____, 19 Pay rupees _____ only

Examined Accountant Officer-in-charge of Treasury

In cases where refunds of fines are permitted to be made direct from Treasuries or Sub-Treasuries other than those at which they were credited, the entry in column 5 should include the name of the Treasury of or Sub-Treasury in which amount was credited and column 6 should be filled up by the Treasury Officer of the headquarters (not Sub-Treasury).

FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE

Refund noted in fine statement.

Admitted, for ... Rs.

Objected, to ... Rs.

Auditor,

Superintendent,

FORM NO. 21-A

(See Paragraph 240-A)

Statement of loans and advances to Municipalities, etc. during 19 .

Corporation receiving the loan	Amount of loan sanctioned	Rate of interest	Date of orders authorizing the loan	Balance from last year	Amount advanced last year	Total	Amount repaid	Ba of at of
1	2	3	4	5	6	7	8	

Rs p.

Rs p.

Rs p.

Rs p.

Rs p.

Rs

FORM NO.21-B

(See Paragraph 240-B)

Statement of the Sinking Funds for Redemption of Loans during 19 .

Corporation	Balance	Receipts		Total	Payments	
	Government Securities	Cash	Government Securities	Cash	Government Securities	Cash

1	2	3	4	5	6	7	8	9
	Rs. p.	Rs. p.						

FORM NO. 22

(See CHAPTER XI, PARAGRAPH 244-E)

Form of Mortgage

THIS INDENTURE made the——day of——one thousand nine hundred and——corresponding to Saka Samvat——BETWEEN Sri——son of——resident of——(Designation——) (hereinafter referred to as the "mortgagor" which term shall where the context so admits include his heirs, executors,

administrators and assigns) of the one part; and the GOVERNOR OF UTTAR PRADESH (hereinafter referred to as the "mortgagee" which term shall where the context so admits include his successors and assigns) of the other part.

WHEREAS the mortgagor is absolutely seized and possessed of or otherwise well entitled to the land, hereditaments and premises hereinafter described and expressed to be hereby conveyed, transferred and assured (hereinafter referred to as 'the said hereditaments').

AND WHEREAS the mortgagor has applied to the mortgagee for an advance of the sum of Rs.——— for the purpose of enabling him to defray the expenses* of —— as a suitable residence for his own use.

AND WHEREAS under the provisions contained in the Account Rules of the Government of Uttar Pradesh (hereinafter referred to as 'the said Rules' which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force), the mortgagee has agreed to advance to the mortgagor the said sum of Rs.——— in a lump sum (in the instalments mentioned in the Schedule hereto).²

NOW THIS INDENTURE WITNESSETH that in pursuance of the said AGREEMENT and in consideration of the sum of Rs.——— paid on or before the execution of these presents to the mortgagor by the mortgagee the receipt whereof of the mortgagor doth hereby acknowledge (and the balance sum of Rs.——— to be paid in the instalments mentioned in the Schedule hereto)² for the purpose of enabling the mortgagor to defray the hereinbefore recited expenses the mortgagor hereby covenants with the mortgagee to repay to the mortgagee the said principal sum and interest thereon calculated according to the said Rules on or before the——

*Insert "the purchase of the said hereditament" "building housed on the said hereditaments" or "Repairing the said hereditaments" as the case may be..

2 Delete words in *crochet* if advance is not to be by instalment.

——day of———19———next and if the loan shall not be repaid on that date will pay interest in accordance with the said Rules. AND THIS INDENTURE ALSO WITNESSTH that for consideration aforesaid he the mortgagor doth hereby convey transfer and assure unto the mortgagee ALL that piece of land being Plot No.———situate in the———district of———registration district of———sub-registration district of———containing more or———less now in the occupation of the mortgagor and bounded on the North by———on the South by———, on the East by———and on the West by——— together with the dwelling house and the out office, stables, cook-rooms and out-buildings now erected or hereafter to be erected on the said piece of land together with all rights, easements, appurtenances to the said hereditaments or any of them belonging TO HOLD the

said hereditaments with their appurtenances including all erections and building hereafter erected and built on the said piece of land unto and to the use of the mortgagee absolutely subject to the provision for redemption hereinafter contained. PROVIDED ALWAYS that if and as soon as the said advance made upon the security of these presents shall have been repaid and interest thereon paid calculated according to the said Rules by the deduction of monthly instalments of salary of the mortgagor as in the said Rules mentioned or by any other means whatsoever then and in such case the mortgagee will upon the request and at the cost of the mortgagor reconvey, retransfer or re-assure the said hereditaments unto and to the use of the mortgagor or as he may direct AND it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service before, the said principal sum and interest thereon calculated according to the said Rules shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said hereditaments or any part thereof either together or in parcels and either by public auction or by private contracts with power to rescind any contract for sale and to re-sell without being answerable for any loss which may be occasioned thereby AND to do and execute all such acts and assurances for effectuating any such sale as the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that the mortgagee shall hold the moneys to arise from any sale in pursuance of the aforesaid power UPON TRUST in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any), to the mortgagor AND it is hereby agreed and declared that the said Rules shall be deemed and taken to be part of these presents.

The mortgagor hereby covenants with the mortgagee that he the mortgagor will during the continuance of this security observe and perform all the provisions and conditions of the said Rules on his part to be observed and performed in respect of these presents and the said hereditaments.

AND the Mortgagor doth hereby agree and declare that without prejudice to any remedy provided by this deed, the Mortgagee may on the certificate of the Secretary to the State Government in the Administrative Department, which shall be final, conclusive and binding on the Mortgagor, recover all dues hereunder as arrears of land revenue. AND it is hereby lastly agreed and declared that the Mortgagee shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of the Mortgagor's retirement or death preceding retirement from the whole or any specified part of the gratuity that may be sanctioned to him.

THE GOVERNOR OF UTTAR PRADESH (hereinafter called 'the Governor') of the other part.

WHEREAS the Borrower has agreed to purchase for the purpose of erecting a house thereon the piece of land situate in—— in the registration——district of——sub-district—— thana——containing——more or less and bounded on the North by——on the South by—— on the East by——and on the West by—— for the sum of rupees ——;

AND WHEREAS the Borrower has under the provisions of the Account Rules of the Government of Uttar Pradesh (hereinafter referred as 'the said Rules', which expression shall include any amendments thereof for the time being in force) applied to the Governor of Uttar Pradesh for a loan of rupees——to enable him to purchase the said piece of land and the Governor of Uttar Pradesh has agreed to lend the said sum of Rupees——to the Borrower on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rupees——paid by the Governor of Uttar Pradesh to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the Governor of Uttar Pradesh (1) to repay the Governor of Uttar Pradesh the said amount with interest calculated according to the said Rules by monthly deductions from his salary as provided for by the said Rules and hereby authorises the Governor of Uttar Pradesh to make such deductions and (2) within one month from the date of these presents to expend the full amount of the said loan in the purchase of the said piece of land and if the actual price paid is less than the loan to repay the difference to the Governor forthwith and (3) to execute a document mortgaging the said piece of land and the house to be erected thereon to the Governor of Uttar Pradesh as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said Rule AND IT IS HEREBY FURTHER AGREED that the Borrower shall immediately he has purchased the said piece of land commence and erect thereon a suitable residence for his own use AND IT IS HEREBY ALSO AGREED AND DECLARED that if the said piece of land has not been purchased and mortgaged as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the service or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable. AND the Borrower doth hereby agree and declare that the Governor may, on the certificate of the Secretary to the State Government in the Administrative Department, which shall be final, conclusive and binding on the Borrower, recover all dues hereunder as arrears of land revenue. And it is hereby lastly agreed and declared that the Governor shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of the Borrower's retirement or death preceding retirement from the whole or any specified part of the gratuity that may be sanctioned to him.

IN WITNESS whereof the Borrower has hereunto set his hand the day and year first before written.

Signed by the said in the presence of:

(1) _____address

occupation

(2) _____address

occupation

FORM NO. 22-B

(See CHAPTER XI, PARAGRAPH 244-N)

Form of Mortgage Deed to be executed in connection with an advance for the purchase of land and the construction of a house thereon

THIS INDENTURE made the _____day of _____one thousand nine hundred and _____corresponding to Saka Samvat _____BETWEEN _____son of _____resident of _____(designation) _____(hereinafter called "the Mortgagor" which term shall where not repugnant to the context include his heirs, executors and administrators and assigns) of the one part and THE GOVERNOR OF UTTAR PRADESH (hereinafter referred to as "the mortgagee" which term shall where not repugnant to the context include his successors and assigns)of the other part.

WHEREAS by the Agreement, dated the _____day of _____19 and made between the mortgagor of the one part and the mortgagee of the other part the mortgagee advanced and lent to the mortgagor the sum of Rs. _____for the purpose of purchasing the piece of land hereinafter described and intended to be hereby transferred and assured and as security for such loan the mortgagor agreed to execute a mortgage in favour of the mortgagee in the form of these presents AND WHEREAS the mortgagor on the _____day of _____19 duly purchased the said piece of land and is absolutely seized and possessed of or otherwise well entitled to the said piece of land AND WHEREAS the mortgagor has applied to the mortgagee for a further advance of the sum of Rupees _____for the purpose of enabling him to defray the expenses of erecting on the said piece of land a suitable residence for his own use AND WHEREAS under the provisions contained in Paragraph 244 of the Account Rules of the Government of Uttar Pradesh (hereinafter referred to as "the said Rules" which expression shall where the context so admits, include any amendment thereof or addition thereto for the time

being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor the said further sum of Rs. _____ in a lump sum (in the instalments mentioned in the Schedule hereto)*.

NOW THIS INDENTURE WITNESSETH that in consideration of the said advances of Rupees _____ and Rupees _____ making a total of Rupees _____ so advances as aforesaid and in pursuance of the said Agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagee the said principal sum,

*To be deleted if the payment is not to be by instalments.

and interest thereon calculated according to the said Rules on or before the _____ day of _____ next and if the loan shall not be repaid on that date will pay interest in accordance with the said Rules;

AND THE INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor doth hereby transfer assign and assure unto the mortgagee ALL THAT piece of land being plot no. _____ situate in _____ in the registration district of _____ sub-district _____ thana _____ containing _____ more or less and bounded on the North by _____ on the South by _____ on the East by _____ and on the West by _____ together with the dwelling-house and the out-offices, stables, cook-rooms and out-buildings erected or hereafter to be erected on the said piece of land together with all rights, easements and appurtenances to the same or any of them belonging TO HOLD the said premises including all erections and buildings hereafter erected on the said land (hereinafter referred to as 'the said premises') unto and to the use of the mortgagee absolutely subject to the proviso for redemption hereinafter contained PROVIDED ALWAYS that if and as soon as the said advance made upon the security of these presents shall have been repaid and interest thereon paid calculated according to the said Rules by the deduction of monthly instalments of the salary of the mortgagor as in the said Rules mentioned or by any other means, whatsoever then and in such case the mortgagee will upon the request and at the cost of the mortgagor reconvey; retransfer or reassure the said premises unto and to the use of the mortgagor AND the mortgagor hereby covenants with the mortgagee that he, the mortgagor, now hath good right to transfer the said premises unto the mortgagee free from incumbrances AND FURTHER that the mortgagor and all other persons having or lawfully claiming any estate or interest in the said premises or any part thereof shall and will from time to time and at all times hereafter at his or their own cost do and executed or cause to be done and executed all such acts deeds and things for further and more perfectly assuring the said premises unto the mortgagee in manner aforesaid as shall or may be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the mortgagee on the security of these

presents shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said premises or building standing thereon or any part thereof either together or in parcels and either by public auction or by private contract or to rescind any contract for sale and to resell without being answerable for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the mortgagee shall thin fit AND IT IS HEREBY DECLARED that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND IT IS HEREBY DECLARED that the mortgagee shall hold any rents, profits, premiums, salami or moneys arising from the premises or from any such letting or sale as aforesaid UPON trust in the first place thereout to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these present and then to pay the surplus, if any, to the mortgagor.

AND the Mortgagor doth hereby agree and declare that without prejudice to any remedy provided by this deed, the Mortgagee may, on the certificate of the Secretary to the State Government in the Administrative Department which shall be final, conclusive and binding on the Mortgagor recover all dues hereunder as arrears of land revenue.

AND it is hereby lastly agreed and declared that the Mortgagee shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of the Mortgagor's retirement or death preceding retirement from the whole or any specified part of the gratuity that may be sanctioned to him.

IN WITNESS whereof the mortgagor hath hereunto set his band the day and year first above written.

*The Schedule herein referred to

Signed by the mortgagor

Rs. _____ on or before _____

In the presence of :-

Rs. _____ on or before _____

1st witness.

Address.

Occupation.

2nd witness.

Address.

Occupation.

(The deed should be registered)

NOTE—There must be two witness to a mortgage.

*Delete—if advance is not to be by instalments.

FORM NO. 22-C

(See CHAPTER XI, PARAGRAPH 244-O)

Form of Agreement to be executed for an advance for the purchase of a house with land appurtenant thereto

AN AGREEMENT made on the _____ day of _____ one thousand nine hundred and _____ corresponding to Saka Samvat _____ BETWEEN Sri _____ son of _____ resident of _____ (designation) _____ (hereafter called 'the Borrower,' which expression shall include his legal representative and assigns) of the part and THE GOVERNOR OF UTTAR PRADESH (hereinafter called 'the Governor') of the other part.

WHEREAS the Borrower has agreed to purchase a house with land appurtenant thereto situate in _____ in the registration district of _____ Sub-district _____ thana _____ containing _____ more or less and bounded _____ on the North by _____ on the South by _____ on the East by _____ and on the West by _____ for the sum of Rupees _____.

AND WHEREAS the Borrower has under the provisions of the Account Rules of the Government of Uttar Pradesh (hereinafter referred to as 'the said Rules, which expression shall include any amendments thereof for the time being in force) applied to the Governor for a loan of Rs. _____ to enable him to purchase the said house with land appurtenant thereto and the Governor has agreed to lend the said sum of Rupees _____ to the Borrower on the terms and conditions hereinafter contained. NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rupees _____ paid by the Governor to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the Governor: (1) to repay the Governor the said amount with interest calculated according to the said Rules and hereby authorizes the Governor to make such deductions and (2) within one month from the date of these presents to spend the full amount of the said loan in the

purchase of the said house with land appurtenant thereto, and if the actual price paid is less than the loan, to repay the difference to the Governor forthwith and (3) to execute a document mortgaging the said house with land appurtenant thereto as security for the amount lend to the Borrower as aforesaid and interest in the form provided by the said Rules AND IT IS HEREBY FURTHER AGREED AND DECLARED that if the said house with land appurtenant thereto has not been purchased and mortgaged as aforesaid within one month from the date of these present or if the Borrower within that period becomes insolvent or quits the service or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable. AND the Borrower doth hereby agree and declare that the Governor may on the certificate of the Secretary of the State Government in the Administrative Department, which shall be final, conclusive and binding on the Borrower, recover all dues hereunder as arrears of land revenue. AND it is hereby lastly agreed and declared that the Governor shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of the Borrower's retirement or death preceding retirement from the whole or any specified part of the gratuity that may be sanctioned to him.

IN WITNESS WHEREOF the Borrower has hereunto set his hand the day and year first before written.

Signed by the Borrower_____

In the presence of_____

- 1. _____address_____Occupation
- 2. _____address_____Occupation

Insert the following Form after the Form 22-C.

FORM NO. 22-D

(See Paragraph 244)

22-D. Form of Mortgage Deed for House Building Advance in cases of joint ownership.

THIS INDENTURE is made on the..... day of one thousand nine hundred and corresponding to Saka Samvat the.....day of one thousand nine hundred and BETWEEN Sri/Smt./Km.son of/wife of/daughter of Sri.....resident of.....(Designation.....)

hereinafter called "the Mortgagor", which term shall, where the context so admits include his/her heirs, executors, administrators and assigns of the first part AND *[Sri/Srimati.....son of/wife of Sri.....resident of.....who is the.....[relationship with the Mortgagor] of the Mortgagor (hereinafter called "The Surety" which term shall, where the context so admits include his/her heirs, executors, administrators and assigns) of the second part,]

†(1) Sri/Srimati.....son of/wife of Sri.....resident of.....who is the.....(relationship with the Mortgagor) of the Mortgagor

(2) Sri/Srimati.....son of/wife of Sri.....resident of.....who is the.....(relationship with the Mortgagor) of the Mortgagor

(3) Sri/Srimati.....son of/wife of Sri.....resident ofwho is the(relationship with the Mortgagor) of the Mortgagor, (4) etc. (hereinafter jointly called "the sureties" which term shall, where the context so admits, include their respective heirs, executors administrators and assigns)of the Second part; AND the Governor of Uttar Pradesh (hereinafter called "the Mortgagee", which term shall, where the context so admits include his successors-in-office and assigns) of the Third part.

WHEREAS, the Mortgagor and the Surety/Sureties are absolutely seized and possessed of or otherwise well entitled to the land, hereditaments and premises hereinafter described and expressed to be hereby conveyed, transferred and assured (hereinafter referred to as "the hereditaments").

AND WHEREAS, the Mortgagor has applied to the Mortgagee for an advance of the sum of Rs (Rupees) for enabling him/her to defray the expenses of††.....as a suitable residence for his/her own use.

AND WHEREAS, under the provisions contained in the Account Rules of the Government of Uttar Pradesh (hereinafter referred to as 'Rules' which expression shall where the context so admits include any amendments thereof or addition thereto for the time being in force) the mortgage has agreed to advance to the mortgagor the sum of Rs(Rupees) in a lump-sum [in the instalments mentioned in the Schedule hereto]**

NOW THIS INDENTURE WITNESSETH as follows:

(1) In pursuance of the said agreement and in consideration of the sum of Rspaid on or before the execution of these presents to the Mortgagor by the Mortgagee the receipt whereof the Mortgagor hereby acknowledges [and the balance sum of Rs.....to be paid in the instalments mentioned in the schedule hereto] **for the purpose of enabling the Mortgagor to defray the

hereinbefore recited expenses, the Mortgagor and the surety (sureties) hereby covenant with the Mortgagee that the Mortgagee or will repay to the Mortgagee the said principal sum and interest there on calculated according to the said Rules on or before theday of.....19..... next and if the loan shall not be repaid on that date will pay interest in accordance with the said Rules.

(2) For the consideration aforesaid the Mortgagor and the Surety (Sureties) hereby convey, transfer and assure unto the Mortgagee All that piece of land being plot no.....situated in the.....district ofregistration district of.....sub-registration district of.....containing more or less.....(area) now in the occupation of the Mortgagor and the Surety (Sureties) and bounded as follows:

North

South

East

West

together with the dwelling house and the out-office, stables, cook-rooms and out-buildings now erected or hereafter to be erected on the said piece of land together with all rights, easements, appurtenances to the said hereditaments or any of them belonging TO HOLD the said hereditaments with their appurtenances including all erections and buildings here in after erected and built on the said piece of land unto and to the use of the mortgagee absolutely subject to the provision for redemption herein after contained.

3. If and as soon as the said advance made upon the security of these presents is repaid with interest thereon calculated according to the Rules by the deduction of monthly instalments from the salary of the mortgagor or by any other means whatsoever then the mortgagee will upon the request and at the cost of the mortgagor and/or the Surety (Sureties) reconvey, transfer or reassure the hereditaments unto and to the use of the Mortgagor and the Surety (Sureties) or as they may direct.

4. It is hereby agreed and declared by the Mortgagor and the Surety (Sureties) that if there be any breach by the Mortgagor and/or the Surety (Sureties) of the covenants herein contained or if the Mortgagor dies or does not remain in the service of the Mortgagee before the said principal sum and interest thereon have been fully paid to the Mortgagee then the Mortgagee may sell the hereditaments or any part thereof either together or in parcels and either by public auction or by private contract with power to rescind any contract for sale and to resell without being answerable for any loss which may be occasioned thereby and to do and

execute all such acts and assurances for effectuating any such sale as the Mortgagee thinks fit and the receipt issued by the Mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom.

5. The Mortgagee shall hold the money that arises from any sale in pursuance of the aforesaid power UPON TRUST in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply the same towards satisfaction of the amount for the time being owing on the security of these presents and then to pay the surplus, if any, to the Mortgagor and the Surety.

6. The Mortgagor and the Surety (Sureties) hereby covenant with the Mortgagee that they, the Mortgagor and the Surety (Sureties) shall during the continuance of this security observe and perform all the provisions and conditions of the rules on his/their part to be observed and performed in respect of these presents and the hereditaments.

7. The said Rules shall be deemed and taken to be part of these presents.

8. The Mortgagee may recover the balance of the said advance and interest remaining unpaid from the whole or any specific part of the gratuity that may be sanctioned to the Mortgagor.

9. Without prejudice to any remedy provided by law or this deed, the Mortgagee may on the certificate of the Secretary to Government in the administrative department which shall be final conclusive and binding on the Mortgagor and the Surety (Sureties), recover all dues hereunder from Mortgagor and Surety/Sureties or and of them jointly or severally as arrears of land revenue.

IN WITNESS WHEREOF the Mortgagor and the Surety (Sureties) have here unto set their hands the day and year first above written.

THE SCHEDULE HEREIN REFERRED TO

Rs.....on or before

Rs.....on or before

Signed by:

Witness:

1. _____ (1) Mortgagor

(Address)

Occupation (2) Surety (Ist Surety)

2. ————— (3) (IInd Surety)

(Address)

Occupation

**Where only two joint owners of the property*

†Where more than two joint owners of the property.

††Insert "the purchase of the hereditaments" "building house on the said hereditaments" or "repairing the said heridataments" as the case may be.

***Delete the words in brackets if the advance is not to be paid by instalments.*

(C. S. no. 30, dated September 15; 1983)

[Vitta (Lekha) Anubhag-1, File no. 15 (2)-80]

Insert the following Form after the Form 22-D.

FORM NO. 22-E

(See PARAGRAPH 244-E)

Form of Tripartite Agreement to be executed at the time of drawing an advance by a State Government servant for purchase of flat under the "SELF FINANCING HOUSING SCHEME" of

the.....

(Name of the Board or Authority as the case may be)

THIS AGREEMENT made this.....day of.....

One Thousand Nine Hundred..... between Shri.....son of.....residing at.....at present serving as(hereinafter called "the First Party" which expression shall unless excluded by or repugnant to the context be deemed to include his/her heirs, executors, administrators and legal representatives) of the first part AND(Name of the Board or Authority as the case may be) a

statutory body having its office at.....(hereinafter called "the Second Party") of the second part and the Governor of Uttar Pradesh (hereinafter called "the Third Party") of the third part.

WHEREAS, the First Party desires to purchase a readybuilt house (which term shall include a readybuilt flat) from the Second Party under its Self Financing Housing Scheme (hereinafter referred to as 'the said Scheme') which envisages allotment of readybuilt houses after a period of.....years and payment of the cost of the house in instalments as mentioned hereinafter.

AND, WHEREAS, the First Party has under the provisions of the rules framed by the Government of Uttar Pradesh (hereinafter called "the Government") to regulate the grant of advances to the State Government servant for building houses, etc., (hereinafter referred to as "the said Rules" including any modifications thereof) applied to the Government for an advance of Rs.....to purchase a house under the said Scheme and the Government have sanctioned an advance of Rupeesto the First Party vide letter nodated.....of (sanctioning authority) a copy of which is annexed to these presents for the purpose aforesaid on the terms and conditions set forth therein.

NOW THIS DEED WITNESSES AS FOLLOWS:—

1. In consideration of the sum of Rs,.....(Insert amount already deposited) already deposited by the First Party as initial amount of registration deposit with the Second Party under the said scheme for the purchase of a readybuilt house and the sum of Rs.....(insert the amount of advance sanctioned) to be paid by the Government directly to the Second Party on behalf of the First Party, it is hereby agreed to by and between the parties hereto as follows:—

(1)(a) On the receipt of an assurance from the Second Party that the house will be allotted to the Government Servant, the First Party herein, the amount of House Building Advance permissible under the said Rules having been sanctioned to the First Party will be released on his furnishing requisite security of two permanent Government Servants as required under the Rules and the actual payment will be made to the Second Party directly by the Government as follows:—

As provided in the said scheme—

(1).....

(2).....

(3).....

(4).....

(b) When the First Party mortgages the house as required in sub-clause (3) the sureties mentioned in the case preceding sub-clause (1) (a) will stand discharged.

Note—The final price of the house will be determined by the Second Party and the balance of the will be paid by the First Party and before delivery of possession of the house to the First Party.

The amount in excess of House Building Advance permissible and sanctioned to the First Party will be borne and paid by the First Party to the Second Party directly so as to make the payment in full to the Second Party in manner as mentioned hereinbefore.

In case there is any delay in the payment of any instalment by the Government or the First Party, in either case it will be treated a default on the part of the, First Party and the First Party shall be liable to pay a penalty at.....%per annum for the period of delay on delayed payment to the Second Party.

(2) The Second Party will maintain a separate account for the First Party and adjust the payment of advances received by it from the Government against the cost of the particular category of house applied for by him.

(3) On completion of the house the Second Party will hand over its possession to the First Party forthwith along with the title in the land underneath or appurtenant, thereto, such title being on lease hold right basis, and the First Party will within..... days of the handing over of such possession, mortgage the house to Third Party as security for the said advance. He shall also furnish all such information and papers as may be required by the Government in connection therewith.

(4) The First Party shall repay to the Government the said amount of Rs.....(insert full amount sanctioned with interest calculated in accordance with paragraph (6)(a) mentioned below in..... (number of instalments to be filled in) monthly instalments, of Rs.....each from his salary payable in and from the month of..... One thousand Nine Hundred.....or the month following the obtaining of possession of the house, whichever is earlier and the First Party hereby authorises the Government to make such deductions from his monthly salary, leave salary and subsistence allowance bills.

(5) If the First Party wants to withdraw from the said scheme or fails to pay the balance amount representing the difference between the House Building Advance sanctioned by the Government and the actual cost of the house, or quits or removed from the service of the Government or dies before he receives actual

possession of the house from the Second Party, the amount of the House Building Advance will be refunded forthwith by the Second Party to the Government. The amount of initial deposit of Rs.....(Amount already deposited to be inserted) only will be refunded to the First Party or his legal heirs by the Second Party after deducting such amount as may be payable by him as provided in the said scheme. Provided always that in case the First Party quits or is removed from the service of the Government or dies, the Second Party may in its absolute discretion, allow the First Party or his legal heirs, if they choose so, as the case may be, to deposit the amount refunded to the Government as mentioned hereinabove after getting an undertaking from the First Party or his legal heirs, as the case may be to pay such further sum or sums as may have been payable by First Party under these presents to the Second Party and in such case the terms of this agreement as applicable to the Second Party and the First Party shall continue and shall always be deemed to have continued as binding between them irrespective of the fact that in relation to the Government this agreement has come to an end.

(6)(a) The First Party shall pay to the Government interest on House Building Advance at the following rates:—

(i) On first Rs, 25,000 @ %p.a.

(ii) On next @ %p.a.

(iii) On next @ % p.a.

(b) If the Second Party does not deliver possession of the house to the First Party within two and a half years of the payment of the first instalment by the Government to the Second Party, the Second Party shall pay interest to the Government at the rate of 7 per cent p.a after the expiry of the aforesaid period till the delivery of the possession of the house to the First Party on the amount paid by the Government to the Second Party.

2. The Stamp Duty, if any, payable on these presents shall be borne and paid by the Government.

3. IN WITNESS WHEREOF THE FIRST PARTY has hereunto set his hand and Shri..... of the..... (Board or Authority as the case may be) has hereunto set his hand and Shri.....in the office of..... for and on behalf of the Governor of U.P. has hereunto set his hand on the respective dates given under their signatures.

(Signature of First Party)

First Witness :

Address

Occupation

Second Witness :

Address

Occupation

Signed by Sri..... of the.....

(Board or Authority as the case may be) in the presence of :—

1.

2.

Signed by Shri.....in the office of.....for and on behalf of the Governor of U. P.

SCHEDULE OF THE PROPERTY

All that house no.....

(C.S. no. 31, dated September 15, 1983)

[Vitta (Lekha) Anubhag File No. 15 (2)-80]

FORM NO. 22-F

***FORM OF AGREEMENT TO BE EXECUTED IN
CONNECTION WITH HOUSE BUILDING ADVANCE FOR
CREATING SECOND CHARGE OF THE MORTGAGED
PROPERTY (LAND/BUILDING)***

*AN AGREEMENT made this.....day of
..... One thousand Nine hundred.....
corresponding the Saka Samvat the..... day of..... one
thousand nine hundred.....*

*BETWEEN..... son of.....
resident of(designation).....
(hereinafter called "The Mortgagor" which term shall unless repugnant to the
context include his heirs, executors and administrators and assigns) of the first
part AND the Governor of Uttar Pradesh (hereinafter referred to as "the*

Mortgagee" which term shall unless repugnant to the context include his successors-in-office and assigns) of the second part AND

_____ (hereinafter called "the Financial Institution" which term shall unless repugnant to the context include its successors-in-office and assigns) of the third part;

WHEREAS by a deed of Mortgage dated..... made between the mortgagor and the Mortgagee and registered as document No. in Book No., Vol. No. on pages at the office of the..... on the.....

(hereinafter called "the Principal Deed") the Mortgagor mortgaged the property described in the Schedule hereto to the Mortgagee by way of first charge as security for the sum of Rs..... (Rupees) advanced by the Mortgagee to the Mortgagor to enable the Mortgagor to construct/purchase a house situated at

AND WHEREAS the aforesaid sum has not proved sufficient for the aforesaid purpose and the Mortgagor has requested "the Financial Institution" for grant of a loan of Rs..... (Rupeesto complete the construction/purchase the house above mentioned and the Financial Institution has agreed to grant the said loan on the condition INTER ALIA that the property mortgaged to the Mortgagee under the Principal deed should be mortgaged to the Financial Institution by way of first charge and the Mortgagee should have a second charge on the said property to which the Mortgagee has agreed and to effectuate the said object the parties hereto execute these presents to modify the principal deed in the manner hereinafter appearing.

AND WHEREAS this deed is supplement to the principal deed.

NOW THIS DEED WITNESSES and the parties hereto hereby agree as follows:-

1. That from the date the property mentioned in the principal deed is mortgaged to the Financial Institution by the Mortgagor as security for the said loan of Rs..... (Rupees.....) granted by the Financial Institution to the Mortgagor as mentioned herein above, the Mortgagee's charge on the said property shall become the second charge, the first charge being that of the Financial Institution as aforesaid.

2. That as soon as the said property is released from the charge as aforesaid of the Financial Institution, the Mortgagee's charge thereon shall become the first charge.

3. That the Mortgagor shall not without the previous written permission of the Mortgagee create any encumbrance on the said property other than that created under the Principal Deed and to be created as aforesaid in favour of the Financial Institution.

4. That save as varied and modified as above the principal deed shall remain in and full force and effect.

IN WITNESS WHEREOF the parties hereto have signed these presents on the day and year first above written. _____

Delete which ever is inaplicable.

THE SCHEDULE

Signed by:-

(Full particulars of the property as mentioned in the principal deed)

For and on behalf of the Mortgage Mortgagor

Witness: Witness:

1..... 1.....

2..... 2.....

Witness- Signed by-

1..... For and on behalf of the

2..... Financial Institution.

(The deed should be registered)

C. S. no. 103 dated 03-10-1997

[Vitta (Lekha)Anubhag-1 File No.15(2)/80]

FORM NO. 23

(See CHAPTER XI, PARAGRAPHS 244-E AND 244-H)

Form of mortgage for house building advance granted to officers who do not possess full proprietary rights in the land upon which the house stands or is intended to be erected thereon.

THIS INDENTURE made the _____ day of _____ 19 , corresponding to Saka Samvat _____ BETWEEN Sri _____ son of _____ resident of _____ (designation) _____ (hereinafter called 'the mortgagor' which term shall where not repugnant to the context include his heirs, executors and administrators and assigns) of the one part and THE GOVERNOR OF UTTAR PRADESH (hereinafter referred to as 'the mortgagee' which term shall where not repugnant to the context include his successors and assigns) of the other part.

WHEREAS the mortgagor is entitled to the piece of land, hereditaments and premises hereinafter described under a lease from _____ dated _____ for a term of years expiring 1 _____ subject to a rental of Rs. _____ per 2 _____.

AND WHEREAS the mortgagor has applied to the mortgagee for an advance of the sum of rupees _____ for the purpose of enabling him to defray the expenses _____ of 3 _____ as suitable residence suitable for his own use.

AND WHEREAS under the provisions contained in the Account Rules of the Government of Uttar Pradesh (hereinafter referred as, "the said Rules," which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor the said sum of Rs. _____ in a lumpsum (in the instalments mentioned in the Schedule hereto).⁴

1 Date of end of lease.

2 Mensum or annum.

3 Insert "the purchase of the said hereditaments," "building a house on the said hereditament" or "repairing the said hereditament" as the case may be.

4 Delete words in erochets if further advances are not to be made.

NOW THIS INDENTURE WITNESSETH that in consideration of the said advance and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagee the said principal sum and

interest thereon calculated according to the said Rules or before the _____day of _____next and if the loan shall not be repaid on that date will pay interest in accordance with the said Rules.

AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor doth hereby demise, let and transfer unto the mortgagee ALL THAT piece of land bearing Plot no. _____situated in _____the registration district of _____sub-division _____thana _____containing _____more or less and bounded on the North by _____on the South by _____on the East by _____and on the West by _____together with the dwelling-house and the out-offices, stables, cook-rooms and out buildings and all kinds used or intended to be used with the said dwelling-house now erected or hereafter to be erected together with all rights, easements and appurtenances to the same or any of them belonging TO HOLD the said premises including all erections and buildings hereafter erected on the said land unto the mortgagee his successors and assigns for all the residue now unexpired of the said term of years granted by the said lease except the last day of the said term PROVIDED ALWAYS that if and as soon as the said advance made upon the security of these presents and interest thereon calculated according to the said Rules shall have been repaid by the deduction of monthly instalments of salary of the mortgagor as in the said Rules mentioned or by any other means whatsoever the demise hereby made shall be void AND the mortgagor hereby covenants with the mortgagee that the lease creating the term or estate for which the said land is held by the mortgagor is now a good, valid and effectual lease and is in full force, unforfeited and unsurrendered and free from encumbrances and shall in nowise become void or voidable and that all the rents reserved thereby and all the covenants, conditions and agreements contained therein and on his part to be paid observed and performed have been paid, observed and performed up to the date of these presents AND also that the mortgagor will at all times so long as any money remains due on the security of these presents pay, observe and perform or cause to be paid, observed and performed all the said rents covenants, conditions and agreements and will keep the mortgagee indemnified against all action, proceedings, cost, charges, claims and demands, if any, to be incurred or sustained by the mortgagee by reason of the non-payment of the said rents or the non-observance or non-performance of such covenants or conditions or agreements or any of them AND ALSO that the mortgagor now has good right and full powers to demise the said premises to the mortgagee in manner aforesaid AND that it shall be lawful for the mortgagee to enter into and upon and to hold and enjoy the said demised premises during the terms hereby granted without any interruption or disturbance by the mortgagor or any person claiming through or in trust for him, AND that the mortgagor at the request at any time hereafter of the mortgagee will at his own cost execute and do all such assurances and things as may be necessary or proper for more effectually vesting the said premises in the mortgagee in manner aforesaid as may by the mortgagee be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the mortgagor of

the covenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the mortgage on the security of these presents shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said premises or buildings or any part thereof either together or in parcels and either by public auction or by private contract or to rescind any contract for sale and to resell without being answerable for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sales or letting as the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that after any sale of the said premises or any part thereof under the aforesaid power the mortgagor shall stand possessed of the premises so sold for the last day of the term granted to him by the hereinbefore receipted lease IN trust for the purchaser his executors, administrators and assigns to be assigned and disposed of as he or they may direct AND it is hereby declared that the mortgagee shall hold any rents profits, premiums, salami, or moneys arising from the premises or from any such letting or sale as aforesaid UPON trusts in the first place thereon to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of moneys for the time being owing on the security of these presents and then to pay the surplus if any to the mortgagor. AND the mortgagor doth hereby agree and declare that without prejudice to any remedy provided by this deed, the Mortgagee may on the certificate of the Secretary to the State Government in the Administrative Department which shall be final, conclusive and binding on the Mortgagor, recover all dues hereunder as arrears of land revenue. AND it is hereby lastly agreed and declared that the Mortgagee shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of the Mortgagor's retirement or death preceding retirement from the whole or any specified part of the gratuity that may be sanctioned to him. IN WITNESS whereof the mortgagor hath hereunto set his hand the day and year first above written.

The Schedule herein referred to—

Rs. _____ on or before _____

Rs. _____ on or before _____

Signed by the Mortgagor

In the presence of—

First witness

Second witness

Address

Address

Occupation

Occupation

(the deed should be registered).

NOTE—There must be two witnesses to a mortgage.

FORM No. 23-A

(See Paragraph 244-H)

23-A Form of Mortgage Deed for House Building Advances in cases of joint lease

THIS INDENTURE is made on the.....day of.....one thousand nine hundred and.....corresponding to Saka Samvat the.....day of.....one thousand nine hundred and.....BETWEEN Sri/Smt./Km.....son of/wife of/daughter of Sri.....resident of.....(Designation.....) (hereinafter called "The Mortgagor" which term shall, where the context so admits include his/her heirs, executors, administrators and assigns) of the first part AND [Sri/Srimati.....son of/wife of Sri.....resident of.....who is the.....(relationship with the Mortgagor) of the Mortgagor (hereinafter called "The Surety" which term shall where the context so admits include his/her heirs, executors, administrators and assigns) of the second part]*

†[(1) Sri/Smt.....son of/wife of Sri....., resident of who is the.....(relationship with the Mortgagor) of the Mortgagor, (2) Sri/Srimati.....son of/wife of Sri.....who is the.....(relationship with the Mortgagor) of the Mortgagor, (3) Sri/Smt.....son of/wife of Sri....., resident of.....who is the.....(relationship with the Mortgagor) of the Mortgagor, (4) etc. (hereinafter called "The Sueties" which term shall, where the context so admits, include their respective heirs, executors, administrators and assigns) of the second part.] AND the Governor of Uttar Pradesh (hereinafter called "The Mortgagee", which term shall, where the context so admits include his successors in office and assigns) of the third part.

WHEREAS the mortgagor is entitled jointly with the surety (sureties) to the piece of land, hereditaments and premises hereinafter described under a lease from.....dated.....for a term of years expiring1.....subject to a rental of Rs.....per2.....

AND WHEREAS, the mortgagor has applied to the mortgagee for an advance of the sum of rupees.....for the purpose of enabling him to defray the expenses.....of3.....as suitable residence for his own use.

AND, WHEREAS, under the provisions contained in the Account Rules of the Government of Uttar Pradesh (hereinafter referred as 'the said Rules' which expression shall where the context so admits include any amendment there of or addition thereto for the time being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor the said sum of Rs.....in a lump sum (in the instalments mentioned in the Schedule hereto) 4

NOW THIS INDENTURE WITNESSETH that in consideration of the said advance and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagee the said principal sum and interest there on calculated according to the said Rules on or before the.....day of.....next and if the loan shall not be repaid on that date will pay interest in accordance with the said Rules.

AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor and the surety (sureties) hereby demise, let and transfer unto the mortgagee ALL THAT piece of land bearing Plot No.....situated in.....the registration district of.....sub-district.....thana.....containing.....more or less and bounded on the North by.....on the South by.....on the East by.....and on the West by.....

together with the dwelling-house and the out-offices, stables, cook-rooms and out-buildings and all kinds used or intended to be used with the said dwelling house now erected or hereafter to be erected together with all rights, easements and appurtenances to the same or any of them belonging TO HOLD the said premises including all erections and buildings hereafter erected on the said land unto the mortgagee his successors in office and assigns for all the residue now unexpired of the said term of years granted by the said lease except the last day of the said term PROVIDED ALWAYS that if and as soon as the said advance made upon the security of these presents and interest thereon calculated according to the said Rules shall have been repaid by the deduction of monthly instalments of salary of the mortgagor as in the said Rules mentioned or by any other means whatsoever the demise hereby made shall be void AND the mortgagor and the Surety (Sureties) hereby covenant with the mortgagee that the lease creating the term or estate for which the said land is held by the mortgagor and the surety (sureties) is now a good, valid and effectual lease and is in full force, unforfeited and unsurrendered and free from encumbrances and shall in nowise become void or voidable and that all the rents reserved thereby and all the covenants, conditions and agreements contained therein and on their part to be paid observed and performed have been paid, observed and performed up to the date of these presents AND also that the mortgagor and the surety (sureties) will at all times so long as any money remains due on the security of these presents pay, observe and perform or cause to be paid, observed and performed all the said rents, covenants, conditions and agreements

and will keep mortgagee indemnified against all action, proceedings, cost, charges, claims and demands, if any, to be incurred or sustained by the mortgagee by reason of the non-payment of the said rents or the non-observance or non-performance of such covenants or conditions or agreements or any of them AND ALSO that the mortgagor and the surety (sureties) now have good right and full powers to demise the said premises to the mortgagee in manner aforesaid AND that it shall be lawfull of the mortgagee to enter into and up on and to hold and enjoy the said demised premises during the terms hereby granted without any interruption or disturbance by the mortgagor and the surety (sureties) or any person claiming through or intrust for them, AND that the mortgagor and the surety (sureties) at the request at any time hereafter of the mortgagee will at their own cost execute and do all such assurances and things as may be necessary or proper for more effectually vesting the said premises in the mortgagee in manner aforesaid as may by the mortgagee be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the mortgagor and the surety (sureties) of the covenants on their part herein contained or if the mortgagor shall die or quit the service at any time before all sums due or payable to the mortgagee the security of these presents shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said premises or buildings or any part thereof of either together or in parcels and either by public auction or by private contract or to rescind any contract for sale and to resell without being answerable for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sales or letting as the mortgagee shall think fit AND it is hereby declared by the mortgagor and the surety (sureties) that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that after any sale of the said premises or any part thereof under the aforesaid power the mortgagor and the surety (sureties) shall stand possessed of the premises sold for the last day of the term granted to them by the hereinbefore recited lease IN trust for the purchaser, his executors administrators and assigns to be assigned and disposed of as he or they may direct AND it is hereby declared that the mortgagee shall hold any rents, profits, premiums, salami, of moneys arising from the premises or from any such letting or sale as aforesaid UPON trust in the first place there on to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of moneys for the time being owing on the security of these presents and then to pay the surplus if any to the mortgagor and the surety (sureties) AND the mortgagor and the surety (sureties) doth hereby agree and declare that without prejudice to any remedy provided by this deed, the Mortgagee may on the certificate of the Secretary to the State Government in the Administrative Department which shall be final, conclusive and binding on the Mortgagor and the surety (sureties), recover all dues here under from both (all) the of them, jointly or severally as arrears of land

revenue AND it is hereby lastly agreed and declared that the Mortgagee shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of the Mortgagor's retirement or death preceding retirement from the whole or any specified part of the gratuity that may be sanctioned to him. IN WITNESS whereof the mortgagor and the surety (sureties) have hereunto set their hand the day and year first above written.

The Schedule herein referred to—

Rs.....on or before.....

Rs.....on or before.....

Signed by

the Mortgagor

In the presence of— the Surety

First Witness Second Witness

(Address) (Address)

Occupation Occupation

(the deed should be registered)

Note—There must be two witnesses to a mortgage.

*Where only two joint owners of the property.

†Where more than two joint owners of the property.

1. Date of end of lease

2. Mensum or annum

3. Insert "the purchase of the said hereditaments" "building a house on the said hereditament" or repairing the said hereditament as the case may be.

4. Delete words in crochets if further advances are not to be made.

(C. S. No. 32, dated September 15, 1983)

[Vitta (Lekha) Anubhag-1, File No. 15-2-80]

FORM NO. 24

(See CHAPTER XI, PARAGRAPH 244-E)

Form of Re-conveyance for House-Building Advances

THIS INDENTURE made the _____ day of _____ 19 ,
corresponding to Saka Samvat _____ between the GOVERNOR OF UTTAR
PRADESH (hereinafter called 'the Governor') of the one part and _____ son
of _____ resident of _____ (designation) _____
(hereinafter called 'the mortgagor') of the other part is supplemental to an
Indenture of mortgage, dated the _____ day of _____ 19 , and made
BETWEEN the mortgagor of the one part and the Governor of the other part and
registered on the _____ day of _____ 19 at the office of the Sub-
Registrar _____ in Book _____ Volume pages _____ to _____, as
no. _____ for _____ (hereinafter called 'the PRINCIPAL INDENTURE'),
WHEREAS all moneys viz. Rupees _____ as principal and interest due and
owing on the security of the PRINCIPAL INDENTURE have been fully paid and
satisfied and the Governor has accordingly at the request of the mortgagor agreed
to execute such re-conveyance of the mortgaged premises in the within written
INDENTURE comprised as is hereinafter contained. NOW THIS INDENTURE
WITNESSETH that in pursuance of the said agreement and in consideration of the
premises the Governor doth hereby grant, assign and re-convey unto the
mortgagor, his heirs, executors, administrators and assigns ALL THAT the piece of
land situated in the _____ containing _____ more or less bounded on the
North by _____ on the South by _____ on the East by _____
_____ and on the West by _____ together with the dwelling-
house and out-offices, stables, cook-rooms and out-building thereon AND ALL
and singular other the premises in the PRINCIPAL INDENTURE comprised or
expressed to be thereby assured or which now are by any means vested in the
Governor subject to redemption under or by virtue of the PRINCIPAL
INDENTURE with their rights, easements and appurtenances as in the
PRINCIPAL INDENTURE expressed and all the estates right, title, interest,
property, claim and demand whatsoever of the Governor into, out of or upon, the
same premises by virtue of the PRINCIPAL INDENTURE to have and to hold the
premises hereinbefore expressed to be hereby granted, assigned and re-conveyed
upto and to the use of the mortgagor, his heirs, executors, administrators and
assigns for ever freed and discharged from all money intended to be secured by the
PRINCIPAL INDENTURE and from all actions suits, accounts, claims and
demands for or, in respect of the said moneys or any part thereof or for or in
respect of the PRINCIPAL, INDENTURE or the of anything relating to the
premises AND the Governor hereby covenants with mortgagor, his heirs,
executors, administrators and assigns that the Governor has not done or knowingly
suffered or been party or privy to anything whereby the said premises, or/any part

thereof, are/is or can be impeached, encumbered or affected in title, estate or otherwise howsoever IN WITNESS where of the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered by _____ for and on behalf of the Governor of Uttar Pradesh

IN THE PRESENCE OF—

(1) _____ address _____

occupation

(2) _____ address _____

occupation

FORM NO. 24-A

(See CHAPTER 11, PARAGRAPH 244-E)

Form of Re-Conveyance for House-Building Advances

THIS INDENTURE made the..... day of..... 19..... corresponding to Saka Samvat the..... day of..... 19..... BETWEEN the Governor of Uttar Pradesh (herein after called "the Governor") of the one part and (1)..... (aged years..... of Late Sri/Smt..... and resident of..... (2)..... aged..... year of Late Sri/Smt..... r/o..... successor (s) in interest to Late Sri/Smt..... (herein after called "the mortgagor's") of the other part.*

WHEREAS this deed is supplemental to an indenture of mortgage, dated..... day of..... 19..... made between the aforesaid Late Sri..... a Civil Officer of the..... (who has been referred to a "mortgagor" therein) of the one part and the Governor of Uttar Pradesh of the other part and registered at the office of District Registrar/Chief Sub-Registrar/Sub-Registrar..... in Book I, Volume..... on pages..... to..... as No.

on..... 19..... (herein after called "the PRINCIPAL INDENTURE").

AND WHEREAS the aforesaid Late Sri..... died on and the mortgagor (s) claim (s) to be his/her only/sole successor (s).

AND WHEREAS all moneys viz. Rupees..... as principal and interest due and owing on the security of the PRINCIPAL INDENTURE have been fully paid and satisfied and the Governor has accordingly at the request of the mortgagor (s) agreed to execute such reconveyance of the mortgaged premises in the within written Indenture Comprised as is here-in-after contained. NOW THIS

*NOTE- Names of legal successors- Husband/Wife, Mother/Father/Brother Son/Sons, as the case may be.

INDENTURE WITNESSES that in pursuance of the said agreement and in consideration of the premises the Governor hereby grants, assigns and re-conveys unto the mortgagor(s) their heirs, executors, administrators and assigns ALL THAT the piece of land situated in the..... containing..... more or less bounded on the North by on the South by..... on the East by..... and on the West by.....together with the dwelling house and out houses, stables cook-rooms and out building thereon All and singular other the premises in the PRINCIPAL INDENTURE comprises or expressed to be thereby assured or which now are by any means vested in the Governor subject to redemption under or by virtue of the PRINCIPAL INDENTURE with their rights, casement and appurtenances in the PRINCIPAL INDENTURE expressed and all the estates right, title, interest properly, claim and demand whatsoever of the Governor into, out of or upon, the same premises by virtue of the PRINCIPAL INDENTURE to have and to hold the premises hereinbefore expressed to be hereby granted, assigned and re-conveyed upto and to the use of the mortgagor (s) his/her their heirs, executors, administrators and assigns for ever freed and discharged from all money intended to be secured by the PRINCIPAL INDENTURE and from all actions, suits, accounts, claims and demands for or, in respect of the said moneys or any part thereof or for or in respect of the PRINCIPAL INDENTURE or of anything relating to the premises AND the Governor hereby covenants with mortgagor (s) his/ her/their heirs, executors, administrators and assigns that the Governor has not done or knowingly suffered or been partly or privy to anything whereby the said premises, or any part thereof, are/is or can be impeached, encumbered or affected in title estate or otherwise however.

IN WITNESS where of the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered by..... for and on behalf of the Governor of Uttar Pradesh.

In the presence of :-

1. Address. Occupation.

2. Address. Occupation.

Form 24-A inserted vide C. S. no. 103 dated 03-10-1997

FORM NO. 25

[See CHAPTER XI, PARAGRAPH 245-N (3)]

Form of Mortgage Bond for Personal Computers Motor Car/Boat/Cycle/Scooter Advance

THIS INDENTURE made this ____ day of ____ one thousand, nine hundred and ____ corresponding to Saka Samvat ____ BETWEEN ____ son of ____ resident of ____ (designation) ____ (hereinafter called "the Borrower") of the one part and THE GOVERNOR OF UTTAR PRADESH (hereinafter called "the Governor") of the other part.

WHEREAS, the Borrower has applied/ applied for and has been granted an advance of Rupees _____ to purchase

Personal Computers Motor Car/Boat/Cycle/Scooter on the terms of paragraph 245/246 of the Account Rules of the Government of Uttar Pradesh (hereinafter referred to as "the said Rules", which expression shall include any amendment thereof or addition thereto for the time being in force) AND WHEREAS one of the conditions upon which the said advance has been/was granted to the Borrower is/was that the Borrower will/ would hypothecate the said

Personal Computers Motor Car/Boat/Cycle/Scooter to the Governor as security for the amount lent to the Borrower AND WHEREAS the Borrower has purchased with or partly with the amount so advanced as aforesaid the Personal Computers Motor Car/Boat/Cycle/Scooter particulars whereof are set out in the Schedule hereunder written.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and for the consideration aforesaid the Borrower doth hereby covenant to pay to

the Governor the sum of Rs. _____ aforesaid by equal payments of Rs. _____ each on the first day of every month and will pay interest on the sum for the time being remaining due and owing calculated according to the said Rules and the Borrower doth agree that such payments may be recovered by monthly deductions from his salary in the manner provided by the said Rules, and in further pursuance of the said agreement the Borrower doth hereby assign and transfer unto the Governor the Personal Computers Motor Car/Boat/Cycle/Scooter the particulars whereof are set out in the Schedule hereunto written by way of security for the said advance and the interest thereon as required by the said Rules.

And the Borrower doth hereby agree and declare that he has paid in full the purchase price of the said Personal Computers Motor Car/Boat/Cycle/Scooter and that the same is his absolute property and that he has not pledged and so long as any moneys remain payable to the Governor in respect of the said advance will not sell, pledge or part with the property in or possession of the said Personal Computers Motor Car/Boat/Cycle/Scooter PROVIDED ALWAYS and it is hereby agreed and declared that if any of the said instalments of principal or interest shall not be paid or recovered in manner aforesaid within ten days after the same are due or if the Borrower shall die or at any time cease to be in the service or if the Borrower shall sell or pledge or part with the property in or possession of the said Personal Computers Motor Car/Boat/Cycle/Scooter or become insolvent or make any composition or arrangement with his creditors or if any person shall take proceedings in execution of any decree or judgement against the Borrower the whole of the said principal sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid shall forthwith become payable AND IT IS HEREBY AGREED and declared that the Governor may on the happening of any of the events herein before mentioned seize and take possession of the said Motor/Car/Boat/Cycle/Scooter and either remain in possession thereof without removing the same or else may remove and sell the said Personal Computers Motor Car/Boat/Cycle/Scooter and either by public auction or private contract and may out of the sale moneys retain the balance of the said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs, charges, expenses and payments properly incurred or made in maintaining, defending or realizing his rights hereunder and shall pay over the surplus, if any to the Borrower, his executors, administrators or personal representative PROVIDED FURTHER that the aforesaid power of taking possession or selling of the said Personal Computers Motor Car/Boat/Cycle/Scooter shall not prejudice the right of the Governor, to sue the Borrower or his personal representative for the said balance remaining due and interest or in the case of the Personal Computers Motor Car/Boat/Cycle/Scooter being sold the amount by which the net sale-proceeds fall short of the amount owing AND the Borrower hereby further agrees that so long as any moneys are

remaining due and owing to the Governor he, the Borrower, will insure and keep insured the said Car/Motor/Cycle/Boat/scooter against loss or damage by fire, theft or accident with an Insurance Company to be approved by the Accountant General, Uttar Pradesh, and will produce evidence to the satisfaction of the Accountant General that the Motor Insurance Company with the whom the said Motor Car/Boat/Cycle/Scooter is insured have received notice, that the Governor is interested in the Policy AND the Borrower hereby further agrees that he will not permit or suffer the said Motor Car/Boat/Cycle/Scooter to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof AND further that in the event of any damage or accident happening to the said Personal Computers Motor Car/Boat/Cycle/Scooter the Borrower will forthwith have the same repaired and made good. AND the Borrower hereby also agrees and declares that Governor may, on the certificate of the Secretary to the State Government in the Administrative Department, which shall be final, conclusive and binding on the Borrower, recover all dues here under as arrears of land revenue.

IN WITNESS whereof the said (Borrower) hath hereunto set his hand the day and the year first above written.

THE SCHEDULE

Description of Motor Car/Boat/Cycle/Scooter

Maker's name.

Description.

Number of cylinders.

Engine number.

Chassis number.

Cost price.

Signed by the Borrower.

Two witness—(1) In the presence of

Address _____

Occupation _____

(2) and of

Address _____

Occupation _____

FORM 25-A

[See Chapter XI, paragraph-245-N (2)]

From of agreement to be executed at the time of drawing an advance for the purchase of Personal Computers Motor Car/Boat/Cycle/Scooter

AN AGREEMENT made _____ day of _____ one thousand nine hundred and _____ corresponding to Saka Samvat _____ BETWEEN Sri _____ son of _____ resident of _____ (designation) _____ (hereinafter called 'the Borrower,' which expression shall include his legal representatives and assignees of the one part and THE GOVERNOR OF UTTAR PRADESH (hereinafter called 'the Governor) of the other part WHEREAS the Borrower has under the provisions of the Account Rules of the Government of Uttar Pradesh (hereinafter referred to as 'the said Rules', which expression shall include any amendments thereof for the time being in force) applied to the Governor for a loan of Rs. _____ (Rupees _____) for the purchase of a Personal Computers Motor Car/Boat/Cycle/Scooter and the Governor has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained. NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rs. _____ paid by the Governor to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the Governor (1) to pay the Governor the said amount with interest calculated according to the said Rules by monthly deductions from his salary as provided for by the said Rules and hereby authorizes the Governor to make such deductions and (2) within one month from the date of these presents to expend the full amount of the said loan in the purchase of a Personal Computers Motor Car/Boat/Cycle/Scooter or if the actual price paid is less than the loan to repay the difference to the Governor forth with and (3) to execute a document hypothecating the said Personal Computers Motor Car/Boat/Cycle/Scooter to the Governor as security for the amount lent to the Borrower as interest in the form provided by the said Rules AND IT IS HEREBY LASTLY AGREED AND DECLARED THAT if the Personal Computers Motor Car/Boat/Cycle/Scooter aforesaid and has not been purchased and hypothecated as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the service or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable AND the Borrower doth hereby agree and declare that the Governor may, on the certificate of the Secretary to the State Government in the Administrative

Department, which shall be final, conclusive and binding on the Borrower, recover all dues hereunder as arrears of land revenue.

In WITNESS whereof the Borrower has hereunto set his hand the day and year first before written.

Signed by the said

In the presence of—

(1) _____ address _____
occupation _____
(2) _____ address _____
occupation _____

FORM NO. 25-C

FORM OF AGREEMENT

(To be used in case the Applicant is a Temporary Government Servant)

KNOW ALL MEN BY THESE PRESENTS that we, _____ son of _____ resident of _____ (hereinafter called 'the Principal') AND _____ son of _____ resident of _____ (hereinafter called 'the Surety') are held and firmly bound to the Governor of Uttar Pradesh (hereinafter called 'the Governor') in the sum of Rs. _____ to be paid to the Governor, his successors or assigns for which payment well and truly to be made we bind ourselves, our heirs, executors, administrators and representatives jointly and severally.

WHEREAS the Principal holds a temporary appointment as _____ under the Government of Uttar Pradesh (hereinafter called 'the State Government') and has requested the State Government to grant him an advance of Rs. _____ for the purpose of purchasing a Personal Computers/MoterCar/Moter Cycle/Moped.

AND WHEREAS the Surety who holds a permanent appointment as _____ under the State Government has agreed to indemnify the payment by the Principal of the said sum with interest thereon and in case of default to meet the deficiency by having deductions made from his pay ;

AND WHEREAS the State Government have paid the said advance to the Principal on the condition that it shall be refunded with interest by the Principal in accordance with provisions of the Account Rules of the State Government (hereinafter referred to as 'the said Rules') and in default by the Surety by having deductions made from his pay or otherwise as considered proper by the State Government;

NOW THE CONDITION of the above written bond is such that if the Principal or the Surety has repaid the said amount with interest thereon due under the said Rules, then the above written bond or obligation shall be void and of no effect, otherwise the same shall be and remain in full force and effect.

PROVIDED ALWAYS that if at any time the Principal ceases to be in the service of the State Government, the whole or so much of the said principal of Rs. _____ as shall then remain unpaid together with interest thereon, which shall have accrued thereon, shall immediately become due and payable to the State Government and be recoverably from the Surety.

AND it is hereby agreed and declared that without prejudice to any remedy provided hereinbefore the State Government may on a certificate of the Secretary to the State Government in the Administrative Department (which shall be final, conclusive and binding on the Principal and the Surety) recover all dues hereunder as arrears of land revenue.

IN WITNESS to the above written bond and to all the terms and conditions hereinbefore contained we have signed hereunder this _____ day of _____, nineteen hundred and _____

Signed by _____

Principal _____

Surety _____

In the presence of

(1) _____

Address _____

and of

(2) _____

Address _____

Form No 25-D

(See PARAGRAPH 242)

Form of Bond to be executed by two permanent Government Servants as Sureties of a temporary Government servant granted an advance for purchase of land and/or building or construction repair of a house.

AN AGREEMENT made on the.....day of.....in the year.....corresponding to Saka Samvat..... BETWEEN.....a temporary servant of the Government of Uttar Pradesh serving as.....in the office of the.....son of.....and resident of.....(hereinafter called 'the Borrower') and Sri.....a permanent servant of the Government of Uttar Pradesh serving as.....in the office of the.....son of.....and resident of.....(hereinafter called 'the First Surety') and Sri.....a permanent servant of the Government of Uttar Pradesh serving as.....in the office of the.....son of.....and resident of.....(hereinafter called 'the Second Surety'), (both the First Surety and the Second Surety are hereinafter collectively referred to as "the Sureties") of the one part and the Governor of Uttar Pradesh (hereinafter called 'the Governor') of the other part;

WHEREAS the temporary servants of the Government of Uttar Pradesh have been allowed the Facility of advance for the purchase of land on which to construct a house/for the construction of a house / for the purchase of a house/for the repair of a house inter alia on condition that the temporary Government servant shall furnish two sureties who shall be permanent servants of the Government of Uttar Pradesh but the Sureties shall stand discharged after the Borrower becomes permanent and after the land/house has been mortgaged by the Borrower to the satisfaction of the Government on the form as may be applicable prescribed in the F. H. B. Vol, V. Part I :

AND WHEREAS, at the request of the Borrower the Government of Uttar Pradesh (hereinafter called the Government') has agreed to grant him an advance of Rs.....to enable him to :—

**(1) to purchase for the purpose of erecting a house thereon the piece of land bearing No.....situate in.....in the registration district of.....sub-district.....thana.....containing.....more or less and bounded on the North by.....on the South by.....on the East by.....on the West by.....*

**(2) to construct a house on the piece of land No.....situate in.....the registration district.....sub-district.....thana.....containing.....more or less and bounded on the North by.....on the South by.....on the East by.....on the West by.....*

**(3) to purchase a house with land appurtenant there to bearing No.....situate in.....in the registration district of.....sub-district.....thana.....measuring.....more or less and bounded on the North by.....on the South by.....on the East by.....on the West by.....*

**(4) to repair the house bearing No.....situate in.....in the registration district of.....sub-districtthana.....bounded on the North by..... on the South by..... on the East by..... on the West by.....*

AND, WHEREAS, the said loan is being paid under the..... provisions of the Account Rules of the Government (hereinafter referred to as the said Rule which expression shall include any amendments or additions thereto for the time being in force) and on the conditions hereinafter contained.

NOW THIS DEED WITNESSES as follows:—

*1. In consideration of the sum of..... (in words.....) agreed to be paid by the Government to the Borrower in one lump *sum/in the *instalments mentioned in the Schedule hereto the Borrower hereby covenants with the Governor as follows:—*

(1) The Borrower shall within..... month/months of the date of these presents expend the full amount of the said loan for the purpose aforesaid and if the actual expenditure is less than the loan, he shall repay the difference to the Governor forthwith.

(2) The Borrower shall repay to the Governor the said amount with interest calculated according to the said Rules by monthly deductions from his salary as provided by the said Rules and hereby authorises the Government to make such deductions.

(3) The Borrower shall immediately after the drawal of the said loan or any part thereof commence and erect thereon a suitable residence for his own use and in the case of advance for repairs, shall immediately carry out the repairs.

(4) The Borrower shall within..... calendar months from the date of drawal of the loan or the first instalment thereof, as the case may be, execute a document mortgaging the said house/the said piece of land

and the house to be erected thereon to the Governor as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the Rules.

**Delete whichever not applicable*

2. If the Borrower commits breach of any condition of this agreement or if the Borrower becomes insolvent or ceases to be in the service of the Government or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

3. The Sureties hereby agree that they shall be jointly and severally liable to pay the said principal sum together with interest thereon aforesaid and hereby authorises the Government to make such deductions from their respective monthly salaries. Provided that the obligations of the sureties hereunder shall stand discharged after the Borrower becomes permanent and after the Borrower furnishes the registered mortgage deed in accordance with the provision herein contained.

4. The Governor may on the certificate of the Secretary to the State Government in the Administrative Department, which shall be final, conclusive and binding on the Borrower and the Sureties recover all dues hereunder from the Borrower and/or the Sureties as arrears of land revenue.

5. The Governor shall also be entitled to recover the balance of the said advance with interest remaining unpaid at the time of the Borrower's retirement or death preceding retirement/ceasing to be in the service of the Government or death preceding such ceasing from the whole or any specified part of the gratuity that may be sanctioned to the Borrower and/or the Sureties.

6. The expression "the Borrower" and "the Sureties" shall unless there be anything repugnant to the subject or context include their respective heirs, legal representatives and successors and the expression "Governor" shall include his successors and assigns.

In witness whereof the Borrower and the Sureties have hereunto set their respective hands the day and year first above written.

The Schedule herein referred to

Signed by the Borrower:

in the presence of—

1.

Address:

2.

Address:

Signed by the First Surety:

In the presence of—

1.

Address:

2.

Address:

Signed by the Second Surety:

In the presence of—

1.

Address:

2.

Address:

(Correction Slip No. 33, dated September 15, 1983)

[Vitta (Lekha) Anubhag-1, File no. 15 (2) -80]

FORM NO. 25-E

(See PARAGRAPH 244-E)

Form of Bond to be executed by two permanent Government servants as sureties of a temporary/permanent government servant granted an advance for purchase of a house under the "Self Financing Housing Scheme" of the.....(Name of the Board or Authority as the case may be)

AN AGREEMENT made on the.....day
of.....in the year. corresponding to Saka Samvat
the.....day of.....
BETWEEN.....
..... a temporary/permanent servant of the Government of Uttar
Pradesh serving as..... in the office of
the.....
. son of.....and resident
of..... (hereinafter called 'the Borrower' and
Sri..... a permanent servant of
the Government of Uttar Pradesh serving as..... in the
office of
the.....
son of.....and resident
of..... (hereinafter called 'the First Surety')
and Sri.,..... a permanent servant of
the Government of Uttar Pradesh serving
as.....in the
office of the,..... son
of.....and resident
of..... (hereinafter called 'the Second Surety')
(both of whom are hereinafter collectively referred to as "the Sureties") of the one
part and the Governor of Uttar Pradesh (hereinafter called 'the Governor') of the
other part;

WHEREAS, servants of the Government of Uttar Pradesh have been allowed the
facility of advance for the purchase of a house under the "Self Financing Housing
Scheme" of
the.....
(Name of the Board or Authority) inter alia on condition that the Government
servant shall furnish two sureties, who shall be permanent servants of the
Government of Uttar Pradesh, and who shall stand discharged after the house is
mortgaged by the Borrower to the satisfaction of the Government on the
appropriate form prescribed in the Financial Handbook, Volume V, Part I.

AND WHEREAS, at the request of the Borrower the Government of Uttar Pradesh
(hereinafter 'called 'the Government') has agreed to grant him an advance of
Rs.....to enable him to purchase a ready built house (which term shall
include a ready built flat) bearing no..... situate in.....in
the registration district of..... sub-
district.....thana.....
.....
measuring.....approximatel
y.

AND WHEREAS, the said loan is being paid directly to the said Board/Authority on behalf of the Borrower on the conditions contained in this Agreement and in the Tripartite Agreement dated..... entered into between the Borrower, the Governor and the Board/Authority.

NOW THIS DEED WITNESSES as follows:—

1. In consideration of the sum of Rs..... (in words.....) agreed to be paid by the Government to the Borrower (the payment of which shall be made directly to the Board/Authority on behalf of the Borrower) in the installments mentioned in the Schedule hereto the Borrower-hereby covenants with the Governor as follows :

(1) The Borrower shall repay to the Governor the said amount with interest calculated according to the provisions of the Account Rules of the Government (hereinafter called 'the said Rules' which expression shall include any amendments or addition thereto for the time being in force) by monthly deductions from his salary as provided by the said Rules and the Borrower authorises the Government to make such deductions.

(2) The Borrower shall within..... calendar months from the date of getting possession of the House execute a document mortgaging the said house to the Governor as security for the amount lent to the Borrower and interest, in the form provided by the said Rules.

2. If the Borrower commits breach of any condition of the aforesaid Tripartite Agreement or this Agreement or if the Borrower becomes insolvent or ceases to be in the service of the Government or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

3. The Sureties agree that they shall be jointly and severally liable to pay the said principal sum together with interest thereon and authorise the Government to make necessary deductions from their respective salaries. But the sureties shall stand discharged, when the Borrower executes mortgage in accordance with clause (2) of this deed.

4. The Governor may on the certificate of the Secretary to the State Government in the Administrative Department, which shall be final, conclusive and binding on the Borrower and the Sureties, recover all amounts due under this deed from the Borrower and/or the Sureties jointly or severally as arrears of land revenue.

5. If the Borrower dies while in service of the Government or ceases to be in the service of the Government by retirement or otherwise, and an amount is due from

him under this deed, the Governor may recover such amount from the gratuity payable to the Borrower or to the undischarged Sureties or to one or more of them,

6. The expressions "the Borrower" and "the Sureties", unless there be anything repugnant to the subject or context, include the respective heirs, legal representatives and successors, and the expression "Governor" includes his successors and assigns.

In witness whereof the Borrower and the Sureties have hereunto set their respective hands the day and year first above written.

The schedule herein referred to—

Signed by the Borrower:

In the presence of—

1.

Address:

2.

Address:

Signed by the First Surety:—

In the presence of—

1.

Address:

2.

Address:

Signed by the Second Surety:—

In the presence of—

1.

Address:

2.

Address:

(C. S. No 34, dated September 15, 1983)

[Vitta (Lekha) Anubhag-1, File no. 15 (2)-80]

FORM No. 26

[See Chapter XIII, paragraph 265]

Register of land

Purpose for which required, and authority under which taken up				Detail of appropriation and compensation paid		
(a) Number of sanctioned estimate ;	Date of Gazette and number of notification	Area in Hectares	Amount of cash compensation actually paid	(a) Month in which adjusted:	Number and date of award statement	Number of plan showing the boundaries of the land in _____ register of Plans
(b) Number and date of sanctioning authority (in red ink);				(b) Number and date of Collector's letter giving possession of land		
(c) Name of road or building or other work for which required (in black ink);				(c) Date of possession		
(d) Name of the pargana, mauza & village in which the						

land is
situated

1

2

3

4

5

6

7

FORM No. 27

(See Chapter XIII, paragraph 265)

Capital and Revenue Accounts of Residences and their
subsidiary services for the year_____

Locality	Serial no.	Particulars of buildings	Net Capital cost on which standard	Annual allowance for maintenance	Actual expenditure on maintenance	Date from which it is operative	Standard rent per annum	Re	Me
----------	---------------	--------------------------------	--	---	--	---	----------------------------	----	----

rent has
been
calculated

1 2 3 4 5 6 7 8

NOTES—(i) In the cases of leased buildings, the rent payable to the less or should be shown in column 4 and maintenance charges, if borne by Government, should be shown in column 6.

(ii) The actual expenditure on maintenance required to be shown in column 6 above should be the annual average expenditure on maintenance during the quinquennium.

FORM No. 28

[See Chapter XIII, paragraph 265]

Register of buildings

DISTRICT _____ DEPARTMENT _____

Serial number of building	Serial number of subsidiary structure	Name of buildings	Date of erection or purchase (if purchased enter also date of erection (as nearly as can be ascertained))	Recorded value	By whom or how occupied	Nature of buildings			Number of stories
						Walls	Roof	Floor	
1	2	3	4	5	6	7	8	9	10

FORM No. 29

Register of rents of building and lands

[See Chapter XII, paragraph 278]

Registered number of building or land	Name in case of building	By Whom occupied		Standard rent (in red ink)		Arrears from last year	April, 19	
		Name, rank and office	Pay and allowance	Authority	Rate		Assessments	Realizations
			Rs. p		Rs. p	Rs. p	Rs. p	Rs. p

Total

Dated initials of the Local Officer

Abstract of

	Recoveries, how effected	Rent of buildings	Other rents	Total
C	In cash			
A	Recoveries by other disbursing officers			
T	Recoveries by the Treasury Officers			

Total

May, 19			June, 19		
Assessments	Realizations	Balances	Assessments	Realizations	Balances

Rs. p. Rs. p. Rs. p. Rs. p. Rs. p. Rs. p.

Total Realization

Rent of buildings	Other rents	Total	Rent of buildings	Other rents	Total
-------------------	-------------	-------	-------------------	-------------	-------

July, 19

August, 19

Assessments	Realizations	Balances	Assessments	Realizations	Balances
Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.

Rent of buildings	Other rents	Total	Rent of buildings	Other rents	Total
-------------------	-------------	-------	-------------------	-------------	-------

September, 19

October, 19

Assessments	Realizations	Balances	Assessments	Realizations	Balances
Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.

Rent of
buildings

Other rents

Total

Rent of
buildings

Other rents

Total

November, 19

December, 19

Assessments

Realizations

Balances

Assessments

Realizations

Balances

Rs. p.

Rs. p.

Rs. p.

Rs. p.

Rs. p.

Rs. p.

Rent of
buildings

Other rents

Total

Rent of
buildings

Other rents

Total

January, 19

February, 19

Assessments

Realizations

Balances

Assessments

Realizations

Balances

Assessments

Rs p Rs p Rs p Rs p Rs p Rs p Rs p.

Rent of
buildings

Other rents

Total

Rent of
buildings

Other rents

Total

FORM no. 29-A

[See Chapter XIII, paragraph 281]

Register of cost of additions and alterations to residential buildings

Name of building	Capital cost as recorded in the last sanctioned rent statement quoting its reference	Standard rent and date of its effect	Cost of additions and alterations carried out during year against capital					Total of columns 4 to 8	Total of columns 2 and 9	New standardised rent from (date)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

[See Chapter XIII, paragraph 287]

Monthly statement of demands, realizations and arrears of
rents Month——, 19 .

Serial number	Name of building	Name and designation of the occupant	Emoluments of the occupant.	Monthly rate of rent		Arrears from last month.	Assessment for the month.	To amount to reali
				Standard rent.	Rent actually fixed.			
1	2	3	4	5	6	7	8	

Certified that the total amount shown in column 9 above has been duly recovered and credited in the account.

Certified also that the rent entered in column 5, rent actually fixed, has in the case of "optional occupants" been assessed at the rate prevailing in the locality for similar private accommodation.

NOTES—(1) In the case of optional occupants other than those who have elected to occupy a residence on the condition that their rent liability will be limited to 10 per cent of emoluments the word optional should be noted in column 3 and the rent assessed at the rates prevailing in the locality for similar private accommodation should be noted in column 5.

(2) Column 4 need only be filled in if the emoluments affect the assessment in column 7.

FORM no. 30-A
(CHAPTER XIII, PARAGRAPH 307)

Annual Repairs to Buildings
GOVERNMENT OF UTTAR PRADESH
—————DEPARTMENT

NOTICE

TENDERS are invited for the items of repairs shown against each of the buildings or group of buildings mentioned below :

Serial no.	Name of buildings or group of buildings	Items of repairs referred to in Schedule on opposite page
1	2	3
1		
2		
3		
4		
5		
6		

2. Sealed tenders in envelopes endorsed 'Tender for repair to————' must be delivered at the undersigned's office not later than 12 noon on————.

3. Tenders must be written on printed forms obtainable at the undersigned's office between the hour of 10 a.m. and 4 p.m. on any working day on payment of 25 Paise per form.

4. A separate tender must be submitted for each work and must show clearly the lumpsum tendered for the whole work, as well as the lumpsum tendered for each item of work. Those items of work in the printed Schedule which are not tendered

for must be scored out and initialed by the Tenderer. Failure to comply with these conditions will render the tender invalid.

5. Each tender must be accompanied by a treasury challan in support of a deposit of earnest money equal in amount to 1 per cent of the lumpsum tendered for the whole work. Tenders which are not accompanied by treasury challans for the correct amount will not be considered.

6. The tender shall remain open for acceptance for a period commencing from the date of submission of the tender and ending with the expiry of ninety days from the date fixed for opening of the tenders. If any tenderer withdraws his tender before expiry of the said period the Department may agree to allow such withdrawal but in such a case the earnest money deposited by the tenderer may be forfeited. If the Department does not agree to allow such withdrawal and accepts the tender and the tenderer fails to perform his part of the contract the earnest money deposited by the tenderer shall be liable to be forfeited besides other consequences of breach of contract.

NOTES—(1) If subsequent to the submission of the tender, any tenderer amends, alters or modifies the contents of his tender which are not acceptable to the Department then for the purposes of this condition the tenderer shall be deemed to have withdrawn his proposal.

(2) If a tenderer, who is exempt from furnishing earnest money, withdraws his proposal within the said period, he may in the discretion of the Government of Uttar Pradesh be debarred from tendering for a period of one year reckoned from the date of opening of the tender.

7. Tenders will be opened by the undersigned or his authorized agent at his office on the——day of——at——a.m./p.m.

8. The person whose tender is accepted provisionally must sign the contract which is printed at the back of the tender form within seven days of being called upon to do so, failing which his earnest money will be forfeited and the acceptance of the tender withdrawn.

9. The person whose tender is accepted provisionally will not be permitted to alter his tender due to any delay in the issue of orders to start work but the tender will be considered as current in the financial year in which it submitted.

10. The person whose tender is accepted finally is to commence the work upon the date ordered by the undersigned and to complete the same in every respect by the 31st of December, 19 .

11. The Government do not bind themselves to accept the lowest or any tender or to give reasons for non-acceptance.

Dated——

The———19 .

TENDER FORM

Serial no.	Schedule of works	Lumpsum
1	2	3
		Rs.
1	White-washing	
2	Colour washing	
3	Distempering	
4	Repairs to roofs during rains	
5	Repairs to floors	
6	Repairs to brick work	
7	Repairs to plaster on walls	
8	Repairs to pointing of brick work	
9	Oiling and cleaning doors and windows	
10	Easing doors and windows	
11	Repairs to doors and windows including replacement of glasses, gauze, hinges, bolts, chains, etc.	
12	Hanging and taking down punkhas	
13	Repairs to flaps of punkhas	
14	Replacemen to punkhas, ropes and thongs and cords for clerestory windows.	
15	Repairs to fencing	

- 16 Cleaning wells
17 Repairs to water installation
18 Repairs to sanitary installation

Total

I/We do hereby tender to execute the work of maintaining in a state of good repairs during the year 19 the——at——more particularly the works tendered for in detail by me/us in the printed Schedule above for the sum of Rs.——(Rs.——) and attach herewith a treasury chalan for Rupees——(Rs.——) deposited by me/us in the Treasury at——as earnest money, which earnest money may be forfeited to the Government of Uttar Pradesh if I/we fail to sign the contract, the form of which I/we have inspected within the time specified in the notice calling for tenders.

Signature of tenderer——

Address——

Date——

Signature of witness (1)——

Address——

Date——

Signature of witness (2)——

Address——

Date——

GOVERNMENT OF UTTAR PRADESH

—————**DEPARTMENT**

Lumpsum Contract

Form of Agreement

THIS INDENTURE made the _____ day of _____ 19 BETWEEN _____ (hereinafter called "the Contractor" which expression where the context so admits or implies includes* his/their/its heirs, executors, administrators and assigns) of the one part AND the Governor of Uttar Pradesh (hereinafter called "the Governor" which expression where the context so admits or implies includes his successors-in-office and assigns) of the other part.

WHEREAS the Governor requires the execution of certain works for _____ (hereafter called "the works") at _____ and has caused drawing (numbered 1 to _____ inclusive) and a general and a detailed specification describing the works to be prepared and same and the Bills of Quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon and subject to the conditions hereto attached (hereinafter called the "said conditions") the works shown upon in the said drawing and described in general and detailed specifications and the said Bills of Quantities for the sum of Rs. (hereinafter called the "Contract sum").

NOW IT IS HEREBY AGREED AS FOLLOWS:

(1) In consideration of the contract sum to be paid by the Governor at the time and in the manner set forth in the said conditions the Contractor will upon and subject to the said conditions execute and complete the works.

(2) The Governor will pay the Contractor the Contract sum or such other sum as shall become payable at the time and in the manner set forth in the said conditions.

(3) The said conditions shall be read and construed as forming part of this Contract and the parties hereto respectively shall abide by and observe and perform and comply with the terms, stipulations and agreements therein contained and on their part to be observed, performed and complied with respectively.

IN WITNESS WHEREOF the parties hereto have signed this deed on the dates respectively shown against their signatures.

Contractor.

In the presence of (1) _____ address _____
(2) _____ address _____

Signed for and on behalf of _____
the Governor by

In the presence of (1) _____ address _____

(2) _____ address _____

Conditions of Contract

In these conditions the following expressions have the following meanings unless the context otherwise requires, viz. :

"Local Officer" means the officer defined as such in paragraph 263 of Chapter XIII, Volume V, of the Financial Handbook.

"Chief Engineer" means the Chief Engineer for the time being incharge of the Public Works Department of the Government of Uttar Pradesh.

"Contractor" means the person, partners or company contracting with the Employer (as hereinafter defined) by the Indenture of which these conditions form part, and the pronouns, "he" and "his" where used in reference to the Contractor shall respectively and in substitution for their ordinary meaning, have the meaning of "they" and "their" when the Contractor is a partnership or the meaning of "it" and "its" when the Contractor is a body corporate.

"Employer" means the Governor of Uttar Pradesh and his successors-in-office assigns.

"Notice in writing" or written notice means a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address or registered office of the addressee. Any notice so posted shall be deemed to have been received at the time when in the ordinary course of post it would have been delivered.

"Site" means the site of the contract works including any buildings and erection thereon and any land (inclusive as aforesaid) allotted by the Employer or the Local Officer for the Contractor's use.

"This Contract" means the Indenture to which these conditions are attached and these conditions and the Schedule of work attached thereto.

*In case of the corporate body its successors and assigns.

2. For the contract sum the Contractor shall provide everything necessary for the proper execution of the work and shall carry out and complete the works in accordance with the Contract, such carrying out and completion to be in every respect in a thorough and workmanlike manner with materials hereinafter specified, and to the satisfaction of the Local Officer.

3. All materials and workmanship shall be of the respective kinds described in the Public Works Department Handbook of specifications published for the Public Works Department, Uttar Pradesh. The Contractor will within a week of the completion of the works and at his own cost remove from the site of the work, all scaffolding, rubbish, and other materials and restore the ground in good condition. In case of his default the employer will get this done and recover full costs there of from the Contractor.

4. The Contractor shall start the works on————— and complete them in all respects to the satisfaction of the Local Officer by the 31st December, 19 .

5. In the following cases, viz. :

(a) If the final acceptance of the tender and signing of the Contract are delayed by more than two months by any cause or circumstance outside the control of the Contractor :

(b) If the works or any portion thereof including the making good of defects are delayed by any cause outside the control of the Contractor; the Contractor shall upon his written request to the Local Officer be entitled to such extension of time as the said officer in his discretion grants provided that no extension shall be granted beyond the 31st March, 19 .

6. Any dispute or difference between the parties hereto as to the rights or liabilities of the parties hereto or as to any matter or thing whatsoever, arising under this Contract or concerning its construction whether such dispute or difference arises during the continuance of this Contract or after its determination by completion or breach or otherwise howsoever, shall be referred to an arbitrator who will be the Chief Engineer , Public Works Department or his nominee not below the rank of a Superintending Engineer. The decision of the arbitrator shall be final and binding on both the parties and upon every such reference the cost of and incidental to the reference and arbitration respectively shall be in the discretion of the arbitrator, who shall determine the amount thereof and shall direct by whom and to whom and in what manner the same shall be borne and paid. The arbitrator may from time to time with the consent of the parties enlarge the time for making and publishing the award.

7. If the Contractor shall fail finally to complete the contract works by the 31st December, 19 , or within any extended time allowed under clause 5 and the Local

Officer certifies in writing that the same ought reasonably so to have been completed the Contractor shall pay or allow to the Employer "liquidated and ascertained damages", at the rate of Rupees————per day for the period during which the works shall so remain uncompleted provided that the total amount of liquidated and ascertained damages does not exceed the sum of Rupees————and the Employer may deduct such damages from any moneys due or which may become due to the Contractor. No cause of delay whatever whether avoidable or unavoidable on the part of the Contractor shall in any way affect the liability of the Contractor under this clause. The works shall not be deemed to be finally completed until the Local Officer shall have certified in writing to that effect.

8. In case the Contractor suspends or delays the execution of any item of repairs beyond the due season, or in case he becomes liable to pay the maximum amount of liquidated and ascertained damages under clause 7 and despite that he has not completed the works, and the Local Officer shall have given a written notice to the Contractor to proceed with the works within seven days after such notice shall have been given to no effect, then and any such case the Local Officer shall be at liberty, and it shall be lawful for him to take over the completion of the works and to employ any other person or persons to execute and complete the same. And for that purpose he may take possession of and permit the aforesaid person or persons the use of the Contractor's plant, tools, implements, materials and things on or about the works. All costs and charges thereby incurred in any way in the execution and completion of the works shall be ascertained and certified by the Local Officer and shall be paid by the Contractor. The Local Officer may set off the aforesaid costs and charges against any moneys due or to become due to the Contractor.

9. The Contractor shall not be entitled to any payment during the execution of the work but shall be paid the money due to him in a lumpsum on completion of the works to the reasonable satisfaction of the Local Officer.

10. The Contractor will, one week before starting the work, deposit a security of————thousand rupees in cash or Government Promissory Notes for the due performance of the terms and conditions herein binding on him and for the completion of the contract in accordance with the terms of this Contract. Any sums due to the Employer under any condition herein settled shall be recovered by him from this amount and the Contractor shall within fifteen days of a written notice by the employer to that effect make good the deficiency so caused in default of which the Employer may cancel the contract. Three months after the due completion of the contract the security amount shall be refunded to the Contractor.

11. The Contractor shall during the progress of the works be in full charge of the same and shall be solely responsible for, and shall make good all injuries, damages and repairs occasioned to the same by fire or any other cause whatsoever and he

shall save the Employer harmless from any claims for injuries to persons or for structural damage to property happening from any neglect, default, want of a proper care or misconduct on the part of the Contractor or of any one in his employ during the execution of the works.

12. The Contractor shall, without prejudice to the rights of the Employer, under the Workmen's Compensation Act, 1923, pay to the Employer the amount of any compensation or otherwise which the Employer may be called upon to pay under any provision of the Workmen's Compensation Act, 1923, or any statutory modification thereof in respect of any accident to any workman arising out of and in the course of his employment by the Contractor, his workmen, servants or agents, or by any sub-contractor from him in the execution of the works. The Employer shall be at liberty to recover such amount or any part thereof by deducting it either from the security money deposited by the Contractor or from any sum due or which may become due by the Employer to the Contractor whether under this Contract or under any other account.

The Employer shall not be bound to contest any such claim made against him unless the Contractor makes a request for the same in writing and gives full security for all costs to which the Employer might become liable in contesting the claim.

FORM no. 30-B

(CHAPTER XIII, PARAGRAPH 307)

All repairs (other than annual repairs) and petty works for which no plans or drawings are prepared

GOVERNMENT OF UTTAR PRADESH

—————DEPARTMENT

NOTICE

TENDERS are invited for—————. The work has been described in detail in the Schedule on the opposite page.

2. Sealed tenders in envelopes endorsed "Tender for—————" must be delivered at the undersigned's office not later than 12 noon on—————.

3. Tenders must be written on printed forms obtainable at the undersigned's office between the hours of 10 a.m. and 4 p.m. on any working day on payment of 25 Paise per form.

4. The tender must show clearly the lumpsum tendered for the whole work and where separate items of work have been mentioned in the Schedule of work a lumpsum must be tendered for each item of work. Failure to comply with the conditions will render the tender invalid.

5. Each tender must be accompanied by treasury chalan in support of a deposit of earnest money equal in amount to 1 per cent of the lumpsum tendered for the whole work. Tenders which are not accompanied by treasury chalans for the correct amount will not be considered.

6. The tender shall remain open for acceptance for a period commencing from the date of submission of the tender and ending with the expiry of ninety days from the date fixed for opening of the tenders. If any tenderer withdraws his tender before expiry of the said period the Department may agree to allow such withdrawal but in such a case the earnest money deposited by the tenderer may be forfeited. If the Department does not agree to allow such withdrawal and accepts the tender and the tenderer fails to perform his part of the contract the earnest money deposited by the tenderer shall be liable to be forfeited besides other consequences of breach of contract.

NOTES—(1) If subsequent to the submission of the tender, any tenderer amends, alters or modifies the contents of his tender which are not acceptable to the Department then, for purposes of this condition, the tenderer shall be deemed to have withdrawn his proposal.

(2) If a tenderer, who is exempt from furnishing earnest money, withdraws his proposal within the said period, he may in the discretion of the Government of Uttar Pradesh be debarred from tendering for a period of one year reckoned from the date of opening of the tender.

7. Tenders will be opened by the undersigned or his authorized agent at his office on the _____ day of _____ at _____ a.m./p.m.

8. The person whose tender is accepted provisionally must sign the contract which is printed at the back of the tender form within seven days of being called on to do so, failing which his earnest money will be forfeited and the acceptance of the tender withdrawn.

9. The person whose tender is accepted provisionally will not be permitted to alter his tender due to any delay in the issue of orders to start work but the tender will be considered as current in the financial year in which it is submitted.

10. The person whose tender is accepted finally is to commence the work upon the date ordered by the undersigned and to complete the same in every respect by_____.

11. The Government do not bind themselves to accept the lowest or any tender or to give reasons for non-acceptance.

Dated_____,

The_____19 .

TENDER FORM

Schedule of Works

Serial no.	Description of work	Lumpsum tendered
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Total

I/We do hereby tender to execute the work of_____at_____ more particularly the works tendered for in detail by me/us in the Schedule above for the sum of Rupees_____(Rs._____) and herewith attach a treasury chalan for Rupees_____(Rs._____) deposited by me/us in the Treasury at_____as earnest money, which earnest money may be forfeited to the Government of Uttar Pradesh, if I/we fail to sign the contract the form of which I/we have inspected within the time specified in the notice calling for tenders.

Signature of tenderer _____

Address_____

Date _____

Signature of witness (1) _____

Address_____

Date _____

Signature of witness (2) _____

Address_____

Date_____

GOVERNMENT OF UTTAR PRADESH

_____DEPARTMENT

Lumpsum Contract

Form of Agreement

THIS INDENTURE made the_____day of_____19 . BETWEEN_____son of _____resident of_____ (hereinafter called "the Contractor" which expression where the context so admits or implies includes *his/their/its heirs executors, administrators and assigns) of the one part AND the Governor of the Uttar Pradesh (hereinafter called "the Governor" which expression where the context so admits or implies his successors-in-office and assigns) of the other part.

WHEREAS the Governor requires the execution of certain works for_____ (hereinafter called "the works") at_____and has caused to be notified a schedule of works to be executed and has caused sufficient time and opportunity to be given to the Contractor to inspect and measure the building or buildings which are to be repaired.

AND WHEREAS the contractor has agreed to execute upon and subject to the conditions hereunder printed (hereinafter called the "said conditions") the works shown in the said schedules for the sum of Rupees_____ (hereinafter called the "contract sum").

NOW IT IS HEREBY AGREED AS FOLLOWS :

(1) In consideration of the Contract sum to be paid by the Governor at the time and in the manner set forth in the said conditions the Contractor will upon and subject to the said conditions execute and complete the works.

(2) The Governor will pay the Contractor the Contract sum or such other sum as shall become payable at the time and in the manner set forth in the said conditions.

(3) The said conditions shall be read and construed as forming part of this Contract and the parties hereto respectively shall abide by and observe and perform and comply with the terms, stipulations and agreements therein contained and on their part to be observed, performed and complied with respectively.

IN WITNESS WHERE OF the parties hereto have signed this deed on the dates respectively shown against their signatures.

Contractor

In the presence of :

(1) _____

(2) _____

Signed for and on behalf of the Governor by _____

In the presence of :

(1) _____

(2) _____

*In case of a Corporate body its successors or assigns.

Conditions of Contract

In these conditions the following expressions have the following meanings unless the context otherwise requires, viz. :

"Local Officer" means the officer defined as such in paragraph 263 of Chapter XIII, Volume V, of the Financial Handbook.

"Chief Engineer" means the Chief Engineer for the time being incharge of the Public Works Department of the Government of Uttar Pradesh.

"Contractor" means the person, partners or company contracting with the Employer (as hereinafter defined) by the Indenture of which these conditions form part, and the pronouns, "he" and "his" where used in reference to the Contractor shall respectively and in substitution for their ordinary meaning have the meaning of "they" and "theirs" when the Contractor is a partnership or the meaning of "it" and "its" when the Contractor is a body corporate.

"Employer" means the Governor of Uttar Pradesh and his successors-in-office or assigns.

"Notice in Writing" or written notice means a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address or registered office of the addressee. Any notice so posted shall be deemed to have

been received at the time when in the ordinary course of post it would have been delivered.

"Site" means the site of the contract works including any buildings and erections thereon and any land (inclusive as aforesaid) allotted by the Employer or the Local Officer for the Contractor's use.

"This Contract" means the Indenture to which these conditions are attached and these Conditions and the Schedule of Work attached thereto.

2. For the contract sum the Contractor shall provide everything necessary for the proper execution of the work and shall carry out and complete the works in accordance with the Contract, such carrying out and completion to be in every respect in a thorough and workmanlike manner with materials hereinafter specified, and to the satisfaction of the Local Officer.

3. All materials and workmanship shall be of the respective kinds described in the Public Works Department Handbook of Specifications published for the Public Works Department, Uttar Pradesh. The Contractor will within a week of the completion of the works and at his own cost remove from the site of the work, all scaffolding, rubbish, and other materials and restore the ground in good condition. In case of his default the employer will get this done and recover full costs thereof from the Contractor.

4. The Contractor shall start the works on_____and complete them in all respects to the satisfaction of the Local Officer by the 31st December, 19 .

5. In the following cases, viz. :

(a) if the final acceptance of the tender and signing of the contract are delayed by more than two months by any cause or circumstance outside the control of the Contractor;

(b) if the works or any portion thereof including the making good of defects are delayed by any cause outside the control of the Contractor; the Contractor shall upon his written request to the Local Officer be entitled to such extension of time as the said officer in his discretion grants provided that no extension shall be granted beyond the 31st March, 19 .

6. Any dispute or difference between the parties hereto as to the rights or liabilities of the parties hereto or as to any matter or thing whatsoever, arising under this Contract or concerning its construction whether such dispute or difference arises during the continuance of this Contract or after its determination by completion or breach or otherwise howsoever, shall be referred to an arbitrator who will be the Chief Engineer, Public Works Department or his nominee not below the rank of a

Superintending Engineer. The decision of the arbitrator shall be final and binding on both the parties and upon every such reference the costs of and incidental to the reference and arbitration respectively shall be in the discretion of the arbitrator, who shall determine the amount thereof and shall direct by whom and to whom and in what manner the same shall be borne and paid. The arbitrator may from time to time with the consent of the parties enlarge the time for making and publishing the award.

7. If the Contractor shall fail finally to complete the contract works by the 31st of December, 19 , or within any extended time allowed under clause 5 and the Local Officer certifies in writing that the same ought reasonably so to have been completed the Contractor shall pay or allow to the Employer "liquidated and ascertained damages" at the rate of Rupees_____per day for the period during which the works shall so remain uncompleted provided that the total amount of liquidated and ascertained damages does not exceed the sum of Rupees_____and the Employer may deduct such damages from any money due or which may become due to the Contractor. No cause of delay whatever whether avoidable or unavoidable on the part of the Contractor shall in any way affect the liability of the Contractor under this clause. The works shall not be deemed to be finally completed until the Local Officer shall have certified in writing to that effect.

8. In case the Contractor suspends or delays the execution of any item of repairs beyond the due season, or in case he becomes liable to pay the maximum amount of liquidated and ascertained damages under clause 7 and despite that has not completed the works, and the Local Officer shall have given a written notice to the Contractor to proceed with the works within the seven days after such notice shall have been given to no effect, then and in any such case the Local Officer shall be at liberty, and it shall be lawful for him, to take over the completion of the works and to employ any other person or persons to execute and complete the same. And for that purpose he may take possession of and permit the aforesaid person or persons the use of the Contractor's plant, tools, implements, materials and things on or about the works. All costs and charges thereby incurred in any way in the execution and completion of the work shall be ascertained and certified by the Local Officer and shall be paid by the Contractor. The Local Officer may set off the aforesaid costs and charges against any moneys due or to become due to the Contractor.

9. The Contractor shall not be entitled to any payment during the execution of the work but shall be paid the money due to him in a lumpsum on completion of the works to the reasonable satisfaction of the Local Officer.

10. The Contractor will, one week before starting the work, deposit a security of_____thousand rupees in cash or Government Promissory Notes for the due performance of the terms and conditions herein binding on him and for the completion of the contract in accordance with the terms of this Contract. Any sums

due to the Employer under any condition herein settled shall be recovered by him from this amount and the Contractor shall within fifteen days of a written notice by the employer to that effect make good the deficiency so caused in default of which the Employer may cancel the contract. Three months after the due completion of the contract the security amount shall be refunded to the Contractor.

11. The Contractor shall during the progress of the works be in full charge of the same and shall be solely responsible, for, and shall make good all injuries, damages and repairs occasioned to the same by fire or any other cause whatsoever and he shall save the Employer harmless from any claims for injuries to persons or for structural damage to property happening from any neglect, default, want of proper care or misconduct on the part of the Contractor or of any one in his employ during the execution of the works.

12. The Contractor shall, without prejudice to the rights of the Employer, under the Workmen's Compensation Act, 1923, pay to the Employer the amount of any compensation or otherwise which the employer may be called upon to pay under any provision of the Workmen's Compensation Act, 1923, or any statutory modification thereof in respect of any accident to any workman arising out of and in the course of his employment by the Contractor, his workmen, servants or agents, or by any sub-contractor front him in execution of the works. The Employer shall be at liberty to recover such amount or any part thereof by deducting it either from the security money deposited by the Contractor or from any sum due or which may become due by the Employer to the Contractor whether under this Contract or under any other account.

The Employer shall not be bound to contest any such claim made against him unless the Contractor makes a request for the same in writing and gives full security for all costs to which the Employer might become liable in contesting the claim.

FORM no. 30-C

(CHAPTER XIII, PARAGRAPH 307)

(Petty works for which plans or drawings are prepared)

GOVERNMENT OF UTTAR PRADESH

—DEPARTMENT

NOTICE

TENDERS are invited for——

2. Plans and specifications can be inspected at the office of the undersigned on any working day between the hours of 10 a.m. and 4 p.m. The bill of quantities is reproduced on reverse.

3. Sealed tenders in envelopes endorsed "Tenders for——" must be delivered at the undersigned's office not later than 12 noon on——

4. Tenders must be written on printed forms obtainable at the undersigned's office between the hours of 10 a.m. and 4 p.m. on any working day on payment of 25 Paisa per form.

5. The tender must show clearly the lumpsum tendered for the whole work and in addition the tenderer must state, in the form of a percentage above or below Public Works Departments rates, the rates at which he is willing to accept payment for additions to and deduction for commissions from the work for which he has tendered the lumpsum amount. Failure to comply with these conditions will render the tender invalid.

6. Each tender must be accompanied by a treasury chalan in support of a deposit of earnest money equal in amount to 1 per cent of the lumpsum tendered for the whole work. Tenders which are not accompanied by treasury chalans for the correct amount will not be considered.

7. The tender shall remain open for acceptance for a period commencing from the date of submission of the tender and ending with the expiry of ninety days from the date fixed for opening of the tenders. If any tenderer withdraws his tender before expiry of the said period the Department may agree to allow such withdrawal but in such a case the earnest money deposited by the tenderer may be forfeited. If the Department does not agree to allow such withdrawal and accepts the tender and the tenderer fails to perform his part of the contract the earnest money deposited by the tenderer shall be liable to be forfeited besides other consequence of breach of contract.

NOTES(1) If subsequent to the submission of the tender any tenderer amends, alters or modifies the contents of his tender which are not acceptable to the Department then for the purposes of this condition the tenderer shall be deemed to have withdrawn his proposal.

(2) If a tenderer who is exempt from furnishing earnest money, withdraws his proposal within the said period he may, in the discretion of the Government of Uttar Pradesh be debarred from tendering for a period of one year reckoned from the date of opening of the tender.

8. Tenders will be opened by the undersigned or his authorized agent at his office on the——day of ——19 , at——a.m./p.m.

9. The person whose tender is accepted provisionally must sign the contract within seven days of being called upon to do so, failing which his earnest money will be forfeited and the acceptance of the tender withdrawn.

10. The person whose tender is accepted finally is to commence the work upon the date ordered by undersigned and to complete the same in every respect by the——.

11. The Government do not bind themselves to accept the lowest or any tender or to give reasons for non-acceptance.

Dated——

The——19 .

PETTY WORKS

TENDER FORM

Bill of Quantities

Serial no.	Item of work	Quantity	Unit
------------	--------------	----------	------

TENDER FORM

I/We do hereby tender to execute the whole of the work of—— more particularly described in drawings nos.—— (inclusive) and specifications, dated—— inspected by me/us at the office of——for the sum of Rupees——(Rs. ——) and attach herewith a treasury challan for Rs.——(Rs.——) deposited by me/us in the Treasury at——as earnest money which earnest money may be forfeited to the Government of Uttar Pradesh, if I/we fail to sign the contract the form of which I/we have inspected within the time specified in the notice calling for tender.

2. Further for all work which I/we may be required to execute in excess of what is shown in the bill of quantities and for all work I/we may be required to omit although shown in the bill of quantities, I/we tender as my/our rates Rs.———per cent above/below the Public Works Department rates current in the district at the time the addition or omission referred to above is ordered.

Signature of tenderer ——

Address——

Date ——

Signature of witness (1) ——

Address——

Date ——

Signature of witness (2) ——

Address——

Date ——

GOVERNMENT OF UTTAR PRADESH

——DEPARTMENT

Lumpsum Contract

Form of Agreement

THIS INDENTURE made the——day of——19 . BETWEEN —— (hereinafter called "the Contractor" which expression where the context so admits or implies includes *his/their/its heirs, executors, administrators and assigns) of the one part AND the Governor of Uttar Pradesh (hereinafter called "the Governor" which expression where the context so admits or implies includes his successors-in-office and assigns) of the other part.

WHEREAS the Governor requires the execution of certain works for—— (hereafter called "the works") at——and has caused drawing (numbered 1 to———inclusive) and a general and a detailed specification describing the works to be prepared and same and the Bills of Quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the contractor has agreed to execute upon and subject to the conditions hereto attached (hereinafter called the "said conditions") the works shown upon in the said drawing and described in general and detailed specifications and the said Bills of Quantities for the sum of Rs.———(hereinafter called the "Contract sum").

NOW IT IS HEREBY AGREED AS FOLLOWS :

(1) In consideration of the Contract sum to be paid by the Governor at the time and in the manner set forth in the said conditions the Contractor will upon and subject to the said conditions execute and complete the works.

(2) The Governor will pay the Contractor the Contract sum or such other sum as shall become payable at the time and in the manner set forth in the said conditions.

(3) The said conditions shall be read and construed as forming part of this Contract and the parties hereto respectively shall abide by and observe and perform and comply with the terms, stipulations and agreements therein contained and on their part to be observed, performed and complied with respectively.

IN WITNESS WHEREOF the parties hereto have signed this deed on the dates respectively shown against their signatures.

Contractor.

In the presence of (1) _____ address _____

(2) _____ address _____

Signed for and on behalf of _____
the Governor by

In the presence of (1) _____ address _____

(2) _____ address _____

Conditions of Contract

In these conditions the following expression have the following meaning :

"Local Officer" means the officer defined as such in Paragraph 263, Chapter XIII, Volume V of the Financial Handbook.

"Head of the Department" means the officer in administrative control of the Department.

"Executive Engineer" means the Executive Engineer, Public Works Department of the Government of Uttar Pradesh for the time being in charge of the———
Public Works Department, Provincial Division and "Chief Engineer" means the Chief Engineer of the said Department.

"Contractor" means the person, partners or company contracting with the Employer (as hereinafter defined) by the Indenture of which these conditions form part, and the pronouns "he" and "his" where used in reference in the Contractor shall respectively and in substitution for their ordinary meaning have the meaning of "they" and "their" when the Contractor is a partnership : or the meaning of "it" and "its" when the Contractor is a body Corporate.

"Employer" means the Governor of Uttar Pradesh and his successors-in-office or assigns.

*In case of the Corporate body its successors and assigns.

"Notice in writing" or written notice means a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address or registered office of the addressee. Any notice so posted shall be deemed to have been received at the time when in the ordinary course of post it would have been delivered.

"Site" means the site of Contract works including any buildings and erections thereon and any land (inclusive as aforesaid) allotted by the Employer or Executive Engineer for the Contractor's use.

"This Contract" means the Indenture to which these conditions are attached and these conditions and the general and detailed specifications, drawings and Bills of Quantities attached thereto.

2. The Local Officer and Contractor shall sign the drawings and specifications.

3. The Contractor shall provide all things of every sort and kind which may be necessary and requisite for the due and proper execution of the several works included in the Contract according to the true intent and meaning of the drawing and specifications taken together whether the same may or may not be particularly described in the specifications or shown on the drawings, provided that the same are reasonably to be inferred therefrom and in case of any discrepancy between the drawings and specifications, the Local Officer shall decide which shall be followed. The Contractor will within a week of the completion of the works and at

his own cost remove from the site of the work, all scaffolding, rubbish, and other materials and restore the ground in good condition. In case of his default the employer will get this done and recover full cost thereof from the Contractor.

4. The contractor shall set out the whole of the works in conjunction with an officer to be deputed by the Local Officer and during the progress of the works, shall, on the requisition of the Local Officer amend any errors which may arise therein, and provide all the necessary labour and materials for so doing. The Contractor shall provide at his own cost all plant, labour and materials which may be necessary and requisite for the works. All materials and workmanship shall be the best of their respective kinds. The Contractor shall leave the work clean and perfect in all respect at the completion thereof.

5. Except with the written permission of the Local Officer the Contractor shall not sublet or assign the Contractor or employ a sub-contractor to carry out any part of the works.

6. The Contractor shall keep constantly on the works a competent agent; and any directions or explanations given to such agent by the Local Officer shall have the same effect as if they had been given to the Contractor.

7. Complete copies of the drawings and specifications, signed by the Local Officer, shall be furnished by him to the Contractor for his own use, and the Contractor shall keep the same or copies thereof on the buildings and in the charge of the Contractor's agent.

8. The Local Officer shall at all times have access to the works, and the same shall be entirely under his control. He may require the Contractor to dismiss any person in the Contractor's employ upon the works who may in his opinion be incompetent or otherwise undesirable; and the Contractor shall forthwith comply with such requirement.

9. The Contractor shall not vary or deviate from the drawings or specifications or execute any extra work of any kind whatsoever without permission in writing of the Head of the Department.

10. If deviations from the drawing or specifications or the execution of any extra work of any kind whatsoever be found necessary, the Local Officer shall obtain from the Contractor a lumpsum tender of the cost of such deviations or extra work and the Contractor shall submit with the tender priced bills of quantities showing how the lumpsum tendered by him has been arrived at. He shall show clearly what work is to be executed over and above the work covered by the Contract and what work included in the Contract is to be omitted. His tender shall be arrived at by deducting the total value of the proposed omission from the total value of the proposed additions. The rates used by the Contractor in pricing his bills of

quantities shall be those quoted by him in paragraph 2 of his tender. The Local Officer shall obtain the sanction of the Head of the Department to the aforesaid deviations of extra work and to the addition to the original Contract sum of the price tendered by the Contractor before such deviations of extra work is put in hand and no authority given by the Head of the Department for such alteration in the Contract sum shall vitiate the Contract.

11. All works and materials brought and left upon the site of the works by the Contractor or by his orders for the purpose of forming part of the works, shall be treated as the property of the Employer; and the Contractor shall not remove the same from the site or permit the removal thereof, without the special licence and consent in writing of the Local Officer, but the Contractor shall nevertheless be solely responsible for the loss or destruction thereof and for all damage which may happen thereto by theft, fire, transport or any other cause whatsoever.

12. The Contractor shall, if so required by the Local Officer, remove from the premises all materials which in the opinion of the Local Officer are not in accordance with the specification; and in case of default, the Local Officer may employ other persons or remove the same, without being answerable or accountable for any loss or damage that may be caused by such removal. The Local Officer may also require the Contractor to substitute other proper materials and in case of default, the Local Officer may cause the same to be supplied and all costs which may attend such removal and substitution shall be borne by the Contractor.

13. If in the opinion of the Local Officer any of the works has been executed with improper materials or defective workmanship the Contract shall, when required by the Local Officer forthwith re-execute the same, and substitute proper materials and workmanship, and if the Contractor fails to do so within seven days after having been so required the local Officer may employ other persons to re-execute the work; and the cost thereof including substitution shall be borne by the Contractor.

14. The Contractor shall at his own cost amend and make good any defect shrinkage or other faults in the works appearing within six months after its completion, and caused by defective or improper materials or workmanship, unless the Local Officer decides otherwise; and in case of default, the Employer may recover from the Contractor's deposit account or other money due to him the cost of making good any such defects or faults in the works.

15. The Contractor shall during the progress of the works be in full charge of the same and shall be solely responsible, for and shall make good all injuries, damages and repairs occasioned to the same by fire or any other cause whatsoever and he shall save the Employer harmless from any claims for injuries to persons or for structural damage to property happening from any neglect, default, want of proper

care or misconduct on the part of the Contractor or of any one in this employ, during the execution of the works.

16. The Local Officer shall have power to send workmen upon the premises to execute fittings and other works not included in the Contract, and the Contractor shall afford every reasonable facility to such workmen during ordinary working hours for the same. Such operations shall be carried on in such a manner as not to impede the progress of the work included in the Contract, and the Contractor shall not be responsible for any damage which may happen to, or be occasioned by the execution of any such fittings or other works.

17. Upon receipt of an order from the Local Officer the Contractor shall immediately commence work and shall complete the whole in every respect, including all such additions and variations as aforesaid but excluding such, if any, as may have been postponed by an order from the Local Officer on or before the _____; and if from any cause whatever, other than wilful obstruction or default on the part of the Local Officer or any persons acting under his order and except as hereinafter provided the whole of such work shall not be finished to the reasonable satisfaction of the Local Officer within the said period the Contractor shall forfeit and pay to the Employer by way of ascertained and liquidated damages for each default, the sum of Rs. _____ per day for every complete day of such default, the total amount of damages not exceeding Rs. _____ and the employer may deduct such damages from any moneys due or which may become due to the Contractor :

Provided nevertheless that if the Contractor shall be of the opinion that he is entitled to any extension of time on account of the works being altered, varied or added to or on account of any delay by reason of any inclement weather or other causes not under the control of the Contractor or in consequence of orders from the Local Officer which orders he is hereby empowered to give, then, in any or either of such cases, the Local Officer may by an order in writing extend the aforesaid period for final completion by such period or periods as he shall deem reasonable; and the Contractor shall complete the works within such extended period or periods as aforesaid, provided that the Contractor shall not be entitled to any extension of time unless he shall, within fourteen days after the happening of the event in respect of which he shall consider himself to be so entitled, give to the Local Officer written notice of such claim for extension of time and of the ground or grounds, and of the amount thereof, unless in any case, the Local Officer shall, in his discretion, dispense with such notice and certify for an extension of time. If an extension of time is not granted the provisions of the clause concerning the payment of damages for delay shall apply if the works are not completed within the extended time.

18. If the Contractor shall become bankrupt, or compound with, or make any assignment for the benefit of his creditors or shall suspend or delay the performance of his part of the Contract (except on account of causes mentioned in

clause 17 or in consequence of not having proper instructions for which the Contractor shall have duly applied), the Local Officer may give to the Contractor or his assignee, or trustee, as the case may be, notice requiring him or them to proceed with the works and in case of default on the part of the Contractor or his assignee or trustee, as the case may be, for a period of seven days, it shall be lawful for the Local Officer to enter upon and take possession of the works, and to employ any other person or persons to carry on and complete the same, and to authorize him or them to use the plant, materials and property of the Contractor upon the works; and the Contractor or his assignee or trustee shall pay the costs and the charges incurred in any way in carrying on and completing the said works, or the Local Officer may set off the same against any moneys due or to become due to the Contractor.

19. The Contractor shall be paid on the completion of each calendar month commencing from the _____ a sum of 75 per cent of the total value of the work done since the last payment. When the works shall be completed, the Contractor shall be paid a sum of 75 per cent of the total value of the work done since the last payment and 15 per cent of the total value of the work done according to the best estimate of the same that can be made so that the total amount of payments made up-to-date may be 90 per cent of the total value of work done. The Contractor shall be paid the balance of all moneys due or payable to him under or by virtue of the contract within six months from the completion of the works. Provided always that no final or other certificate will cover or relieve the Contractor from his liability under the provisions of clause 13 whether or not the same be notified by the Local Officer at the time of or subsequently to the granting of any such certificate.

20. A certificate of the Local Officer, Consulting Engineer or Executive Engineer as the case may require or an award under provisions of clause 26 showing the final balance due or payable to the Contractor shall be conclusive evidence of the works having been duly completed, but without prejudice to the liability of the Contractor under clause 13.

21. If at any time after the commencement of the work the Employer shall for any reason whatsoever not require the whole thereof, as specified in the tender to be carried out, the Local Officer may stop any such part of the work and shall give notice in writing to that effect to the Contractor. The value of any work so stopped shall be calculated as provided in clause 10 and shall be deducted from the Contract sum, and the Contractor shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work in full, but which he did not derive in consequence of the full amount of the work, not having been carried out neither shall he have any claim for compensation by reason of any alteration having been made in the original specifications, drawings, designs and instructions, which shall involve any curtailment of the work as originally contemplated.

22. The work shall be open to inspection by the Executive Engineer—————, Provincial Division and his duly authorized Assistant Engineer at all times.

23. The Contractor shall give at least one week's notice to the Executive Engineer so that he or his duly authorized Assistant Engineer may inspect the work—

(a) when foundation trenches have been dug and before filling is commenced.

(b) when foundation concrete has been laid and before masonry is started;

(c) when roof is being put on, and

(d) when the work has been completed.

This notice to the Executive Engineer shall be sent by the Contractor through the Local Officer and a copy of the notice shall also be sent by the Contractor direct to the Executive Engineer by registered post.

The Contractor shall, if so required, dismantle and rebuild free of charge any portions of works carried out in such a way as to prejudice the Executive Engineer's inspection at stages mentioned in clause 23 (a) and (b).

24. The Contractor will, one week before starting the work, deposit a security of—
—————thousand rupees in cash or Government Promissary Notes for the due performance of the terms and conditions herein binding on him and for the completion of the Contract in accordance with the terms of this Contract. Any sum due to the Employer under any condition herein settled shall be recovered by him from this amount and the Contractor shall within fifteen days of a written notice by the Employer to that effect make good the deficiency so caused in default of which the employer may cancel the Contract. Three months after the due completion of the Contract the security amount shall be refunded to the Contractor.

25. If the work is held up for more than a fortnight on account of delay by the Executive Engineer in inspecting the work at any of the stages mentioned in clause 23, the Contractor shall report the matter to the Local Officer who shall extend the time for the completion of the work if it is at stage (a) or (b) mentioned in clause 23 but shall permit the Contractor to proceed with the work without waiting for the Executive Engineer's inspection if it is at stage (c) mentioned in clause 23.

(Clauses 22, 23 and 24 should be deleted if the Contract is for petty work).

26. Any dispute or difference between the parties hereto as to the rights or liabilities of the parties hereto or as to any matter or thing whatsoever arising under this Contract concerning its construction whether such dispute or difference arises during the continuance of this Contract or after its determination by completion or

breach or otherwise howsoever shall be referred to an arbitrator who will be the Chief Engineer, Public Works Department, Uttar Pradesh or his nominee not below the rank of a Superintending Engineer. The decision of the arbitrator shall be final and binding on both the parties and upon every such reference the costs of and incidental to the reference, and arbitration respectively shall be in the discretion of the arbitrator, who will determine the amount thereof and shall by direct whom and to whom and in what manner the same shall be borne and paid. The arbitrator may from time to time with the consent of the parties, enlarge the time for making and publishing the award.

27. The Contractor shall, without prejudice to the rights of the Employer, under the Workmen Compensation Act, 1923, pay to the Employer the amount of any compensation or otherwise which the Employer may be called upon to pay under any provision of the Workmen's Compensation Act, 1923, or any statutory modification thereof in respect of any accident to any workman arising out of and in the course of his employment by the Contractor, his workmen, servants or agents, or by any sub-contractor from him in the execution of the works. The Employer shall be at liberty to recover such amount or any part thereof by deducting it either from the security money deposited by the Contractor or from any sum due or which may become due by the Employer to the Contractor whether under this Contractor or under any other account.

The Employer shall not be bound to contest any such claim made against him unless the Contractor makes a request for the same in writing and gives full security for all costs to which the Employer might become liable in contesting the claim.

FORM No. 30-D

(See Chapter XIII, paragraph 307)

NOTES

COMPARATIVE STATEMENT OF TENDERS

On the line set apart for 'contractor's qualifications', in this form it will suffice simply to enter any of the letters (a), (b), (c) according to the following qualifications :

- (a) The contractor's name is not in the circle black book.
- (b) The contractor has carried out three works each amounting to Rs. 20,000 or more.

(c) The contractor has carried out three works each amounting to Rs. 2,000 or more.

2. If contracts are tendered for in detail for each item of work the items will be entered in column 1, but if tenders are for a percentage below estimated rate, details need not be given.

Rank,

_____District.

Rank,

_____District.

Comparative statement of tenders for_____

Date of calling for tenders,_____

Date of opening tenders_____

Number of tenders received_____

Name of work

Estimated rate

Names of contractors tendering and their rates

Amount of part of estimate tendered for

Contractor's
qualifications

State which
tender is
recommended
and reasons for
rejecting lowest
tenders, if
rejected.

FORM No. 30-E

(See Chapter XIII, paragraph 307-A)

MUSTER ROLL

Name of work_____

Cash Book voucher no._____

Dated_____

MUSTER ROLL

Part I—Nominal Roll

Description	No.	Name (grouped according to classes)	Father's name	Total	Rate
-------------	-----	---	------------------	-------	------

DATED_____19 .

Rs. p.

Daily
Total

Initials of
persons
marking
the daily
attendance

Initials of
Inspecting
Officer.

Total

Grand total for this Muster Roll

Rs. p.

Passed for Rs. ()

Deduct—Payment not made as per details
transferred to Register of Arrears, Part II

Signature_____

Balance paid

Add—Arrears of previous Muster Roll now paid off as per details of Register of Arrears, Part II

Total amount paid (in words) Rupees _____

Rank _____

Signature _____

Dated _____ Rank _____

FORMS

Part II—Registers of arrears of wages due to work people

Month and period to which the arrears relate	Serial number as per nominal muster roll	Name	Father's name	Amount due	Amount paid	Acquittance	Dated initials and remarks of paying officer	Serial number as per nominal muster roll	Name
--	--	------	---------------	------------	-------------	-------------	--	--	------

Arrears of previous muster rolls brought forward	Rs.	p.	Rs.	p.
--	-----	----	-----	----

Brought forward

Arrears as per roll

Total

Grand Total

Deduct amount

of arrears of pr
muster rolls.

Total

Carried over

Balance arrear
next nominal r

NOTE—When wages are not claimed within three months a report of this fact should be made to the Divisional Officer.

FORM No. 30-F

[See Chapter XIII, paragraph 307-A]

Hand receipt

Block

To be used as a simple form of voucher for all miscellaneous payments and advances.

Payee _____

Cash Book Voucher no. _____ dated _____, 19 .
cheque*

Name of work

(1) Pay by _____ Rupees () _____ to

Amount—Rs. () _____

cash*

Initials of officer
authorizing the payment

(2) Paid by me† _____

Date of payment _____

Received from the _____ in charge of _____ the
sum of Rs. (_____)

Voucher no.
_____ dated _____, 19 .

Name of work‡ or purpose for which payment is
made _____

Initials of officer making
the payment _____

Stamp

The _____, 19 . _____ *Amount in words

**Witness _____

Signature of

payee.

*The officer authorizing payment should initial and date pay order scoring out the word "cheque" or "cash" as the case may be.

†The person actually making the payment should initial and date payment certificate (2).

‡In the case of works the accounts of which are kept by sub-heads the amount chargeable to each sub-head should be specified by the disbursing officer.

**Payment should be attested by some known persons when the payee's acknowledgment is given by a mark, seal or thumb-impression.

FORM No. 30-G

Impreset account

[See Chapter XIII, paragraph 307-A]

Statement showing the expenditure on account of repairs to—from—
to—

Statement showing the expenditure on account of repairs to—from—
to

Date	Detail and number or quantity of articles purchased	Rate	Cost of articles purchased	Amount of wages paid to labourers	Total of wages and cost of articles	Remarks	Date	Detail and number or quantity of articles purchased	Rate
------	---	------	----------------------------	-----------------------------------	-------------------------------------	---------	------	---	------

FORM No. 30-H

(SEE ANNEXURE "A" TO CHAPTER XIII AND RULE 24
TO APPENDIX X)

[Standard lease for hiring private building for Government
purposes]

THIS LEASE made on the ____ day of ____ 19 . corresponding to Saka
Samvat ____ BETWEEN ____ son of ____ resident of ____ (hereinafter called
"the lessor") of the one part AND the Governor of Uttar Pradesh (hereinafter called
"the lessee") of the other part.

WITNESS as follows :

1. In consideration of the rent hereinafter reserved and of the covenants on the part of the lessee hereinafter contained the lessor hereby demises to the lessee for the purpose of the residence or office or both of _____ all that land with the buildings and trees thereon fully described in the Schedule hereto together with all rights of easements and appurtenances whatever belonging or in any way appurtenant thereto TO HOLD the same to the lessee for a term of _____ years from the _____ day of _____ paying therefor during the said term to the lessor or his authorized agent the monthly rent of _____ (Rs. _____) on the _____ day of the months succeeding that for which the rent is due, the first of such payments to be made on the _____ day of _____ 19 .

2. The lessee hereby covenants with the lessor as follows :

(1) That he shall, during the term hereby granted, pay to the lessor the monthly rent hereby reserved on the day and in the manner hereinbefore appointed. PROVIDED that no rent shall also be payable to the lessor for the period the premises are rendered uninhabitable by reason of special or such other repairs being in progress or from any other cause.

(2) That he shall not at any time carry on or permit to be carried on the said premises any trade or business whatsoever or use the same for any other purpose than as the residence or office or both of the _____ without the consent in writing of the lessor first had and obtained.

(3) That he shall at the expiration of the said term or sooner determination thereof peaceably and quietly surrender to the lessor the said premises. PROVIDED ALWAYS that if any part of the said rent shall be in arrear and unpaid for the space of three calendar months, whether the same shall have been lawfully demanded or not, or if there shall be a breach or non-observance of any of the covenants by the lessee hereinbefore contained, then and in any such case the lessor may, notwithstanding the waiver of any previous cause or right of re-entry, re-enter upon the said premises and thereupon this demise shall absolutely determine.

3. The lessor hereby covenants with the lessee as follows :

(1) That the lessee paying the rent hereby reserved may hold and enjoy the demised premises during the said term without any interruption by the lessor or any person whomsoever;

(2) That he shall during the said term pay all rates, taxes (including tax for water meter which will be provided and repaired by him), assessments and charges whatsoever, except those of a service character such as water, drainage and lighting taxes, scavenging tax and tax for the cleaning of latrines and privies, now payable or hereafter to become payable in respect of the demised premises,

(3) That he shall execute at his own expenses all structural repairs and carry out such additions, alterations and repairs as are necessary to render the building habitable for the purpose for which it is required before the demised premises are occupied and shall during the said term keep at all times the demised premises in good and substantial repairs both externally and internally and also the boundary and other walls, approach roads, water-channels, sewers, drains, rails, gates, fences and fixtures on or connected with the same and shall in particular keep the roofs of all buildings watertight and shall whitewash or colour-wash such buildings both in side and outside in _____ each year and shall every _____ year paint all doors, windows and other wooden structures, and renew broken glass-panes, doors, bolts, etc.

(4) That he shall maintain the electric installation, fans, water connection and such other fittings provided by him in proper working order and shall renew the electric installations wholly or in part, should the officer of the Public Works Department, Uttar Pradesh, whose opinion in the matter shall be final and binding on the parties hereto, so advise. The lessor shall also supply bulbs and shades in the first instance and subsequent renewals shall be made by the lessee.

(5) That in case any special repairs, additions and such alterations which do not substantially change the building are at any time desired by the lessee to be made to the demised premises, the lessor shall either get them done himself within the period specified by the lessee or allow the lessee to have them done at the expense of the lessor provided that the amount which the lessor would be bound to spend in such repairs shall not exceed two months' rent for the premises during a year.

(6) That the lessor shall at the request and cost of the lessee at the end of the term of years hereby granted execute to the lessee a new lease of the demised premises by way of renewals on the terms and conditions hereinbefore contained :

PROVIDED that if any time the lessor shall fail to execute such repair and white or colour-wash or to maintain the electric and water connections as are specified in sub-clauses (3) and (4) above, the lessee after giving fourteen days, notice in writing to the lessor may execute the same and deduct the cost thereof from the rent payable by the lessee.

4. The parties hereto hereby further mutually agree as follows :

(a) That the lessee shall be entitled to enjoy and utilize for his one use or in any way he likes the fruits and produce of the trees and compound of the demised premises which will be maintained by the _____ at his expense but the timber of the trees shall belong to the lessor.

(b) that the tenancy hereby created shall be determinable at the option of the lessee by giving to the lessor two calendar months notice in writing.

(c) That the expressions "the lessor" and "the lessee" hereinbefore used shall unless such an interpretation be inconsistent with the context, include in the case of the former his heirs, successors, executors, administrators, representatives and assigns and in the case of the latter, his successors and assigns.

(d) that any demand for payment or notice requiring to be made upon or given to the lessee shall be sufficiently made or given if sent by the lessor or his agent through the post by registered letter addressed to the _____ of _____ and that any notice requiring to be given to the lessor shall be sufficiently given if sent by the lessee through the post by registered letter addressed to the lessor at his usual or last known place or residence or business (or at _____) and that any demand or notice sent by post in either case shall be assumed to have been delivered in the usual course of post.

IN WITNESS WHEREOF the lessor and _____ for and on behalf of lessee have signed this deed on the day and year first above written.

The Schedule herein referred to

(Full particulars of the land and building hereby demised should be given).

Signed by

(the lessor)

In the presence of

(1) _____

Address _____

(2) _____

Address _____

Signed by

(the lessee)

For and on behalf of the lessee.

In the presence of

(1) _____

Address_____

(2)_____

Address_____

FORM No. 31

(See Chapter XIII, paragraph 309)

Register of expenditure on works and repairs

Name of work and authority_____

Amount of estimate_____

Appropriation for year_____

Name of Contractor (see also page †).

(†To be filled in when more than one contractor is employed.)

Months, etc.

Total expenditure
up-to-date

Dated initials
of Local
Officer

Expenditure of previous year brought forward

Total value of
work
done

Suspense
accounts

Rs. p.

Rs. p.

April

Total

May

Total

June

Total

July

Total

August

Total

September

Total

October

Total

November

Total

December

Total

January

Total

February

Total

March

Total

Supplementary account as per Accountant
General's no. , dated

Total

FORM No. 32

(See Chapter XIII, paragraph 310)

Abstract Bill of Works Expenditure

PAYABLE AT THE TREASURY

This bill should be used for all advance payments in connection with the execution of works the cost of which does not exceed Rs. 20,000. The advances should be accounted for as soon as the amounts drawn are spent on the works concerned, any unspent balance being immediately refunded into the Treasury.

DISTRICT _____

MONTH OF 19 .

MAJOR HEAD _____

MINOR HEAD—WORKS. _____

HEAD OF SERVICE _____

DETAILED HEAD Petty works _____

No. OF VOUCHERS _____

Maintenance and
Repairs

Name of the work,
amount of estimate,
number and date of
sanction.

Description of charge and date of
authority (where special sanction
is necessary)

Amount

Rs.

p.

Total Rs. (in words, in the
handwriting of drawing officer)

Dated _____, 19 .

Received Payment

Pay Rupees _____

Name _____

Office _____

Dated _____

Examined _____ Accountant

Officer in-charge of Treasury.

N.B.—A second advance should not be drawn unless the previous advance in respect of the same work has been accounted for.

For use in Accountant General's Office

F.A.R. Page

Admitted for

Rs.

Objected to

Rs.

For reasons below :

Sub-auditor,

Superintendent.

FORM No. 33

(See Chapter XIII, paragraph 310)

Detailed Bill of Works Expenditure

NOT PAYABLE AT THE TREASURY

NOTE—Advances drawn in connection with the execution of works the cost of which does not exceed Rs. 20,000 should be accounted for this bill.

DISTRICT OF

MO

Head of service

Major head

Name of work.

Minor head—Works

Amount of estimate.

Detailed head Petty works/Maintenance and repairs

Reference to agreement.

Serial nos. of sub-
vouchers

Quantity
executed

Description of charge, and date of
authority (where special sanction is
necessary), items of works

Rate

Carried over

1. I certify that the expenditure charged in this bill could not, with due regard to the interest of the Government, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouchers for expenditure above Rs. 25 in amount, all work bills are attached to the bill. I have as far as possible attached vouchers for other sums, and am responsible that they have been so destroyed, defaced or mutilated that they cannot be used again.

2. I certify that in the case of stores purchased all articles detailed in the vouchers attached to this bill retained in my office have been duly received in good order and accounted for in the register, -and that the bills are correct, the quality is good, the rates paid are not in excess of the accepted and market rates and that the notes of payment have been recorded against the indents and invoices to prevent double payment.

†3. I certify that special circumstances have rendered the excess expenditure over the monthly provision for grant under the head_____ necessary, and that a report of the circumstances has been sent to the Government.

4. I certify that before the payment of the final bill in respect of the above work a certificate has been obtained from the Architect

regarding the correctness of the account in the form prescribed in paragraph 314 of the Account Rules.

Dated _____ 19 . Total, Rs. (words)

Deduct—amount disallowed from sub-voucher no. _____

„ „ no.

†This certificate is to be scored out when this form is to be used by officers who have no Controlling Officers.

Passed for Rs. _____

1. I certify that in support of every charge of more than Rs. 25 made in this bill a receipt or other voucher has been given to me and is now in my possession. The receipts and voucher for items in excess of Rs. 1000 are attached to the bill, and I am responsible that the receipts and vouchers for all other items of more than Rs. 25 are in proper form and order and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended.

2. I certify that I have satisfied myself that special circumstances have rendered the temporary excess expenditure over the monthly proportionate budget grant under the head _____ necessary.

Alternative certificates one of which must be scored out.

3. I certify that there has been no excess expenditure over the monthly proportion of the budget grant.

Name _____

Dated _____ 19 .

Office _____

Memorandum reconciling the sums drawn during the month from the Treasury with those included in this bill

Drawn on Abstract Contingent Bill no. _____, dated

„ „ no. _____, dated

„ „ no. _____, dated

” ”

no._____, dated

Add amount of disallowance refunded

Total of Bill

For use in A.G.'s Office

Allotment of 19—19—

C.A.R. Page

Expenditure including this bill.

Admitted, for Rs.

MEMO

Objected to, Rs.

Amount of work bills annexed.

For reasons noted below

Balance available

Auditor Superintendent,

FORM No. 33-A

NOT PAYABLE AT THE TREASURY

(See Chapter XIII, paragraph 310, Financial Handbook,
Volume V)

Detailed Bill of Works Expenditure

NOTE—Advances drawn in connexion with the execution of works, the cost of which do not exceed Rs. 2,0000 should be accounted for in this bill.

DISTRICT OF

MONTH OF 19

Name of work.

Amount of estimate.

Reference to agreement.

Serial
nos. of
vouchers

Article

Quantity Rate Amount Remarks
of
Number

1

2

3

4

5

6

Rs p.

Number of days labourer's
wages

Allahabad tiles

Country tiles

Lime

Sand

Wood

Bricks

Cement

Payment to contractors

Ballis

Bamboos

Number of days of raj-mistries
wages

Coaltar

Cloth

Rope, etc.

Moonj

Kerosene oil

Paint

Mustard oil

Baskets

Tools etc.

Matting

Nails

Varnish

A—(1) I certify that the expenditure charged in this bill could not, with due regard to the interest of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouchers for all items of expenditure above Rs. 25 in amount all work bills are attached to the bill. I have, as far as possible, obtained vouchers for other sums, and these are attached to the bill also.

(2) I certify that in the case of stores purchased, all articles detailed in the vouchers attached to this bill have been duly received in good order and accounted for in the register and that the quantities are correct, the quality is good, the rates paid are not in excess of the accepted and market rates and that suitable notes of payment have been recorded against the indents and invoices to prevent double payments.

(3) Certified that the labourers were actually entertained and paid.

Dated____, 19 .

Name _____

Office _____

Total Rs. _____(in words)_____

Deduct amount disallowed from sub-vouchers no._____ Passed for Rs. _____.

B—(1) I certify that in support of every charge of less than Rs. 25 made in this bill a receipt or other voucher has been given to me and is now in my possession. The receipts and vouchers for items in excess of Rs. 1000 are attached to the bill and I am responsible that the receipt and vouchers for all other items are in proper form and order and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended.

(2) I certify that I have satisfied myself that special circumstances have rendered

Alternative certificates one of which must be scored out. the temporary excess expenditure over the monthly proportionate budget grant under the head_____ necessary.

(3) I certify that there has been no excess expenditure over the monthly proportion of budget grant.

(4) I certify that before the payment of final bill in respect of the above work, a

Architect

certificate has been obtained from the Consulting Engineer regarding the

Divisional Engineer.

correctness of the account in the form prescribed in paragraph 314 of the Account Rules.

Dated _____ 19.

Name _____

Office _____

Memorandum reconciling the sums drawn during the month from the Treasury with those included in this bill

Drawn on Abstract Contingent Bill no. _____ dated _____

Ditto no. _____ dated _____

Ditto no. _____ dated _____

Ditto no. _____ dated _____

Add amount of disallowance refunded

Total of bill

For use in A.G.'s office C.A.R.
page

Allotment of 19—
19—

Admitted, for Rs.

Expenditure
including this bill.

MEMO

Objected to, Rs.

For reasons noted below

Amount of work bills
annexed.

Auditor. Superintendent.

Balance available

FORM No. 34

Running Account Bill

(See Chapter XIII, paragraph 311)

(To be used for intermediate payments to contractors on
lumpsum contracts)

Cash-book Voucher no. , dated 19 .

Name of Contractor—

Name of work—

Serial number of this Bill—

Number and date of his previous bill for this work—

Reference to Agreement no.

1—ACCOUNT OF WORK

Amount

Rs. p.

1. Approximate value of work done up-to-date

2. Deduct amount to be with held per cent on Rs.

3. Balance, i.e., "up-to-date" intermediate payments (Items 1-2) K

Deduct intermediate payments already made as per entry "K" of the
Last Running Account Bill

Intermediate payment now to be made (Items 3-4)—D

Advance now proposed to be made (in words) Rupees

II—CERTIFICATES AND SIGNATURES

I have satisfied myself by comparison with drawings and estimates that the value of work done up-to-date is not less than Rs. _____ conformably with the contractors' agreement and that with the exception of authorised additions and alterations the work has been done according to the prescribed specifications and drawings.

Signature of contractor _____ Dated _____ signature of the _____
Certifying Officer Rank _____

*Pay Rs. (Rupees only) E.

Dated Signature of _____
Officer authorizing payment
Rank _____

III—ACQUITTANCE

Received Rs. (Rupees) only, as an intermediate payment in connexion with the contract referred to on page 1.

Date _____

†Witness _____

Stamp

Full signature of contractor,

PAID BY ME BY

IV—REMARKS

*Here specify the net amount payable.

†Payments should be attested by some known person when payee's acknowledgment is given by a mark, seal or thumb-impression.

FORM No. 35

(See Chapter XIII, paragraph 311)

(To be used for "final payments" to contractors on lumpsum contracts)

Cash Book Voucher no. , dated , 19 .

Name of Contractor—

Name of work—

Serial number of this Bill—

Number and date of his previous bill for this work—

Reference to Agreement no.

1—ACCOUNT OF WORK EXECUTED

Sub-work, sub-head or item of work	Amount		Remarks
1	2	3	4
	Rs.	p.	

A—Value of work done up-to-date on lumpsum excluding additions and alterations.

Lumpsum

Total-A

Carried over

Total brought forward.

B—Value of additions and alterations.

Lumpsum

1—Additions

Deduct II—

Commissions—

Total value of work done to date (A and B) (in words) F.

II—CERTIFICATES AND SIGNATURES

I CERTIFY that the work has been completed in accordance with the prescribed specification and drawings, and after taking into account all the authorized additions and alterations, the value of the work done up-to-date, conformably, with the terms of the contractor's agreement is Rs. _____.

Dated Signature of the Certifying
Officer_____

Dated signature of contractor_____ Rank_____

III—MEMORANDUM OF PAYMENTS

Rs. p.

1. Total value of work done up-to-date as per entry "F" of Account I of this Bill

*2. Deduct—(1) Up-to-date intermediate payment already made as per entry "K" of account I of last Bill no. dated

(2) Ten per cent of total value of work done [see rule (2) paragraph 311]

Balance payable

3. Payment now to be made as detailed below :

(a) By recovery of amounts on account of liquidated and ascertained damages

(b) By recovery of amount due under clause _____ of the contract (vide details attached)

In cash

*This entry may be kept blank in cases where a 10 per cent deduction is not stipulated in the terms of the Contract, or intermediate payment are not admissible.

Pay Rs. (Rupees only) _____

(Dated signature and rank of officer authorizing payment.)

IV—ACQUITTANCE

Received Rs. (Rs. only) as above, in full settlement of all demands on account of the contract referred to on reverse.

Date _____

Stamp

†Witness _____

Full signature of contractor

Paid by me _____

Dated initials of person actually making payment.

V—REMARKS

†Payment should be attested by some known person, when the payee's acknowledgment is given by a mark, seal or thumb-impression.

FORM No. 38

(See Chapter XV, paragraph 346)

(To be printed on foolscap breadthways)

Register of Repayment of _____ Deposit at _____ Treasury

Detail of original deposit			Date of Present repayment	Number of repayment vouchers	To whom repaid	Amount repaid		Initials of	
Date of receipt	Number as per register of receipt	Amount balance of deposit				In cash	By transfer	Accountant	Treasurer or disb officer

Rs. Rs.

[See Chapter XV, paragraph 347, note]

(Bill for Repayment of deposits)

_____ Treasury month of _____, 19 .

HEAD OF SERVICE CHARGEABLE	_____DEPOSITS	VOUCHER NO. _____ OF PAYMENTS	LIST OF
Original Number ____	Date of Deposit ____	Name of Depositor	Amount originally deposited Rupees
In this space a translation of the receipt form into Hindi should be given.		Received this _____, day of _____, 19 , the sum of rupees _____ paise _____ being the amount payable _____	
Examined and entered.		Accountant	Stamp, if required.
		Treasury	Stamp, if required.
Pay Rupees		Passed for payment	
Treasury Officer.		Rs. _____	
		Judge, Magistrate or Collector	

FORM No. 41

(See Chapter XV, paragraph 351)

Statement of lapsed* _____ deposit of the _____

Treasury for the year 19 .

PARTICULAR OF DEPOSIT	FOR USE IN ACCOUNTANT- GENERAL'S OFFICE	Remarks
-----------------------	--	---------

Y	No.	Balance lapsed		Number and date of refund order	Amount of refund sanctioned		Initials
		Rs.	p.		Rs.	p.	

*Civil, Criminal Courts or Revenue.

FORM No. 42

(See Chapter XV, paragraph 353)

Refund of Lapsed Deposits

To

THE ACCOUNTANT GENERAL/TREASURY OFFICER*

SIR,

THE following refunds of lapsed deposits aggregating Rupees_____ (in words) have been claimed by_____of whose identity and title to the money I have

satisfied myself. I request your sanction to the refund.
that the amount may be refunded.*

Class of deposit	Particulars of original deposit	Balance credited to Government		Date of lapsed statement	Amount claimed		Remarks
		Rs.	p.		Rs.	p.	
	Year No.						

(Signature)

The_____, 19 .

Judge Magistrate or other Officer.

* Delete which ever not applicable.

REVERSE OF FORM No. 42

Accountant General's no. _____, dated _____

Sanctioned

Received payment.

Receipt Stamp.

Accountant General.

Claimant

Pay rupees ()—————only.

The—————, 19 . Examined.

Accountant.

Treasury Officer.

NOTE—The signature of the claimant should be obtained on this form and the form should be returned as a voucher in support of the debit.

FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE

Admitted for /objected to Auditor-Superintendent.

Noted in the Number book of order Superintendent.

FORM no. 42-A

(See Chapter VIII, paragraph 166 II)

INDENT FOR SERVICE POSTAGE STAMPS

(To be used only in cases in which value of stamps is paid by cheque under paragraph 166 II, Account Rules).

No.—————OFFICE OF THE—————

Dated—————the—————, 19 .

To

THE TREASURY OFFICER,

INDENT FOR SERVICE POSTAGE STAMPS

(To be used only in cases in which value of stamps is paid by cheque under paragraph 166 II, Account Rules).

No.—————OFFICE OF THE—————

Dated—————the—————, 19 .

To

THE TREASURY OFFICER,

Please supply this office with service postage stamps, etc. of the value of Rs. ()—————as detailed below :

Number	Description	Value	Number	Description	Value
	Service Postcards—			Service Postcards—	

Paise service postage stamps

Paise service postage stamps

	Ditto		Ditto
Denomination wise	Ditto	Denomination wise	Ditto
	Ditto		Ditto
1 Rupee	Ditto	1 Rupee	Ditto
2 Rupees	Ditto	2 Rupees	Ditto
5 Ditto	Ditto	5 Ditto	Ditto
10 Ditto	Ditto	10 Ditto	Ditto
15 Ditto	Ditto	15 Ditto	Ditto
25 Ditto	Ditto	25 Ditto	Ditto

Total Rs

Total Rs

Cheque no. ___ dated _____, _____,

Cash Book dated _____ voucher no. _ _____,

Accountant. Signature and designation of the Indenting Officer.

Certified that the stamps are required for paying the postage on communications which are bona fide on the India Government Service or are otherwise covered by the list in rule 167 of the Indian Post Office Rules.

A receipt for the amount sent herewith by cheque no. _____ dated _____ is requested.

Signature and designation of Indenting
Officer.

FORM No. 42-B

(See Chapter XVIII, paragraph 385)

SCHEDULE OF GENERAL PROVIDENT FUND DEDUCTIONS

Important Instructions

- (1) This form should not be used for transactions of other provident funds for which separate forms have been provided.
- (2) The account numbers should be arranged in serial order. The guide letters, e.g. G.A. (for General Administration), P. (for Police) L. J., (for Law and Justice) should be invariably prefixed to account numbers.
- (3) In the remarks column give reasons for discontinuance of subscriptions such as "Proceeded on leave," "Transferred to——— Office ———District," "Quitted service," "Died" or "Discontinued under Rule 7 or 11 of the General Provident Fund Rules, as the case may be."
- (4) In the remarks column write description against every new name such as "New subscriber," "Came on transfer from——— Office ———District" "Resumed subscription."
- (5) Separate schedule should be prepared in respect of persons whose accounts are kept by different Accountants General.

Office of the ——

(Here write the designation of the Drawing Officer and Station).

Deductions made from the salary for———payable on 1st ——

Name of Accounts Officer who maintains these accounts———

(See instruction 5)

Account no.	Name	Pay or/and leave salary this month	Monthly subscription	Refund of withdrawal amount	No. of instalments	Total realised	Remarks
1	2	3	4	5	6	7	8
0.6"	2.0''	0.7''	0.6''	0.5''	0.4''	0.6''	1.11''
		Rs.	Rs.	Rs.		Rs.	

If interest is paid on advance, mention it in the remarks column.

Figures in columns 3, 4, 5 and 7 should be rounded to whole rupees.

Account Nos. may be written thus :

GA AV
1200 47

Do not waste space. Use smaller form if the names are few.

The total of the schedule should be written both in figures and words.

REVERSE

Account no.	Name	Pay or/and leave salary this month	Monthly subscription	Refund of withdrawal amount	No. of instalments	Total realised	Remarks
1	2	3	4	5	6	7	8
		Rs.	Rs.	Rs.		Rs.	

Station_____

Legible signature of Drawing Officer_____

Date_____

Designation_____

FOR USE IN THE AUDIT OFFICER

Voucher _____Date of encashment_____

1. Certified that the name, amount of individual deduction and the total shown in column 7 have been checked by reference to the bill vide paragraph 224 of the Audit Manual.

2. Certified that the rates of pay as shown in column 3 have been verified with the amounts actually drawn in the bill.

Dated initial of the Auditor_____

Department Audit Section_____

FORM No. 42-B-1

(See Chapter XVIII, paragraph 385)

(To be printed on pink paper)

SCHEDULE OF*_____ PROVIDENT FUND DEDUCTIONS

Important Instructions

(1) This form should not be used for transactions of the General Provident Fund and the Contributory Provident Pension Fund under the U.P. Contributory Provident Fund Pension Insurance Rules, 1948, for which separate forms have been provided.

(2) In column 1 quote account numbers unflinching. The account numbers should be arranged in serial order. The guide letters, e.g. Ay. (for I.C.S. Provident Fund), Cy. (for Contributory Provident Fund), should be invariably prefixed to account number.

(3) In the remarks column give reasons for discontinuance of subscriptions such as "Proceeded on leave," "Transferred to——— Office ——District," "Quitted service," "Died," or "Discontinued under Rule 7 of the Contributory Provident Fund Rules, (U.P.) or Rule 3 of the I.C.S. Provident Fund Rules, as the case may be."

(4) In the remarks column write description against every new name such as "New subscriber," "Came on transfer from——— Office ——District" "Resumed subscription."

(5) Separate schedules should be prepared in respect of persons whose accounts are kept by different Accountants General.

Office of the———

(Here write the designation of the Drawing Officer and Station).

Deductions made from the salary for——— payable on 1st ——

Name of Accounts Officer who maintains these accounts———

(See instruction 5)

Account no.	Name	Pay or/and leave salary this month	Monthly subscription	Refund of withdrawal amount	No. of instalments	Total realised	Remarks
1	2	3	4	5	6	7	8
		Rs.	Rs.	Rs.		Rs.	

*Please fill in the name of the Provident Fund here.

If interest is paid on advance, mention it in the remarks column.

Figures in columns 3, 4, 5 and 7 should be rounded to whole rupees. Account nos. may be written thus :

AY CY
47 1200

Do not waste space. Use smaller form if the names are few.

The total of the schedule be written both in figures and words.

(REVERSE)

Account no.	Name	Pay or/and leave salary this month	Monthly subscription	Refund of withdrawal amount	No. of instalments	Total realised	Remarks
1	2	3	4	5	6	7	8
		Rs.	Rs.	Rs.		Rs.	

Station_____

Legible signature of Drawing Officer_____

Date_____

Designation_____

FOR USE IN THE AUDIT OFFICER

Voucher _____ Date of encashment_____

1. Certified that the name, amount of individual deduction and the total shown in column 7 have been checked by reference to the bill vide paragraph 224 of the Audit Manual.

2. Certified that the rates of pay as shown in column 3 have been verified with the amounts actually drawn in the bill.

Dated initial of the Auditor_____

FORM No. 42-B-2

(See Chapter XVIII, paragraph 385)

(To be printed on yellow paper)

SCHEDULE OF CONTRIBUTORY PROVIDENT
PENSION FUND DEDUCTIONS

(Under the U. P. Contributory Provident Fund Pension
Insurance Rules, 1948)

Important Instructions

- (1) This form should be used solely for the record of transactions for the Contributory Provident Pension Fund in respect of the permanent pensionable employees of the U.P. Government. It should not be used for transactions of other Provident Funds for which separate forms have been provided.
- (2) The account numbers should be arranged in serial order. The guide letter, e.g. Con-GA/39, should be invariably prefixed to account numbers.
- (3) In the remarks column give reason for discontinuance of subscriptions such as "Proceeded on leave," "Transferred to————Office —————District," "Quitted service," "Died" or "Discontinued under Rule 7 of the Contributory Provident Fund Rules (U.P.) read with Rule 15 of the U.P. Contributory Provident Fund-Pension Insurance Rules, 1948."
- (4) In the remarks column write description against every new name such as "New subscriber," "Came on transfer from————Office —————District," "Resumed subscription."

Office of the—————

(Here write the designation of the Drawing Officer and Station).

Deductions made from the salary for————payable on 1st————.

Name of Accounts Officer who maintains these Accounts————.

1	2	3	4	5	6	7	8
Account no	Name of subscriber	Month's emoluments†	Amount realised as C.P. Fund subscription	Amount of Insurance premium payable to U.P. State Insurance Fund	No. of Policies of the U.P. State Insurance Fund	[(4)—(5)] Net amount of C.P. Fund subscription	Remarks

If interest is paid on advance, mention it in the remarks column.

*The figures in columns 7 and 8 should be in whole rupees, vide clause (a) of Rule 7 of the U.P. Contributory Provident Fund-Pension Insurance Rules, 1948.

Account nos, may be written thus : Con. GA/139.

Do not waste space. Use smaller form if the names are few.

The total of the schedules should be written both in figures and words.

If the pay is drawn in arrears, the date of the encashment of the bill should be mentioned in the remarks column.

†For definition of emoluments see clause 2 of Rule 8 of the C.P. Fund Rules, U.P.

(REVERSE)

1 2 3 4 5 6 7* 8 9 10

Station_____

Legible signature of the Drawing Officer_____

Date_____

Designation_____

FOR USE IN THE AUDIT OFFICE

Voucher date of encashment

1. Certified that the name, amounts of individual deduction and the net amount shown in column 7 has been checked by reference to the bill vide paragraph 224 of the Audit Manual.
2. Certified that the rates of pay as shown in column 3 have been verified with the amounts actually drawn in the bill.

Dated initials or the Auditor.....

Department Audit section.....

FORM No. 42-C

(See Chapter XVIII, paragraph 385)

_____Department.

_____Office.

Schedule of deductions on account of subscriptions to Postal
Life Insurance for the month of_____

Number of policy	Number of subscriber	Period of pay bill	Amount recovered	Remarks
1	2	3	4	5

Signature_____

Designation_____

FORM No. 42-D

(See Chapter XVIII, paragraph 385)

Family Pension Fund

realized

Schedule of deduction on account of the _____

Widows and Orphans Fund

during the month of* 19 , through the _____

Ledger folio†	Office through which paid‡	Subscribers		Period of pay bill	Promotion donation	Marriage donation	Wife		S
		Name	Designation				Excess age donation	Disparity donation	
1	2	3	4	5	6	7	8	9	
					Rs p	Rs p	Rs p	Rs p	

*Month of realization.

†For use in the Fund section.

‡Accountant General will use this column for entering the names of the Treasuries.

Station_____

Signature_____

Date_____19 .

Designation_____

NOTE—Separate lists should be rendered for deduction on account of Indian Military Service Family Pensions of the old Presidencies.

FORM No. 42-E

(See CHAPTER III PARAGRAPH 64—B)

Form of Cheque

Ledger folio	Treasury/Sub-Treasury _____	
	State Bank of India, _____	
	No. _____	Code no. _____
	Date _____	
	Pay to _____ or order	
	Rupees _____	Rs. _____
<i>A/C payee-not negotiable</i>	Head of account to which debitable _____ _____ _____	Signature _____
		Full designation or office stamp

FORM no. 42-F

(See Chapter XV, paragraph 340-A)

Form of cheque book for Personal ledger Accounts

COUNTERFOIL

Under Rupees _____

GOVERNMENT OF UTTAR PRADESH

BOOK NO. Place _____

PERSONAL LEDGER ACCOUNT

CHEQUE NO. Date _____

BOOK NO. Place _____

To THE TREASURY/SUB-TREASURY OFFICER _____

CHEQUE NO. Date _____

Pay to _____

TO THE TREASURY/SUB-
TREASURY OFFICER_____

Rupees _____ by debit
to the Personal Ledger
Account of

Pay to _____ or
order
Rs. _____

Rs. _____

Rupees _____

Signature of Administrator.

by debit to the Personal Ledger
Account of _____

Drawer's Signature,
Designation.

*N.B.—This cheque is current
for three months only from the
month of issue, thus a cheque
issued on any date of January
will be payable by 30th April.*

*This amendment made vide C.
S. no. 98 dated 16-03-1992.*

FORM No. 42-G

(See Paragraphs 209 and 223)

Grant-in-aid/Loan Bill

No. _____

Head of Account _____

Received the sum of Rs. _____ (_____) being the grant-in-aid/loan for
the period _____ sanctioned by _____ in his letter no. _____,
dated _____ (copy enclosed).

Signature.

Dated _____

Designation

Countersigned for Rs. _____

Signature

Dated _____

Designation.

For use in Treasury

Pay Rs. _____ (_____)

Treasury Officer.

Treasury Accountant.

For use in Accountant General's Office

Admitted Rs. _____

Objected to Rs. _____

Reason of objection _____

Auditor

Superintendent.

Gazetted Officer _____

FORM No. 42-H

(See Chapter XI, paragraph 250-A)

Bill for the refund of excess amounts paid by a loan in repayment of the principal of loan or/and interest thereon.

_____ Treasury

Month of _____ 19 .

Heads of service chargeable

1. Major Head

Voucher no. _____ List of

Month of _____ 19

2. Minor and Sub-Head

3. Primary and Secondary units of payment for the appropriation.

Received the sum of Rs. _____ (_____ being the refund of amount paid in excess in respect of the principal of loan _____ (Give details of loan and its amount) and/or interest thereon sanctioned) by _____ in his letter no. _____ , dated _____ (attested copy enclosed).

Dated _____ 19 .

Signature

Designation

(A) In case of payment at the Treasury.

Passed for payment of Rs. _____

Examined _____

Dated _____ 19 .

Treasury Officer.

(B) In case of payment at the Bank.

To

THE AGENT, STATE BANK OF INDIA _____

Please pay Rs.* _____

*To be stated in words and in figures.

_____ Treasury.

Dated _____ 19 .

Treasury Officer.

Payee's Discharge to the Bank

Received Payment.

Name _____

Office _____

For use in Accountant General's Office.

Admitted.

Rs.

Objected to

Rs.

Reasons of objection—————

Auditor

Section Officer

Gazetted Officer.

FORM No. 42-I

(See Paragraph 369-H)

FORM OF UTILISATION CERTIFICATE

Serial no. letter no. amount and date Certified that out of Rs.———of Grants-in-aid sanctioned during the year———in favour of———under this office/Department letter no., given in the margin and Rs.———on account of unspent balance of the previous year, a sum of Rs.———has been utilised for the purpose of———

Total

for which it was sanctioned and that the balance of Rs..... remaining unutilised at the end of the year has been surrendered to Government (vide no.———dated ———)/ will be adjusted towards the grant-in-aid payable during the next year———

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of check exercised :

- 1.
- 2.
- 3.
- 4.
- 5.

Signature_____

Designation_____

Date_____

FORM NO. 42-J

(SEE PARAGRAPH-184)

**Register of detailed bills of contingent expenditure
Countersigned by.....**

Designation of the Drawing and Disbursing Officer.....year.....

<i>Serial No.</i>	<i>Number and date of the Abstract Contingent bill</i>	<i>Amount of the Abstract Contingent bill</i>	<i>Brief description of the purpose for which amount is drawn</i>	<i>Vouchers no. and date</i>	<i>Date of receipt of detail contingent bill in the office</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>

<i>Details of Head of Account</i>	<i>Appropriation for each head of Accountant</i>	<i>Total</i>	<i>Description of disallowed (—) re-allowed (—) sub-vouchers alongwith no. etc.</i>	<i>Amount</i>	<i>Net Amount Allowed</i>	<i>Initials of the Controlling Officer</i>	<i>Date of despatch to the Accountant General</i>
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Form 42-J inserted vide C. S. no. 91 dated 06-04-1989

INDEX

Paragraph

A

ABSENTEE STATEMENT (S)—

An—should accompany pay bill of establishment
where necessary 134

Preparation and submission of consolidated—
by controlling officers in respect of certain
establishment 134(b)

ACCOUNT (S)—

All transactions of Government must be brought to— 19

ACCOUNTANT GENERAL—

The term—defined 5

Audit of Revenue by— 86

397—400-D

ACCOUNTS RECORDS—

Rules regarding the destruction of— 85-C and Appendix XVI

ACCOUNT RULES—

Responsibility for observance of— 397—400-D

ACQUISITION OR LEASING—

General principles for the construction—of residences for Government officials	264-A (ii)
ADJUSTMENT(S)—	85, 85-A and
Rules regarding—between different Governments	Apendix IX.
ADVANCE(S)—	
———may be granted for expenses connected with a remittance	249 (d)
of treasure	249 (e)
——may be granted for Government law suits	
An——may be made to a Government servant for the purchase	244-A (ii)
of a house	
An——may be made to a Government servant to effect repairs to	244-A (iv)
his house	
Interest at a rate specifically fixed by the Government for the pur-	242 Note 2
pose will be charged on certain classes of——	
Government should forward to the Accountant General an annual	243
estimate of——	251—254
Forms of drawal and repayment of——	244-A-M
Rules regarding house building——	
Rules regarding loans and——included in the State Advance and	216—240
Loan Account	
Rules regarding the grant of——to contractors and disbursed in	312,313-A
connexion with Government works	

Rules regarding the grant of—to a Government servant on transfer	249 (a)
Rules regarding the grant of—to a Government servant on arrival in India on first appointment or on return from leave	249 (b)
Rules regarding—for purchase of conveyances	245—248
Conditions of repayment of—	250
Payment of—which involve the breach of any of the canons propriety is not permissible	242 Note 1
ADVANCE(S)—(concluded)—	
ADVANCES—HOUSE BUILDING—	
Rules regarding—	244—AL
ADVANCES MISCELLANEOUS—	
Rules regarding	242—254
ADVANCES—PERMANENT—	
Rules regarding—	67
ADVANCES—CONTINGENT—	
Rules regarding the grant of——during tour	249 (c)
ADVERTISING CHARGES—	
Rules regarding—	Appendix X-Rule 1
AGREEMENT—	
——between the Governor of Uttar Pradesh and the Reserve Bank of India	Annexure A to Appendix II
General principles to be observed by Government officers in entering into an—— or contract on behalf of the Government	307 and Appendix XIX
ALTERATIONS—	
——in vouchers	47(d)
——of dates of births	127-A—Note

———of pay of gazetted Government servants	114
Corrections and—in cheques issued on the Bank to be attested by full signature	58 Note 4
Proposals for———of establishment	128—130
ANNUAL ESTABLISHMENT RETURNS—	
Rules for the preparation of—	127-127-A
ARREARS OF PAY AND ALLOWANCES—	
Period within which———may be paid	74
Preparation of bills for———	141
ATTACHMENTS—	
———of pay and allowances to be noted on last-pay certificates	102—(1)
———of pay and allowances for debt	107-B
—of pay and allowances for debt of Government servants in the United Kingdom	107-C(2)
ATTORNEY—POWERS OF—	
Register of———to be kept in the Treasury	103(a) Note
AUDIT—	
Extent of———performed on Government charges	78
AUDIT OBJECTIONS—	
Procedure to be followed by Treasury Officers in connexion with	81
Prompt attention to———	79
Prompt recovery of amounts disallowed under———	80
Rules regarding———	79—81
AUDIT AND ACCOUNTS ORDER—	
———issued under section 166(2) and (3) of the Extracts from———	6 and Appendix 1

The term——defined	6
AVERAGE COST——	
Calculation of——of pay of a post	129 (b)

Notes and Appendix VIII

B

BANK——

Claims against Government at places where Treasury business is conducted by a branch of the——to be first presented at the Government Treasury	45-E(1)
Procedure for the receipt of Government dues at places where the Government Treasury banks with the branch of the——	31-A
Rules regarding the execution of Bond of indemnity by—a for drawing leave salaries, etc.	103—103—A
The term——defined	7

BILL (S)——

Circumstances in which a——or a voucher may be signed by a person other than the head of the office	47 (g) Notes
Circumstances in which copies of——for remittances may be issued	75
Forms of——to be used in connexion with works expenditure	310—311
Government accept no responsibility for loss or misappropriation on——sent through a messenger for encashment	111
Period of currency of——cheques and vouchers, etc.	Appendix XV
Procedure to be followed by Treasury Officers when cashing——received from Government servants at a distance from the Treasury	48
The subscriber to a service fund is himself responsible for seeing that proper deductions are	383

made from—

BILL(S)—TRAVELLING ALLOWANCES—

Form of—of a Gazetted Government servant 118

Register of—to be maintained by countersigning officers 119

BINDING CHARGES—

Rules regarding— Appendix X-22

BOND OF INDEMNITY—

Form of— 103 and Appendix-VI

Rules regarding the—for drawing leave salaries etc. 103

BOOKS—

Rules regarding the purchase of— Appendix X-2

BOOK TRANSFER—

Adjustment of transactions by— 85, 85-A and 189—191 and Appendix IX.

The term—defined 8

BUILDINGS—

Classification of repairs to Government— 270

Records to be maintained in connexion with Government— 265

The responsibility for works in connexion with Government—generally devolves on the Local Officer 264

Register of Government— 269

Rules regarding construction, repairs and maintenance of Government— 261—317

BULLION—JEWELLERY, ETC—

—may be received in the Treasury in special cases 39

C

CAMP FURNITURE—	
Rules regarding purchase of—	Appendix IX-37
CANCELLATIONS OF DRAFTS—	
Rules regarding the——for remittances	330—332
CANTONMENT TAXES—	
Rules for the payment of—	Appendix X-30
CAPITAL AND REVENUE ACCOUNTS—	
Maintenance of——for Government buildings	268
CASH BALANCE—	
Procedure for the periodical verification of—in an office	29 and 30
CASH CHESTS —	
A department should not ordinarily require its—being kept in the Treasury	35
Cases in which departmental—may be kept in the single lock	38-A
Cases in which departmental—are permitted to be lodged in the Treasury	36
Procedure to be followed in connexion with the receipt and return of departmental—in the Treasury	36 and 38
CATTLE—	
Sale proceeds of impounded——how treated	344 (a)
CHALAN—	
Money paid into a Government Treasury should be presented with a——	31—34
CHEQUE(S)—	
—from books obtained from a Treasury should not	55

be drawn on other Treasuries	
—may be accepted in payment of departmental receipts	24
—not to be issued for sums less than Rs. 10	59
—on banks received in payment of Government dues at places where Treasury business is conducted by the State Bank must be crossed	25
—to be written in special cheque writing ink	58 Note (2)
A separate——book should be used for each Treasury or Sub-Treasury	55
Corrections and alterations in——issued on the Bank to be attested by full signature	58 Note (4)
Endorsement on——	64
Form of drawing——in favour of persons not employed in Government service or of private persons, etc.	64
Government accepts no responsibility for loss or misappropriation on——sent through a messenger for encashment	111
Period of currency of——issued by officers of different departments	62 and Appendix XV
Precautions to be taken in writing the amount of——	58
Procedure for the custody of——books	57
Procedure to be followed in drawing——not for cash payment but for credit to some other account	64 Note 2
Procedure to be followed in issuing—— on Sub-Treasuries	63
Procedure to be followed in sending a specimen signature of a Government servant authorized to draw——	66
Procedure to be followed when——are accepted in	25-25-B

payment of Government dues	
Procedure to be followed in obtaining————books	54
Procedure to be followed when a————is lost	65
Rules regarding the issue of————	53—66
The Treasury or the Bank to be advised before a new———— book is brought into use	56
Rules regarding payment of contingent bills by—	53-Note, App. VII
CLAIMS AGAINST GOVERNMENT—	
Prompt settlement of————	159
CLAIMS—ARREAR—	
Rules regarding payment of————	74
CLAIMS TO REVENUE	
Remissions and abandonments of————	82-A
CLOCKS—	
Rules regarding the purchase of office————	Appendix X-3
COLLECTOR—(or DISTRICT OFFICER	
The term—defined	10
COMMISSION TO BANKS—	
Rules regarding the payment of————	Appendix X-4
COMMUNICATION AND EFFECT OF SANCTION	
Rule regarding	372—380
COMPENSATION FINES—	
Deposits of————	343 (b)
COMPENSATION FOR LAND—	
Rules regarding————taken up for public purposes	198—203 and Appendix XI

COMPENSATION FOR LOSS OF PROPERTY—

Rules regarding the payment of——to
Government servants Appendix X-5 10-A and
Appendix 1-A

COMPTROLLER AND AUDITOR GENERAL'S
ACT.

CONTINGENCIES—

Definition of—— 150

Rules regarding—— 150—193

CONTINGENCIES—CONTRACT—

Definition of—— 153 (a)

CONTINGENCIES—COUNTERSIGNED—

Definition of—— 153 (e)

CONTINGENCIES—RECURRING—

The sanction of competent authority is required for——
— 165

CONTINGENCIES—SPECIAL—

Definition of——153 (c)

CONTINGENT BILLS—

Forms of—— 176—187

Money should not be withdrawn from the Treasury
on——unless required for immediate disbursement 162

Officers who are permitted to draw——under their
own signature 176 Note (2)

Pay and allowances are not drawn on——with
certain exception 156

CONTINGENT CHARGES—

——are to be recorded in the accounts in the
month in which they are disbursed from the Treasury 164

——in respect of which advance payments may be 162

made	
——incurred on account of wages of coolies should be supported by a certificate from the disbursing officer	157
——may not be incurred in excess of the amount provided in the budget without a previous extra appropriation being obtained	158
——really due by Government should be paid without delay	160 and 161
All——incurred must be paid and drawn without delay	159
Charges against two major heads may not be included in the same bill of——	163
Classification of——	153
For of bills forms drawing——	176—187
Government servants should exercise vigilance in incurring——	169
Procedure for the adjustments of——incurred for another office	192
Registers to be maintained in respect of	173—175
The duties and responsibilities of controlling officers in respect of	171—172
The duties and responsibilities of the drawing officer in connexion with——	169—170
——paid by cheques— Rules regarding	Appendix-VII
CONTINGENT EXPENDITURE—	
Miscellaneous rules regarding———on certain subjects	193 and Appendix X
CONTRACTORS—	
Advances to———and disbursers	312—313-A
CONTRACTS—	

General principles to be observed by Government officers in entering into——or agreements on behalf of the Government	307 and Appendix XIX
CONTRACTS——(concluded)——	
Lumpsum——to be adopted as far as possible for the execution of petty and minor works	307
CONTRIBUTIONS——	
The recovery of——is watched by the Accountant General	95
Payments of grants-in-aid and——	209 and Chapter XVI-A
CONTROLLING OFFICERS——	
The duties and responsibilities of——in respect of contingent charges	171 and 172
The duty of seeing that departmental revenue receipts are collected and paid into the Treasury rests on the——	87
CONVERSION——	
——of a rentable residential building into non-residential	291—A
CONVEYANCE HIRE——	
Rules regarding the payments of——charges	Appendix X-6
CONVEYANCES——	
Advances for the purchase of——	245—248
CONVICT CHARGES——	
Realization of——from other Governments	96
CO-OPERATIVE SOCIETIES-DUE RECOVERY OF——	107 C C
COPIES——	
Circumstances in which——of documents may be issued	75

CORRECTIONS—

——and alteration in cheques issued on the Bank to be attested by full signature 58 Note 4

Manner in which—in accounts vouchers etc. may be made 83

COUNTERSIGNING OFFICER—

Responsibility of a——for over-charges 76 and 77

CURRENCY—PERIOD OF—

——of vouchers, drafts, cheques, etc. Appendix XV

CURRENCY NOTES—

Departmental receipts may be realized in——of all denominations 23

CUSTOMS DUTY—

Claims for refund of excess——or for recovery of——short levied on Government stores should not be made if the amount involved is less than five rupees Appendix X-8

D

DATE OF BIRTH—

Authorities by whom the——of a Government servant may be altered 127-A Note

DATE OF PAYMENT—

——to be quoted by payees in the acknowledgments on sub-vouchers, acquittance rolls, etc. 47 (k)

DEATH—

Pay and allowances and pension are admissible for the day of—— 99 (a)

Procedure for the payment of pay and allowances of a Government servant after his—— 99 (b)

Rules regarding the procedure to be followed in the 99—102

case of—— of Government servants and pensioners	
DEDUCTIONS—	
Authority for——made in a bill should be quoted	47 (j)
Fund——	104-104-A
Rent——	107-A
DEEDS—	
Procedure to be followed for deposits and return of valuables security bonds——etc., in the Treasury	38
DEFALCATIONS—	
Rules regarding——	82-82-B and Appendix XIX-B
DEFINITIONS—	
——of the terms used in this volume	4—18
DEPARTMENTAL CASH CHESTS—	
Rules regarding the custody in Government Treasury of——	35—40
DEPARTMENTAL RECEIPTS—	
Government servants receiving money in payment of——must give the payer a receipt	26
DEPARTMENTAL REVENUES—	
Rectification of wrong credits of——	87 (b)
Responsibility for payment of——into Treasury	87 (a)
DEPOSITS—	
Amounts which may be credited to any known head of account should not be credited to——	342
Authority required for credit as——	342
Classification of——	340
Lapse of——	351—353

Rules regarding————	340—361-A
Rules regarding the repayments of————	346—346-A
The treatment of certain items as————is prohibited	343
DEPOSIT(S)—CIVIL COURT—	
Definition of————	340
Rules regarding————	354—360
DEPOSITS—CRIMINAL COURTS—	
Definition of————	340
Rules regardings————	354—360
DEPOSITS—PERSONAL—	
Definition of————	340
Repayments of————made only on cheques	361
DEPOSITS—REVENUE—	
Definition of————	340
DEPOSITS—SECURITY—	
Rules regarding————	69—73
DESTRUCTION—	
————of accounts records	85-C and Appendix XVI
DISALLOWANCE(S)—	
————against a Government servant transferred to another district to be communicated to the Treasury Officer of that district	81 Note 1
A Treasury Officer should not enter into any correspondence in connexion with a————	81 Note 5
Period within which a representation or protest against————may be submitted to an administrative authority	81 Note 2
Procedure to be followed in adjusting————on	186

contingent bills	
Registers of——to be maintained at the Treasury	81 Note 4
DISCOUNT ON CHEQUES—	
Rules regarding the payment of——	Appendix X-7
DISCOUNT ON STAMPS—	
Rules regarding the payment of——	204
DISCRETIONARY GRANTS BY MINISTERS—	
——Rules regarding	Appendix X-A
DISPUTABLE CLAIMS—	
——not to be honoured by Treasury Officers	Appendix II-18
DRAWEE—	
Definition of the term——of a Bank Draft	320-A
DRAWER—	
Definition of the term——of a Bank Draft	320-A
DRAWING OFFICERS—	
Responsibility of——for overcharges	76 and 77
The duties and responsibilities of——in respect of contingent charges	169 and 170
The responsibility of——for amounts drawn on pay bills of establishment	138
DUPLICATES—	
——of bills or vouchers may be kept in certain cases	75
Circumstances in which——of documents may be issued	327-329
Rules regarding the issue of——of Government Drafts	50 Note 3

E

EFFICIENCY BAR—

The approval of the competent authority should be obtained before increments over an_____in a time-scale of pay are drawn 114 Note, and 137 Note

ELECTRIC INSTALLATION—

Rules relating to works connected with_____ 277—277-A

ENDORSEMENTS—

Vouchers containing unauthorized, incomplete or irregular _____should not be paid at the Treasury 47 (l)

ERASURES—

_____on vouchers and bills 47 (d) and 83-A

_____in accounts, vouchers, etc., are strictly prohibited 83

ESTABLISHMENT (S)—

Division of_____into sections for the purpose of bills and other returns 125

Rules regarding_____charges 125—149

ESTABLISHMENT(S)—(Concluded)—

Rules regarding the preparation of pay bills of_____ 131—137

Rules regarding the preparation of proposition statements of_____ 128—130

Rules regarding the preparation of the annual returns of_____ 127—127-A

The consent of the Accountant General should be obtained to any changes in the arrangement and to the introduction of any new sections in an_____ 126 (b)

ESTIMATES—

_____for special repairs and additions and alterations to buildings to be sent to Divisional Engineers for scrutiny 271 and 273

Rules regarding the preparation of _____ for repairs relating to Government buildings 273—274

EXAMINER, LOCAL FUND ACCOUNTS—

Audit of accounts of Local Bodies and Institutions under _____ receiving grants-in-aid 369-K

EXPENDITURE—

Classification of _____ by heads and whether voted or charged to be entered on vouchers 47(e)

General principles governing the incurring of liability and settlement of claims on account of _____ 158—162

F

FEES—

Rules for accounting of _____ received by Government servants for work done for private bodies 361-A

Schedule of _____ to be paid to architects and others in connexion with the execution of Government works 305 (b) and (c)

FIDELITY BONDS—

_____ of insurance companies may, in certain cases, be accepted as security from Government servants 71-A and 71-C

FINES—

_____ are not to be placed in deposit 343 (b)

FIXTURES—

Rules regarding expenditure on _____ of Government buildings Appendix X-10

FOREIGN SERVICE—

Recovery of subscription to a service fund in the case of a Government servant on _____ 386

FUND DEDUCTIONS—

The duty of making_____devolves on the drawers of bills	104
The Treasury Officer is responsible for checking the recovery of certain classes of_____	104-A
FUNDS—	
See under Service Funds	
FURNITURE—	
List of articles of_____purchase of which from Government Funds is permissible	Appendix X—37
Portraits of distinguished Government servants may be treated as_____	Appendix X—11

G

GARDEN CHARGES—	
Certain_____may be incurred by District Magistrates	Appendix X—12a
GAZETTED GOVERNMENT SERVANT(S)—	
Rules regarding the drawal of pay and allowances of_____	108—121-A
The pay and allowances, leave salary payable to a_____should not be drawn until the Accountant General has intimated the rate of payment	112
GENERAL PROVIDENT FUND—	
Procedure for the drawal of advances from the_____	388
GOVERNMENTS—	
Rules, regarding adjustments between_____	85, 85-A and Appendix IX.
GOVERNMENT MONEY—	
Rules for the safe carriage of_____	Appendix XVII
GOVERNMENT RESIDENCES—	
Instructions in regard to the term of occupation of_____	291-B

GOVERNMENT SECURITIES—

_____received from contractors, etc., not to be treated as revenue 342 Note

GRANTS-IN-AID—

Payments of_____and contributions 209 and Chapter XVI-A

The Examiner, Local Fund Accounts, will furnish a utilization certificate in respect of_____given to bodies or institutions under his audit 369-K

H

HEAD(S) OF DEPARTMENT(S)—

_____may sanction the alteration of the date of birth of a Government servant 127-A Note 13

The term_____defined 13 Note

List of officers declared_____ and Annexure to chap. II

HEALTH CERTIFICATE—

_____of Government servants newly appointed should accompany pay bills 136

The_____of a gazetted Government servant newly appointed should be attached to his first pay bill 118

HOLIDAY(S)—

Date by which certain classes of bills may be cashed when the first day of the following month is_____ 97 Note

HONORARIUM—

The_____of a gazetted Government servant may be drawn without the A.G.'s authority 112

HOT WEATHER CHARGES—

_____are to be treated like other contingent expenditure Appendix X—B

HOUSE BUILDING ADVANCES—

Rule to be followed in sanctioning_____ 244-A—244-L

I

IMPREST

Rules regarding_____account or Permanent Advance 67

INCREASE OF PAY OR ALLOWANCES—

No payment may be made on account of_____until the expenditure has been provided for in the budget and duly sanctioned 74 (c)

Period within which claims for_____may be paid 74 (a) (1)

INCREMENTS(S)—

The approval of the competent authority should be obtained before an_____over an efficiency bar in the time-scale is drawn 137

INCREMENT CERTIFICATE—

_____should accompany pay bills where necessary 137

INDEMNITY BONDS—

Rules for the issue of_____for drawing leave salary and pension 103

INEVITABLE PAYMENTS—

Rules regarding_____ 160 and 161

INSPECTING OFFICERS—

Procedure for the drawal of contingent charges incurred by an_____ 188

INSTALLATIONS—

Records to be maintained in connexion with_____in Government buildings 265 (b)

INTER DEPARTMENTAL TRANSFERS—

Procedure for the record and adjustments of charges on account of_____ 189—191

Rules regarding_____ 189 and Appendix IX.

INTEREST—

_____at the rate specifically fixed for the purpose is
leviable on certain classes of advances 242 Note 2

Action to be taken in connexion with defaults in the
payment of _____on loans and advances 226 and 228

Calculation of _____on loans and advances 225

Rates of _____ to be levied on loans and advances
included in the State Advance and Loan Account 220

Rule regarding _____in case of premature death of a
Government Servant 242-Rule(2)

J

JAIL'S SUPPLIES—

Rules regarding_____ Appendix X—14

JEWELLERY—

Bullion and _____and other valuables received on
behalf of Government may be lodged in the Treasury
for custody 36

_____bullion, etc., not be treated as deposits 345

Conditions under which certain Government servants
are permitted to deposit their _____and other
valuables in the Treasury for safe custody 39

L

LAND (S)—

A report should be sent to Government whenever
a _____taken for public purposes is to be relinquished 202

Rules regarding the acquisition _____for public
purposes 198—203 and Appendix XI

LAST PAY CERTIFICATE (S)—

_____should accompany pay bills in the case of a Government servant transferred from another office	136
A_____may be issued for an establishment accompanying and inspecting officer to enable him to draw pay from another treasury	149
Demand received against a Government servant after the issue of his_____to be communicated to the Treasury to which he has been transferred	102 (1)
Forms of_____	102 and Appendix V.
Instructions for the preparation of_____ in the case of non-gazetted Government servants	104-A
No further payment to be made to a Government servant for whom a_____has been issued	101
Rules regarding_____	101—102
LEASING—	
General principles for the construction, acquisition or_____of residences for Government officials	264-A (ii)
LEAVE SALARY (IES)—	
Place at which the_____of a Government servant may be paid	98 and 98-A
Rules regarding the payment of_____to the agent of a Government servant	103
The_____of a gazetted Government servant in the pay scale the maximum of which exceeds Rs. 1200 per month should not be drawn until the Accountant General has intimated the rate	112 and Note 2
The_____of a non-gazetted Government servant should be drawn from the Treasury from which his pay is ordinarily disbursed	138
LIVERIES—AND WARM CLOTHING—	
Rule regarding the supply of_____	Appendix X-16
LOANS AND ADVANCES—	

Rules regarding_____	216—240-B
Mode of drawing and repayment of_____	223 and 224
LOCAL FUNDS (S)—	
Annual verification of balances of_____at a Treasury	367
Definition of the term_____	362
Procedure to be followed when Government has to incur charges on account of a_____	369
Rules regarding_____	362—369
The account of_____at a Government Treasury is a pure banking account	364
The transaction of_____are not included in the Government Accounts	362
LOSSES—	
_____or defalcations of public money, stores, etc. to be reported to the Accountant General	82
Rules regarding the disposal of cases of_____of Government money	82, 82-B and Appendix XIX-B.
LUMPSUM CONTRACTS—	
Payments for work done on_____	311
M	
MEDICAL STORES—	
Local purchase of certain_____by_____the Chemical Examiner	Appendix X-17
MEMBERS OF LEGISLATURE—	
Pay bills of the_____rules regarding	107-D to 107-H
MINOR WORK(S)—	
_____are to be initiated by the Heads of Civil Departments	297

All_____to be carried out by the Public Works Department	297
Definition of_____	262
Provision of funds for_____	298
Rules regarding the construction of_____	297—298
The responsibility for the execution of_____devolves on the Public Works Department	264 (b)
MISCELLANEOUS CHARGES—	
Rules regarding_____ (Refunds of Revenue)	194—209
MISCELLANEOUS DEMANDS—	
Realization of_____Government	95
MONEY(S)—	
_____tendered as Government revenue should not be kept apart from the Government Account	21
All Government_____to be retained in Government Treasury or deposited in the Bank	20
Conditions under which treasurers are permitted to keep in Treasuries private_____	40
Defalcations or losses of public_____, etc., to be reported to Accountant General	82
Government does not accept any responsibility for losses or defalcation of private—of a treasurer kept at the Treasury	40 (5)
Rules regarding the receipt and custody of Government_____	19—34-A
Rules regarding the safe custody of Government_____in a department or office	28
MORTGAGE BOND—	
Form of_____for house building advances	244-E
Form of_____for motor advances	245-N (2) and (3)

Form of_____for motor-cycle advances	246 Note
MOTOR CARS—	
Rules regarding charges on account of the maintenance and up-keep of Government_____	Appendix X-18
MOTOR CAR (BOAT AND CYCLE) or Scooter	
Rules regarding the grant of advances for the purchase of_____	245—246
MOTOR-TRANSPORT—	
All touring officers are authorized to use_____for the conveyance of their camp equipment	Appendix X-41
MUNICIPAL TAXES—	
Rules regarding the payment of_____	Appendix X-10
MUSTER ROLLS—	
Rules regarding_____	307-A
N	
NAZUL—	
Rules regarding_____contingent charges	Appendix X-19
NEWSPAPERS—	
Rules regarding the purchase of_____	Appendix X-2
NON-GAZETTED GOVERNMENT SERVANTS—	
The pay and allowances of certain classes of_____are drawn on forms of pay bills for gazetted Government servants	109
NON-RESIDENTIAL BUILDINGS—	
Rules regarding the recovery of rents of_____	291-D
NOTARIES PUBLIC—	
Government servants appointed as_____are subject to certain conditions allowed to appropriate	21—A(f)

departmental receipts for departmental expenditure

O

OBJECTIONS—

Duties of Treasury Officers in connexion with
audit_____ 79—81-B

OFFICE—

Transfer of_____of gazetted Government servants to
be reported to the Accountant General 115

ORIENTAL LANGUAGES—

Procedure for the drawal of rewards for proficiency
in_____ 120

OVERCHARGES—

Rules regarding the responsibility of different
authorities for_____ 76 and 77

OVERDUE CHARGES—

Recovery of_____for electric supply made to
Government servants. 91-A

OVER PAYMENTS—

Rules regarding the recovery of_____ 81-A and 81-B

OVER WRITINGS—

_____or erasures in accounts, vouchers, etc., are
strictly prohibited 83 and 83-A

P

PARTNERSHIP CONCERNS—

Payments claims of_____ 45-F

PAY AND ALLOWANCES—

_____are not be treated as deposits 343 (a)

_____may be drawn for the day of a person's death 99 (a)

_____ may be paid only on the personal claim of the gazetted Government servant concerned	110
_____ of a gazetted Government servant may be made payable to some well-known bankers or agent	110
Attachment of _____ for debt	107-B
A gazetted Government servant absent in England, must make his own arrangements to receive his _____ due in India	117
PAY AND ALLOWANCES—(concluded)—	
Drawal of _____ by gazetted Government servants allowed to recess in the hills during the hot weather or required to accompany the headquarters of Government to a hill station from the Treasury at that hill station	121-A
General rules regarding _____	97—107-C
Period within which claims for arrears or increase of _____ may be paid	74 (a)(1)
Place at which the _____ of a gazetted Government servant may be drawn	98, 98-A and 121
Rules regarding, the payment of _____ claimed on behalf of a deceased Government servant	99(b)
Rules regarding the payment of _____ to the agent of a Government servant	103
The _____ of a gazetted Government servant may not be drawn at an increased or a changed rate unless the bill is pre-audited or accompanied by a letter of the Accountant General authorizing the amount to be drawn	114
The _____ of a gazetted Government servant in the pay scale, the maximum of which does not exceeds Rs. 1200 p.m. may be drawn without the Accountant General authority	112
The _____ of a gazetted Government servant may be drawn partly at his headquarters and partly at other	121 Explanations

places

The distribution of amounts drawn on account of _____ at rates other than those shown in pay bills is prohibited	140
The first claim for _____ of a Government servant at station should be supported by a last-pay certificate	101
Undisbursed _____ should be refunded	138
PAY BILLS—	
_____ should be supported by an absentee statement, where necessary	134
A detailed account of amounts drawn and disbursed on account of _____ is not necessary	139
Cases in which _____ may be presented for pay due for a part of a month	97
Date by which _____ may be signed and presented for payment	97
Due date for the payment of _____	97
Forms of _____ for drawing the pay and allowances of a gazetted Government servant	108
Forms of _____ of establishment	131
Government is not responsible for any loss or misappropriation on _____ sent through a messenger for encashment	111
Health certificates and last-pay certificates should accompany _____ where necessary	136
In the _____ the establishment should be distributed into sections	126
Increment certificate should accompany _____ where necessary	137
Power to sign _____ of certain establishments under their control delegated to certain officers	131 Rule—4

Precautions to be taken in paying_____of gazetted Government servants quitting service or placed under suspension	97 Note 2
Preparation of_____for arrear of pay	141
Rules regarding the_____of gazetted Government servants	108—123
Rules regarding preparation of_____of establishments	131—137
Rules regarding presentation and payment of the_____of members of the Legislature	107-D to 107-H
The duty of noting proper deductions on_____devolves on the drawing officer	132
Treasury officers should arrange to pay_____on the first working date of the month	97
PAY OF INFERIOR SERVANTS	
_____may be drawn on contingent bills in certain cases	156
PAYEE—	
Definition of the term_____of a Bank Draft	320-A
PAYMENTS(S)—	
By postal money order (General Rules)	52
All_____must be supported by voucher setting forth particulars of claims	46-A
Procedure to be followed by Treasury Officers when a claim for a_____which is not in order is presented at the Treasury	42
Procedure to be followed in respect of_____to persons not in Government service	46 and 46-B
Rules regarding Government	41—46-B
PENSION(S)—	
_____are not to be treated as deposits	343 (a)

_____ may be drawn for the day of the person's death	99 (a)
Adjustments of _____ between different Governments	85 and Appendix IX.
Rules regarding the payment of _____ to the agent of a pensioner	103
PERCENTAGE CHARGES—	
Levy of _____ by the P.W.D. for works entrusted to them	306
PERMANENT ADVANCES(S)—	
Authorities by whom the amount of _____ may be fixed	67—1
Purposes for which a _____ may be used	67—3
Rules regarding _____	67
PETTY CONSTRUCTIONS AND REPAIRS—	
Applicability of the rules regarding civil work to _____	261
PETTY WORKS—	
_____ are to be initiated by Heads of Departments	292
Definition of _____	262
Procedure to be followed in the construction of _____	292—296
Procedure to be followed when _____ are entrusted to the Public Works Department	294 and 296
Provision of funds for the construction of _____	293
The responsibility for the execution of _____ devolves on the local officer	264
PAISE—	
Rules regarding the omission of _____ from bills or vouchers	47 (n)
PLUS AND MINUS MEMORANDA—	
Rules regarding _____ to be maintained in connexion	234 and 235

with revenue advances

POLICE CLOTHING—

Rules regarding _____ charges Appendix X-14

POLICEMEN—

Rules regarding remittance to _____ 337—339

POSTAGE CHARGES—

Rules regarding _____ Appendix X-21

POSTAGE STAMPS—

Procedure to be followed in obtaining the supply of service _____ 166—168

Rules regarding use of service— 165-A

POSTAL MONEY ORDER—

Payments to suppliers of amounts less than Rs. 50 may be made by— 52

POWERS—

Rules regarding the financial—of subordinate authorities are to be found in the Book of Financial Powers

PRINTING CHARGES—

Rules regarding— Appendix X-22

PRISONERS—

Money belonging to—should be paid into the treasury as a revenue deposit 344 Note 2

PRIVATE BUILDINGS—

Rules regarding hire of—for use as an office or workshop Appendix X-24 (Note 1).

PRIVATE PERSONS—

Payments to— 46 and 46-B

PROFICIENCY IN ORIENTAL LANGUAGES—

Rewards for— 120

PROJECTS—PREPARATION OF—

Fees to be paid to a firm of architects or consulting engineers for— 305 (b) and (c)

PROPOSITION STATEMENTS—

In preparing—the establishments should be distributed into sections 126(a) Note

Rules regarding the preparation of—of establishment 128—130

PROVIDENT FUNDS—

Rules regarding— 392—396

PUBLIC WORKS DEPARTMENT—

Rules in this volume are applicable to the—in addition to special rules applicable to that department 1

PUBLICATIONS—

Rules regarding the purchase of— Appendix X-2

PURCHASE OF STORES—

Rules for the—required for use in Government Departments 260 and Appendix XVIII.

R

RAILWAYS—

Period within which claims between—and Government may be admitted 74 (a) (2)

READJUSTMENT OF PAY AND ALLOWANCES—

—by the head of an office is prohibited 140

REAPPROPRIATION APPLICATION—

Proposals for the revision of establishments should be accompanied by a——if necessary	130
RECEIPT FORMS—	
Procedure for obtaining and the custody of books of——	27
RECEIPTS—	
——for sums exceeding Rs. 20 to be stamped	47 (m)
——for sums less than Rs. 500 do not ordinarily require the signature of the Treasury Officer	31-C
Circumstances in which copies of——may be issued	75
The appropriation of departmental——to departmental expenditure is prohibited	21
RECOVERIES—	
——are ordinarily made at a rate not exceeding one-third of pay	81, Note 3
——from non-gazetted Government servants on account of security deposits and court attachments to be made in cash	133
Method of effecting——on account of retrenchments or dis-allowances	81, Note 6
——of overdue charges for electric supply made to Government servants	91-A
——from Government servants on leave out of India are not made until their return to duty in India	81-A
——of over payments more than a year old may be made by the Accountant General only under orders of Government	81-B
——of rents on buildings and lands	91 and 92
RECURRING CHARGES—	
Rules regarding——	Appendix X-23
REFUNDS—	

Rules regarding—of revenue	194—197
Rules regarding—and cancellation of Drafts	330—332
Rules regarding—of excess amounts paid by a lonce	250-A
REMISSIONS—	
Proposals for—of rents for residential buildings to be submitted to Government for sanction	291
Sanction of Government is required to the—or write-off of irrecoverable loans or advances	238
—of and abandonments of claims to revenue	82-A
R.B.I. REMITTANCES	
Drafts are not transferable	320-B
Bank draft may be accepted in payment of departmental receipts	24
Cancellation and refund of Bank Drafts	330—332
Issue of duplicates of Bank Drafts	327—329
Procedure to be followed in the case of—issued in connexion	
with sepoy's and policemen's remittances	336—339
Purposes for which—are issued	318-D & Annexure
Refund of—	330—332
Rules regarding	318A—339
Rules regarding the issue of—to Government officers and to the public	Annexure to Chap. XIV
REMITTANCES—	
—from one Treasury to another how made	318-C
REMITTER—	
Definition of the term—of a Drafts for remittance	320-A
RENT(S)—	

Preparation and sanctioning of—statements in connexion with Government residential buildings	279—282-A
Maintenance of register of—	278
Proposals for the remission of—of residential buildings to be submitted to the Government for sanction	291
Procedure to be followed in regard to the intimation of demands for and recovery of—	283—291
Procedure to be followed in the recovery of—on building incharge of the Public works Department	91—94
Responsibility of the local officer for reporting the completion of a work and for recovering—at the sanctioned rate	280 and 281
Rules regarding recovery of_____of non-residential buildings	291-D
Rules regarding the deduction of_____from pay bills	107-A
RENT CHARGES—	
Rules regarding_____	Appendix X-24
RENT STATEMENT(S)—	
Preparation and sanctioning of—	
Procedure for the recovery of rents for residential buildings and for the disposal of_____	107-A
REPAIRS—	
A portion of expenditure on account of special_____may increase the capital value of buildings	271
Classification of_____to Government buildings	270
Manner in which provisions made for_____to residential buildings	272
REPAIRS—ANNUAL—	
Definition of_____	270

REPAIRS—QUADRENNIAL—	
Definition_____	270
REPAIRS—SPECIAL—	
Definitions of_____	270
RESERVE BANK OF INDIA—	Annexure A to Appendix II.
Agreement between the Governor of Uttar Pradesh and the_____Remittances_____	318A—339
RESIDENCES—	
General principles for the constructions, acquisition or leasing of— for Government officials	264-A (ii)
RESIDENTIAL BUILDING—	
Conversion of rentable_____into non-residential	291-A
RESPONSIBILITY AND DUTIES OF FINANCE AND ACCOUNT OFFICERS—	
Rules regarding_____	397—400-D
RETERENCHMENT(S)—	
A Treasury Officer should not enter into any correspondence in connexion with a_____	81 Note 5
Period within which a representation or a protest against_____ may be submitted to an administrative authority	81 Note 2
Registers of_____to be maintained at the Treasury	81 Note 4
REVENUE ADVANCES—	
Rules regarding_____	229—237
REVENUE CLAIMS—	
Remissions and abandonments of_____	82-A
REVENUE—DEPARTMENTAL—	
General rules regarding_____	87—90-A

REVENUE RECEIPTS—

Duty of checking the credit of_____devolves on the Revenue Department and not the Audit, Department	86
Realization of miscellaneous demands of Government which are not_____is watched by the Accountant General	95
Rules regarding the check of_____	86—96
The duty of seeing the departmental_____are paid into the treasury rests with controlling officers	87
The manner in which the recorded collection of_____are to be scrutinized	88 and 89

REVENUE REFUNDS—

Rules regarding_____	194—197
----------------------	---------

REWARDS—

Rules regarding the payment of_____in the Police Department	Appendix X-25
The procedure the drawal of_____for proficiency in Original languages	120

RULES—

Authorities by whom the_____in this volume have been made	2
Extent of application of the_____in this volume	1
Modification of the_____in the volume requires the approval of the authority by whom they have been made	3
_____regarding the destruction of accounts records	85-C
_____for accounting of fees received by Government servant for work done for private bodies	361-A
Stores Purchase_____	260 and Appendix XVIII.

SAFE CARRIAGE—

Rules for the_____of Government money Appendix XVII

SCALES—

Rules regarding the purchase of weighing_____ Appendix X-26

SECRET SERVICE EXPENDITURE—

Rules regarding_____ 206-A

SECTION WRITING CHARGES—

Rules regarding— Appendix X-27

SECURITY BONDS—

Procedure to be followed in the case of valuable deeds, _____, etc. deposited in the Treasury 38 (a)

SECURITY DEPOSITS—

Annual examination of the adequacy of_____ 72

Fidelity bonds of Insurance companies may, in certain circumstances, be accepted in place of_____ 71-A and 71-C

Fixation of the amount of_____ 70

Form which_____should be taken 71

Persons from whom_____should be taken 69

Precautions to be taken in accepting Government securities, etc. as_____ 71

Precautions to be taken in returning the_____of a Government servant vacating office. 73

Recoveries on account of_____should be made in cash and not by deductions from pay bills 133 (a)

Rules regarding_____ 69

SERVICE BOOKS—

Instructions for the disposal of_____ in the case of non-gazetted Government servants transferred to another office or promoted to a gazetted post 144

Rules regarding the maintenance of_____	142-144-A
SERVICE FUND(S)—	
Circumstances in which subscriptions to certain_____may be paid in cash	384
SERVICE FUND(S)—(Concluded)—	
Rules regarding_____	381—396
Rules regarding payments from_____in the case of Government servant on retirement	389
Rules regarding the payment of advances, etc. from_____	388
Rules regarding the recovery of subscription to_____	381—387
Submission by Treasury Officers of a detailed list of subscriptions on account of_____	391
Subscription to a_____to be noted on the last-pay certificate in the case of Government servant, transferred to another station	387
The number of account or policy in a_____to be specified when subscriptions are paid in	385
SERVICE STAMPS—	
_____are not be used for work in connexion with local fund	366
Procedure for obtaining_____	166
SHERIFFS' PETTY ACCOUNTS—	
Deposits on account of_____	358
SIGNATURE—	

_____given on a voucher by a mark or seal or thumb- impression	
should be attested...	47 (g)
A specimen_____of a Government servant drawing cheques to be	
sent to the Treasury or the Bank	66
Vouchers bearing_____with a rubber of facsimile stamp should	
not be accepted	47 (g)
SINGLE LOCK—	
The private money of Government treasurers may be kept in the—	40 (1)
SPECIAL CHARGES—	
Authority for_____included in voucher should be quoted on the	
voucher	47 (i)
SPECIAL RECOVERIES—	
Realization of_____is watched by the Accountant General	95
STAMPS—	
Rules regarding discount on_____	204
Rules regarding the purchase of rubber_____	Appendix X-28
STATIONERY—	
Rules regarding the purchase of_____and rubber stamps	Appendix X-28
STERLING OVERSEAS PAY—	
Pay includes_____	81 Note 3-A
Payment of_____in the United Kingdom to more than one	

nominee not permissible 110 Note 3

STORES—

Accounts to be maintained in connexion with _____ 258

Procedure to be followed in connexion with the issue of _____ 257

Procedure to be followed in connexion with the receipt of _____ 256

Rules regarding _____ 255—260

Rules regarding the purchase of _____ 260 and Appendix XVIII.

SUB-TREASURES—

The term is included in the term Treasury _____ 16

Procedure to be followed in issuing cheques on _____ 63

SUPERIOR SERVICE (INDIA) FAMILY PENSION FUNDS—

Rules regarding subscriptions, etc., to _____ 395-A

PERNUMERARY APPOINTMENTS—

_____ may be made in an establishment in certain cases 140

T

TAKAVI ADVANCES—

Rules regarding _____ 229—237

TAXES—MUNICIPAL AND CANTONMENTS—

The sanction of Government is not required to the payment of _____ 165 and Appendix X-29 and 30.

TELEGRAM CHARGES—

Rules regarding _____ Appendix X 21—II

TELEPHONES—

Rules regarding installation of———— Appendix X-40

THERMANTITODES—

Government sanction is required to the purchase of—
— Appendix X-32

TENTS—

Rules regarding the supply of———— Appendix X-31

TIME-SCALE OF PAY—

The approval of the competent authority should be
obtained before increments over an efficiency bar in
a—are drawn 137 Note

The pay of a gazetted Government servant at a rate
above an efficiency bar in the————should not be
drawn without specific orders of the competent
authority 114 Note

TRANSFER(S) OFFICE—

Every——of a gazetted Government servant to be
reported to the Accountant General 115

Procedure to be followed in connexion with 116

Rules regarding the———— 115 and 116-B

TRAVELLING ALLOWANCES—

A register of——should be maintained by
countersigning officer 119 and 148

Rule regarding the drawal of——of non-gazetted
establishment 145—148

Rules regarding the drawal of——of non-gazetted
establishments in the Public Works and Agriculture
Departments etc. 146-A and 146-B

TRAVELLING ALLOWANCE BILLS—

Rules regarding the countersignature of———— 146 and 147

Rules regarding the preparation of————	145—148
Rules regarding————of gazetted Government servants	118 and 119
TREASURE CHESTS—	
Public money in the custody of a Government servant to be kept in—	28
TREASURY—	
The term————defined	16
The transfer of the independent charge of a————by a gazetted Government servant to be reported to the Accountant General	115
TREASURY OFFICER—	
The term————defined	17
Responsibility of a————for overcharges	76 and 77
TREASURY RULES	
The term—defined	18
—issued by the Governor	Appendix II
TYPE WRITERS—	
Rules regarding the purchase of—	Appendix X-34
U	
UMBRELLAS—	
Rules regarding the supply of—to Class IV servant	Appendix X-35
UNCLAIMED PROPERTY—	
Sale proceeds of—how treated	344 (b)
UNCURRENT —COINS—	
—should not be kept in the private money of Treasurer kept at the Treasury	40 (2)
UNITED KINGDOM—	

Receipts and disbursements of the State in the— 85-B and 85 BB
Government servants absent in England or—must 117
make their own arrangements to receive pay in India

UTILIZATION CERTIFICATES—

Responsibility of the Examiner, Local Fund 369-K
Accounts, for furnishing in respect of grants-in-aid
under his audit

V

VALUABLE(S)—

Procedure to be followed in the case of security bond 38 (a)
deeds, etc., deposited in the Treasury

VALUE PAYABLE POST—

Procedure to be followed in the case of vouchers for 50 Note 2
articles received by—

VOUCHER(S)—

—Containing unauthorized, incomplete or irregular 47(l)
endorsements not be paid at the Treasury

—requiring previous countersignature not be paid if 47 (h)
presented without countersignature

—should be filled in and signed in ink 47-(c)

Acknowledgment by the payee to be obtained on— 50
– at the time of payment

Authority for any special charges included in—to be 47 (i)
quoted

Authority for deductions made in a—must be 47 (j)
quoted

Charges against two major heads should not be 47 (f)
included in the same—

Circumstances in which a bill or a—may be signed 47 (g)
by a person other than the head of office

Copy of sanctions accompanying a—to be certified by a responsible Government servant	47 (i)
Corrections and alterations in—to be attested	47 (d)
Dates of payment to be noted by payees in the acknowledgment in—	47 (k)
Duplicates of—may be obtained in some cases for purposes of record	50—3
VOUCHER(S)—(concluded)—	
Erasures are not allowed in—	47 (d)
Heads of classification of charges should be entered on—	47 (e)
Instructions for the preparation of—	47
No payment may be made on a—signed by a clerk or with a rubber stamp	47 (g)
Pay order to be recorded on—by the responsible authority before payment	49
Period of currency of—cheques, etc.	Appendix XV
Precautions to be taken in writing in words the amount in—	47 (c)

W

WARM CLOTHING

Rules regarding the supply of—	Appendix X-16
--------------------------------	---------------

WATER PROOF CAPES—

Supply of—to Government servants	Appendix X-39
----------------------------------	---------------

WITHDRAWAL FROM TREASURY—

No—should be made unless the money is required for immediate disbursement	162
---	-----

WORKS—

Expenditure relating to petty or minor—carried out	315
--	-----

by the Public Works Department to be accounted for under the rules applicable to the department	
Rules regarding accounts in connexion with Government—	308—315
Rules regarding the payment of fee in connexion with the construction of Government—	305
WORKS—CIVIL—	
Extent to which responsibility for the execution of— —has been taken over from the Public Works Department	264
Rules regarding—	261—315
WRITE-OFF—	
Sanction of government is required to the remission or—of irrecoverable loans or advances	238

X

X-RAY EXAMINATION—	
Fees for—and treatment of Government servants will be met from the contingencies of the officer under whom he is serving	Appendix X-36

AMENDED FORMS

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&5] Hkkx &1] ds fofHkUu izLrjksa ds
izkfo/kkuksa ds vUrZxr fu/kkZfjr ns;d izi=ksa
dk iz;ksx fd;k tk jgk gS] ftudk fooj.k layXu
ifjf'k"V &1 esa fn;k gqvk gSA bu izi=ksa dh
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| [3] vkdfLed ns;d
izi= | " " | 103 |
| [4] fu{ksi] fu{ksi
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ns;d izi= | " " | 104 |
| [5] lkekU; ns;d izi= | " " | 105 |

[6] Isok uSso`fRrd " "
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106

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u;s ns;d izi=ksa dks Hkjus ds lEcU/k esa
fcUnqokj fn'kk funksZ'k layXu ifjf'k"V &2 esa
fn;s gq, gSA bu u;s ns;d izi=ksa dks Hkjus ds
lEcU/k esa vko';drkuqlkj izf'k{k.k ,oa
ekxZn'kZu lHkh dks"kkf/kdkfj;ksa dks
funs'kd dks"kkxkj] mRrj izns'k }kjk ,oa
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4–funs'kd] foRrh; la[;dh;] funs'kky;] tokgj
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1 4 - vf/k"Bku dk uke_____

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1 5 - vuqнку
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1 6 - lkslZ
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1 7 - lsDVj
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1 8 - psd
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1 9 - [d] ns;d dk
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- 7 6 1 0 0 0 2 0 2 0 0 0 0 0 0 eksVj okgu ds fy, vfxze

- 7 6 1 0 0 0 2 0 3 0 0 0 0 0 0 vU; xkfM+;ksa dh [kjhn ds fy, vfxze

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- 0 0 4 9 0 4 8 0 0 0 3 0 2 0 0 eksVj okgu vfxze ij C;kt

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- 8 6 5 8 0 0 1 1 2 0 0 0 0 0 0 lzksr ij vk;dj dh dVksRh

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vafre ;ksx

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chek ;kstuk

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eksVj
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 —— izLrqR fd;k x;k nkok lgh ,oa fu;ekuqlkj
 —— ns; gS rFkk iwoZ esa vkgfjr ugha fd;k
 —— x;k gSA laxr fu;eksa rFkk vkns'kksa dh
 —— leLr vkSipkfjdrk;sa iwjk djus ds ckn
 —— ns;d izLrqR fd;k tk jgk gSA ns;d ds
 —— vo;oksa dh izkfIr Lohdkj dh tkrh gSA
 —— jsosU;w LVkEi
 ——ds
 vUrxZrA Lo;a ds fy, vkgj.k vkgj.k vf/kdkjh
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IzcU/kd] Hkkjrh; LVsV

cSad/midks"kkf/kdkjh/

cSad

:i;s

[vadksa
esa]

['kCnksa
esa]Hkqxrku
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dks"kkf/kdkjh/ midks"kkf/kdkjh ds
gLrk{kj

[1 1] dsoy psd }kjk Hkqxrku djus okys
dks"kkxkj gsrqA

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[vadksa
esa]

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esa]Hkqxrku
gsrq ikfjr
fd;k tkrk
gSA

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gLrk{kj

[x] Hkqxrku
izkIr fd;k

vf/k—r irk
O;fDr dk
uke

[izkIrdrkZ ds gLrk{kj]

[?k] i`"Bk;du [;fn vkgj.k forj.k
dksbZ gks] vf/kdkjh ds gLrk{kj

egkys[kkdkj dk;kZy; ds iz;ksx gsrq

Loh—r :0———— iS0————
—————

vLoh—r :0———— iS0————
—————

lEizs{k d lEizs{k kf/kdkjh

dks"kkxkj izi= la[;k 2 5 6 d [la'kksf/kr]

ih0,10;w0ih0&,0ih0 0 8 dks"kkxkj&1 5 &1 &9
4 &(2 8 9 0) &1 0]0 0]0 0 0 – (vkQlsV) A

izi= la[;k&12 [la'kksf/kr]

;k=k O;; @ LFkkukUrj.k ;k=k O;; ns;d izi=

foRrh; fu;e laxzg [k.M&ikWp] Hkkx&1

[ns[ksa v/;k; Ng] izLrj 118] v/;k;&lkr&izLrj 145,146&.]

ls-----dc rd -----
--)

4. fjdkMZ 1 0 2 5 [d] dks"kkxkj dk
dksM

6-
ns;d
iath
dh
dze
la[:k

5-[[k] mi dks"kkxkj
dk dksM

7. ckmpj
la[:k
[dks"kkxkj }kjk Hkjk tkuk
gS]

8- ckmpj dk
fnukad
[dks"kkxkj }kjk Hkjk tkuk gS]

9-
vk;kstukxr@vk;kstusrj@erns;@ikfjr
[tkv vuqeU; gks lgh djsasa] 'ks"k dkV nsa]

10. ys[kk'kh"kZd
dk 13 vadks dk dksM +
1 psd vad

11- ----- 12-
vk.fo. v vk. fo. v. dk
dk dksM
inuke

(4 eq[: ys[kk'kh"kZd +2 mi eq[: ys[kk'kh"kZd
+3 y?kq 'kh"kZd +2 mi'kh"kZd + 2 C;ksjsokj 'kh"kZd)

[dze la[:k 13 ds
vf/kdkfj;ksa dks NksM+dj]

13. Lo;a ds fy;s vkgj.k gsrq vf/k—r vf/kdkjh dk uke-----

14. vf/k"Bku dk uke-----

[eqj yxk;h tk ldrh gS]

15. vuqнку
la[:k

16. lkslZ
dksM

17. lsDVj dksM

18. psd
ys[kkdkj dk
dksM

19. Loh—r vkns'k la[:k [;fn vko';d gks izfrfyfi Hkh layXu
djsa]-----

20. Loh—fr dh frfFk-----

ys[kk'kh"kZd laca/kh
fooj.k dh eqgj

04—;k=k O;; gsrq 'kq) /kujkf'k

:0 iS0

05— LfkkukUrj.k ij O;;

eq[: ys[kk'kh"kZd %&

mi eq[: 'kh"kZd %&

ctV dh orZeku fLFkfr

y/kq 'kh"kZd %&

ekud en

dqy
vkoafVr c ctV

bl fcy
dks
lfEefyr

ctV
vo'ks"k

vH;qfDr

mi 'kh"kZd %&

C;ksjsokj 'kh"kZd %&

psd dk foj.k %&[dsoy
psd }kjk Hkqxrku fd;s
tkuss dh fLFkfr esa Hkjk
tkuk gS]

:0 iS0

:0 iS0

:0 iS0

04 ;k=k

O;;05 LFkkukUrj.k
ij O;;

dze psd psd psd dhaw psd [d] izekf.kr fd;k tkrk gS fd ns;d lgh ,oa fu;ekuqlkj ns; gS rFkk iwoZ
la[;k ftlds dh /kujkf"k fuxZr esa vkgfjr ugha fd;k x;k gSA laxr fu;eksa rFkk vkns'kksa dh leLr
uke la[;k :0 iS0 dh vkSipkfjdrk;sa iwjk djus ds ckn ns;d izLrqr fd;k tk jgk gSA ns;d ds
fuxZr fnukad vo;oksa dh izkflr Lohdkj dh tkrh gSA

[d] layXud dh lwph [;fn dksbZ gks] %& Hkqxrku gsrq :0-----
[vadksa esa]

[`kCnksa esa]

vkgj.k forj.k vf/kdkjh

ikfjr fd;kA

[inuke ,oa dk;kZy; dh eqgj]

fu;a=d vf/kdkjh

[inuke ,oa dk;kZy; dh eqgj]

[[k] [1] [dsoy fcy ij Hkqxrku djus okys dks"kkxkjksa ds iz;ksx gsrq]

izcU/kd Hkkjrh; LVsV cSad@cSad@mi dks"kkxkj@-----

:0-----[vadksa esa]-----[`kCnksa esa]Hkqxrku djsa]

dks"kkf/kdkjh@mi dks"kkf/kdkjh

[11] [dsoy psd }kjk Hkqxrku djus okys dks"kkxkjksa gsrq]

:0-----[vadksa esa]-----[`kCnksa esa] Hkqxrku gsrq ikfjr fd;k tkrk gS]

dks"kkf/kdkjh@mi dks"kkf/kdkjhA

[x] Hkqxrku izkflr fd;k [?k] vf/k—r O;fDr dk uke-----irk-----

[izkflrdrkZ ds gLrk{kj} gLrk{kj}

-

egkys[kkdkj dk;kZy; gsrq %&

Loh—r :0-----

vLoh—r :0-----

lEizs{k d lEizs{k kkf/kdkjh

fVIi.kh %&iqjkus izi= 10 6,12,12,]12ch, 12lh ,oa 12Mh ds LFkku ij vc ;g izi= iz;ksx fd;k tk;sxA-----

Øe&la[,k O;; lEeU/kh fooj.k /kujkf`k vH;qfDr
:0 iS0

6 6 ldy /kujkf`k [vfxze lek;kstu ds ckn]
dVksSfr;ksa dk fooj.k
1 -
2 -

7 7 lEiw.kZ dVksSfr;ka

9 9 `kq) ns; /kujkf`k

d& izekf.kr fd;k tkrk gS fd bl ns;d esa izLrqr fd;k x;k nkok lgh ,oa fu;ekuqlkj ns; gS rFkk
iwoZ esa vkgfjr ugha fd;k x;k gSA laxr fu;eksa rFkk vkns`kksa dh leLr vkSjpkfjdrk;sa iwjk
djus ds ckn ns;d izLrqr fd;k tk jgk gSA ns;d ds vo;oksa dh izkfIr Lohdkj dh tkrh gSA

Hkq
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gsrq
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vkGj.k forj.k vfk/kdkjh dk gLrk{kj ikfjr fd;kA

[inuke ,oa dk;kZy; dh eqgj]

fu;a
=.k/
izfrg
Lrk{
kjdr
kZ
vf/k
dkjh
ds
gLr
k{kj

[ds
oy
dkm
UVj
daV
htsal
h ds
izdj.
k
esa
gh
ykx
w
gksx
kA

[inu
ke
,oa

}kjk psd /kujkf`k dk fnukad
fuxZr
:0 iS0

izek.k&i=/ feyku/ dks"kkxkj dh mi;qfDr egkys[kkdkj dk;kZy; ds iz;ksx gsrq
fnukad dks"kkf/kdkjh ds gLrk{kj lEizs{kd
Øe&la0 fu{ksi ewy fu{ksi dk fooj.k /kujkf`k rFkk fu{ksi nkok
dk ys[kk'kh"kZd fcy ls tek yqIr dh x;h
izdkj fd;k x;k djus /kujkf`k
tekrkZ pkyku fnukad] /kujkf`k /kujkf`k ys[kk'kh"kZd frfFk
dk uke la;k ekg ,oa fooj.k o"kZ
:0 iS0 :0 iS0

6 6 – ldy /kujkf`k [vfxze
lek;kstu ds ckn]

dVksSfr;ksa dk fooj.k

1 -

2 -

7 7 &dqy dVksSfr;k;

9 9 &'kq) ns; /kujkf`k

1. tuin dk uke ————— 2. dks"kkxkj dk uke ————— 3. ns;d dh vof/k[dc ls] ————— dc rd —————

4. fjdkMZ dksM 1 0 5 5. dks"kkxkj dk dksM 6. ns;d iathdh dze la[;k

5 [[k] mi dks"kkxkj dk dksM

7. okmpj la[;k 8. okmpj dk fnukad 9. vk;kstukxr@vk;kstusRrj@erns;@ikfjr

[dks"kkxkj }kjk Hkjk tkuk gS] [dks"kkxkj }kjk Hkjk tkuk gS] [tks vuqeU; gks lgh djsa] 'ks"k dkV nsa]

10. ys[kk'kh"kZd lEca/kh 13 vadks dk dksM + 1 psd vad

[4 eq[; ys[kk'kh"kZd + 2 mieq[; 'kh"kZd + 3 y'kq'kh"kZd + 2 mi'kh"kZd + 2 C;ksjsokj 'kh"kZd]

11. vkgj.k forj.k vf/kdkjh dk inuke ————— 12. vk. fo. vf/kdkjh dk dksM

[dze la[;k 13 ds vf/kdkfj;ksa dks NksM+dj]

13. Lo;a ds fy, vkgj.k gsrq vf/k—r vf/kdkjh dk uke —————

14. vf/k"Bku dk uke —————

15. vuqnku la[;k 16. lkslZ dksM 17. lsDVj dksM 18. psd ys[kkdkj la[;k

19. vkgj.k ls tqM+s ys[kk'kh"kZd [djsfDVax lfoZl gsM]

dk 13 vadks dk dksM

[dsoy Hkfo"; fuf/k vfxze ,oa _k rFkk vU; vfxzeka ls lEcfU/kr Hkqxrku gsrq Hkjk tk;s]

20. Loh—fr vkns'k la[;k [;fn vko';d gks izfrfyfi layXu djsa] ————— 21. vkns'k dk fnukad —————

22. Loh—rdrkZ dk inuke ,oa dk;kZy; —————

ys[kk'kh"kZd lEcaU/kh fooj.k dh eqgj

Hkqxrku dk fooj.k

eq[; ys[kk'kh"kZd&

ekud in dk dksM ,oa /kujkf'k

mieq[; ys[kk'kh"kZd&

uke :0 iS0

y/kq'kh"kZd&

C;ksjsokj 'kh"kZd&

ctV dh orZeku fLFkfr%&[dsoy ml fLFkfr esa Hkjk tk;s ftlesa ctV dk vkoaVu gksuk gS]

ekud en dk uke	vkoafVr dqy ctV	bl fcy dks 'kkfey djrs gq, dqy O;;	vo'ks"k ctV	66 ldy /kujkf'k
	:0 iS0	:0 iS0	:0 iS0	[vfxze lek;kstu ds ckn]

dVksfr;ksa dk dksM lfgr fooj.k

1.

2.

3.

77. lEiw.kZ dVksfr;ka

99. 'kq) ns; /kujkf'k [66-77]

fuxZr cSad dk fooj.k [dsoy psd }kjk Hkqxrku fd;s tkus dh
fLFkfr esa Hkjk tkuk gS]

dze	fdlds uke	psd	psd dh	psd fuxZr dk
la0	psd fuxZr	la[;k	/kujkf'k	fnu
			:0 iS0	

vkj.k forj.k vf/kdkjh ds inuke lfgr
gLrk{kj [eqgj]

egkys[kkdkj dk;kZy; ds iz;ksx gsrq

_____ iS0_____ lEizs{kd lEizs{kkf/kdkjh

_____ iS0_____

uksV%-iqjkus izi= la[;k 6-,] 6ch] 6lh] 6-Mh] 42-th] 42-,p ,oa vU; fcy izi=ksa ds LFKku ij vc bl izi= dk iz;ksx
fd;k tk;sxA

vfHknkrk dk uke ,oa inuke
rFkk Js.kh

[dsoy Hkfo"; fuf/k vfxze ds fy,]

vU; vfxze @vU; Hkqxrku c

th0	vLFkbbZ	LFkbbZ	thou	vfUre	vU;	/kujkf'k	vH
ih0	vfxze	vfxze	chek	fu"dklu	vfxze@vU;		
,Q0			fuxe dh		Hkqxrku		
ys[kk			ikfylvh		dk iw.kZ		
la[;k			gsrq		fooj.k		
			vfxze				

:0 iS0 :0 iS0 :0 iS0 :0 iS0 :0 iS0

88-vfxze
lek;kstu [;fn
dksbZ gks]

66-ldy
/kujkf'k [vfxze
lek;kstu ds ckn]

dVksSfr;ks dk fooj.k

1.

2.

77. lEiw.kZ dVksSfr;ka

99. 'kq) ns; /kujkf'k

d- izekf.kr fd;k tkrk gS fd bl ns;d esa izLrqr fd;k x;k nkok lgh ,oa fu;ekuqlkj ns; gS rFkk iwoZ
esa vkgfjr ugha fd;k x;k gSA laxr fu;eksa rFkk vkns'kksa dh leLr vkSipkfjdrk;sa iwjk djus ds
ckn ns;d izLrqr fd;k tk jgk gSA ns;d ds vo;oksa dh izkflr Lohdkj dh tkrk gSA

vkGj.k forj.k vf/kdkjh dk gLrk{kj fu;a=d@izfrgkZ{kjdrkZ vf/kdkjh ds gLrk{kj

[inuke ,oa dk;kZy; dh eqgj] [inuke ,oa dk;kZy; dh eqgj]

[k-[1] dsOy fcy ij Hkqxrku djus okys dks"kkxkjksa ds iz;ksx gsrqA

izcU/kd] Hkkjrh; LVsV cSad @midks"kkf/kdkjh

cSad

:0 [vadksa esa] [kCnksa esa] Hkqxrku djsaA

[11] dsOy psd n~okjk Hkqxrku djus okys dks"kkxkjksa gsrqA

:0 [vadksa esa] [kCnksa esa] Hkqxrku gsrq ikfjr fd;k tkrk
gSA

"
k
k
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k
d
k
j
h

x& Hkqxrku izkIr fd;k-----?k&vf/k—r O;fDr d uke-----irk-----

[izkIrdrkZ ds gLrk{ kj}]

M& layXud dh lwph [;fn dksbZ gks] 1..... 2.....

dks"kkxkj izi=-359 d [la'kksf/kr]

Isok uso`fRrd ykHk ns;d izi=

1 &&tuin dk uke----- 2 &&dks"kkxkj dk uke----- 3 &&ns;d dh vof/k (dc ls----- dc rd-----)

4 &&fjdkMZ 1 0 6 dksM 5 &&(d) dks"kkxkj dk dksM 6 &&isa'ku Hkqxrkus'k la[;k-----

5 &&([k] mi dks"kkxkj dk dksM

7 &&isa'ku Hkksxh dk uke----- 8 &&lsokuSo`fRrd ykHk dksM 9 --V`ssth bUMsDI ua0

Øe la0 1 0] 1 1 ,oa 1 2 dks"kkxkj }kjk Hkjk tkuk gSA

1 0 &&okmpj la[;k 1 1 &&okmpj dk fnukad

1 2 &&eq[; ys[kk'kh"KZd ls C;ksjsokj 'kh"KZd rd dk

ns; /kujkf'k

Hkqxrku lEcu/kh vKx.ku %— (vko';drk iM+us ij
izi= ds ihNs vKx.ku djsa)

Isok uSo`fRrd ykHk dk :0
uke

iS0

iqufoZ;qfDr ,oa iqufoZokg lEcu/kh izek.k- i=

izekf.kr fd;k tkrk gS fd—

(1) esjs }kjk bl ns;d esa vkgfjr /kujkf`k dh vof/k esa
ljdkjh ;k v/kZ ljdkjh laxBu esa Isokdj dksbZ osru ;k
HkRrk ugha izkIr fd;k x;k gSA

6 6 ldy /kujkf`k

dVksSfr;ak

1 &&fofo/k iz`kklfud
Isok;sa dksM

isa'kuHkksxh dk gLrk{kj/ vaxwBk fu'kkuh

2 &&vk;dj dksM

(2) esjs }kjk bl vof/k esa iqufoZokg ugha fd;k x;k
gSA

3 &&vU; dVksSrh dksM

7 7 lEiw.kZ dVksSfr;ka

dsoy ikfjokfjd isa'ku ds fy;SA

9 9 &&'kq) ns;
/kujkf`k (6 6 & 7 7)

ias'kuHkksxh dk gLrk{kj/ vaxwBk fu'kkuh

psd dk foj.k (dsoy psd }kjk Hkqxrku fd;s tkus dh
fLFkfr esa Hkjk tkuk gS)

thfor jgus dk izek.k i= (vko';drk iM+us ij)

psd la;k psd dh /kujkf`k psd fuxZr djus dk
fnukad

izekf.kr fd;k tkrk gS fd
Jh—————vkt dh fnukad dks thfor
gSaA

vf/kdkjh dk inuke ,oa fnukad

lfgr gLrk{kj

(lh0 ,10 vkj0 ds vuqPNsn 2 4 6 ds vuqlkj)

(dsoy fcy ij Hkqxrku djus okys dks"kkxkjksa ds iz;ksx gsrq)

Hkkjrh; LVsV cSad/ dks"kkxkj jksdfM+;k/ mi
izeU/kd dks"kkxkj jksdfM+;k
cSad

:0————— (vadksa
esa)————— ('kCnksa esa)

Hkqxrku djsaA

dks"kkf/kdkjh/ mi dks"kkf/kdkjh ds gLrk{kj

dsoy psd }kjk Hkqxrku djus okys dks"kkxkjksa ds iz;ksx gsrqA

:0----- (vadksa esa)----- ('kCnksa
esa) Hkqxrku gsrq ikfjr fd;k tkrk gSA

dks"kkf/kdkjh/ mi dks"kkf/kdkjh ds gLrk{kj

:0----- dk Hkqxrku izkIr fd;kA

Hkqxrku lEcU/kh vU; laLrqfr

izkIrdkZ dk gLrk{kj/ fu'kkuh vaxwBk

egkys[kkdkj ds iz;ksx gsrq %&&

Lohdkj :0

vkifRr :0

lEizs{k d lEizs{kkf/kdkjh