

Bihar Treasury Code - 2011

BTC FORM - 1

[See Rule 10]

Certificate of Transfer of Charge

Certified that we have in the fore/after noon of this the day of 20.... respectively made over and received charge of the office of..... Station

Date.....20..

.....

Signature of relieved government servant

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

The figures shall be filled in by the relieving officer with his own hand after verification. For details see forms attached.

Relieving government servant.....

Relieved government servant.....

I also certify that I have received and hold in my personal custody copy/ copies of the Cipher Code of the Reserve Bank of India together with Supplement nos. which has/have been corrected up to date.

I also certify that I have studied fully the rules in the Treasury Code relating to the safe custody of treasure and am fully acquainted with them.

Relieving government servant.....

* For details see overleaf

(contd.....)

Bihar Treasury Code - 2011

BTC FORM - 1 (contd..)

Details of Treasury Balance

Description	Under double locks	With Treasurer	Total
1	2	3	4
Government Securities held in safe custody— Balance at credit of depositor, Rs. Govt. Currency Notes At Rs. 1000 ... At Rs. 500 ... At Rs. 100 ... At Rs. 50 ... At Rs. 20... At Rs. 10... Stamps (various denominations) Govt. Draft Forms (Number).... Cheque Forms (Number)..... Other Valuables.....			

Relieved
Government Servant

Relieving
Government Servant

Station

Date20.....

BTC FORM - 2

[See Rule 18]

**Statement of transactions on Government Account at Reserve Bank /
State Bank of India**

at for.....

Daily Monthly Statement

Date	Receipts			Date	Payments			Net Transaction
	No. of Challans	Particulars	Amount		No. of Vouchers	Particulars	Amount	
1	2	3	4	5	6	7	8	9

Total Rs.....(.....) Total Rs..... (.....)

Agent
Manager

Agent
Manager

BTC FORM - 3

[See Rule 31]

Register showing the deposit of cash chest and valuables at the Treasury

Serial number of packet (or chest)	Date of receipt	Office from whom received	Condition in which received	Articles said to be contained in packet (or chest)	Value estimated or actual	When returned	Signature of recipient	Initial of Treasury Officer	Remarks
1	2	3	4	5	6	7	8	9	10

Bihar Treasury Code - 2011

BTC FORM - 4

[See Rule 42]

(Obverse)

CHALLAN No.....

Treasury

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code.....
Sub Head	Bill Code.....

Challan of cash paid into the..... Bank at.....

To be filled in by the Remitter				To be filled in by the Departmental Officer or the Treasury		
By whom tendered	Name (or designation) and address of the person on whose behalf money is paid	Full particulars of the remittance and of Authority (if any)	Amounts		Head of Account	Order to the Bank
Name: Signature.....			Rs.....	P		Correct—Receive and grant Receipt. Signature and full designation of the officer ordering the money to be paid in. Date:.....
*(in words) Rupees.....			*To be used only in the case of remittances to the Bank through Departmental Officer or the Treasury Officer.			

Received payment

Date

Cashier/Treasurer

Accountant

Agent or Manager

Treasury Officer

Note: 1. In the case of payments at the Treasury, receipts for the sums less than Rs.1,00,000/- do not require the signature of Treasury Officer, but only of the Accountant and the Treasurer. 2: Particulars of money tendered should be given on the reverse. 3: In cases where direct credits at the Bank are permissible, the column "Head of Account" will be filled in by the Treasury Officer on receipt of Bank's Daily Sheet.

(Reverse)

Particulars	Amount	
	Rs.	p
Coin		
Notes (with details)		
Cheque (with details)		
Total		

BTC FORM - 5

[See Rule 52]

**Treasury Remittance Book
Public Works and Forest Department**

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code.....
Sub Head	

Date of Remittance	Amount in words		Amount in figures		Signature of Treasury Accountant	Signature of Treasury Officer for sums of Rs. 1,00,000 and above
	Rs.	P	Rs.	P		

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BTC FORM - 6

[See Rule 53]

Schedule for Public Works Department Receipts

during the month of.....20.....

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code.....
Sub Head	

Date of Receipts	*Payments made into Treasury by the Officers of the Department.								**Payments made into Treasury on account of officers of the Department.								Daily total carried to cash book	Remarks		
									From whom received	On what account	On account of--	On account of--	On account of--	On account of--	Other items					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14						
	Rs	p	Rs	p	Rs	p	Rs	p			Rs	p	Rs	p	Rs	p	Rs	p		

* Here should be entered the official designation for the officer concerned. All payments made by the officer (including his subordinates) should be entered in this column.

** These columns should be filled up only when payments into the Treasury are not made by officers of the Department but by other account.

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BTC FORM -7

[See Rule 57]

Schedule for Forest Cash Remittance

Consolidated Receipt-cum-Schedule for Forest Cash Remittance for the month of20.....

Major Head	Treasury Code.....
Sub Major head	DDO Code.....
Minor head	Bank Code
Sub head	

Treasury					From:- Forest Division	
Received from the Officer-in-charge of Division the sum of Rs..... as detailed below for credit to the Forest Department :-						Number of credit item and date of entry in the Forest Account.
Date of remittance to Treasury	Name of Treasury	By whom remitted.	Number of each challan	Amount remitted with each challan.		
				Rs.	p.	

Countersigned

Treasury Officer

Date.....20.....

Forest Officer,

.....Division,

Date.....20.....

BTC FORM -8

[See Rule 96]

Letter of Credit (General)

..... DEPARTMENT

LETTER OF CREDIT No.....

Dated the 20.....

The Treasury Officer of

I have the honor to request that you will cash the cheques drawn by the

.....

.....

to the extent of Rupees

(This letter of credit has effect from the)

***Signature and Designation of the
Departmental Officer***

Bihar Treasury Code - 2011

BTC FORM - 9

[See Rule 106]

Treasury Messenger's Register

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code.....
Sub Head	

Date	Bill No.	Net amount of the Bill		Nature of the Bill i.e. Pay Bill, TA bill or Contingent Bill etc.	Name of the messenger	Dated signature of the treasury clerk receiving Bills for scrutiny	Dated signature of the messenger receiving back the passed bill from the treasury	Remarks
		Rs.	p.					
1	2	3		4	5	6	7	8
		Rs.	p.					

BTC FORM -10

[See Rule 107-108]

Allotment Register

Major Head Sub Major Head Minor Head Sub Head	Treasury Code..... DDO Code..... Bank Code..... Object Head
--	--

Sl. No.	LEFT SIDE OF REGISTER				RIGHT SIDE OF REGISTER							
	ALLOTMENT LETTER No. & DATE	DETAILS OF ISSUING AUTHORITY	TREASURY/ DDO DIARY NO. & DATE	AMOUNT	REMARKS	BILL NO.	TOKEN NO.	BILL AMOUNT		TOTAL EXPENDITURE	BALANCE ALLOTMENT	SIGNATURE OF DDO/ TREASURY STAFF
								GROSS	DEDUCTION NET			

BTC FORM -11

[See Rule 109]

ADVANCE BILLS REGISTER

Major Head	Treasury Code.....
Sub Major Head.....	DDO Code.....
Minor Head	Bank Code
Sub Head	Object head

Sl. No.	Left Side				Right Side				
	Details of Advance Bills Drawn				Details of Adjustments				
Bill No.	Bill Amount	Unit of Expenditure	T.V. No./Date	Against Allotment Letter No. and Date	Reference Letter No. & Date of Detailed Bill	Amount of Detailed Bill	Balance of Advance	Remarks/Signature of Treasury Officer	
1	2	3	4	5	6	7	8	9	10

BTC FORM -12

[See Rule 110]

Register of Payment Orders Issued

(BANK ADVICE LIST)

Name of the Treasury

Date

Reference No.....

Monthly Serial No.	Token No.	Name of the Payee	Name of the Messenger	Nature of Bill showing the Head of account	Bill No.	Mode of Payment	Amount passed in figures		Amount passed in words
1	2	3	4	5	6	7	8		9
							Rs.	p.	

Total in Figures Rs.....

Total in words Rs.

Signature
(Assistant)

Signature
(Accountant)

Signature
(Treasury Officer)

Memo No.....

Date

Bihar Treasury Code - 2011

BTC FORM -13

[See Rule 113]

Authorization to Treasury Officer for Payment of Bill

To

The Treasury Officer.....

State/ Reserve Bank of India.....

Please pay Bill No..... dated the.....

For Rs..... *(in words)*.....

.....to..... *(Name of messenger)* of the

Office ofwhose attested specimen signature is given below.

Attested specimen signature.....

Dated.....the.....

Signature of the Drawing Officer

Endorsee

Received payment

Dated.....

(Signature of the person)

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BTC FORM - 14

[See Rule 117]

Register showing the name of Self Drawing Officers and the salaries drawn by them.

Name of the Gazetted Officer—

Designation-

Specimen signature of Gazetted Officer—

(Duly attested signature should be pasted here in the presence of the Treasury Officer who should also attest it)

Rate of Pay and Allowances authorised from time to time by the Accountant-General

	From	From	From	From	From	From	From	From	From
1	2	3	4	5	6	7	8	9	10
Substantive Pay									
Special Pay									
Dearness Pay									
Dearness Allowance									
House Rent Allowance									
Transport Allowance									
Medical Allowance									
Other Allowance (Specify)									
Other Allowance (Specify)									
Total									
No. and date of the pay slip or L.P.C.....									
Initial of the Treasury Officer.....									

DETAILS OF THE RECOVERIES TO BE EFFECTED FROM THE OFFICER

No. of the letter ordering recovery	Date	Particular of recovery	No. of the Installment of recovery	Amount	Remarks
1	2	3	4	5	6

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(Inner Sheet)

DETAILS OF AMOUNTS DRAWN BY THE SELF DRAWING OFFICER ON MONTHLY PAY BILLS

Details of Claim	April	May	June	July	August	September	October	November	December	January	February	March	Remarks
Substantive Pay Special Pay Dearness Pay Dearness Allowance House Rent Allowance Transport Allowance Medical Allowance Other Allowance (Specify) Other Allowance (Specify)													
GROSS CLAIM													
<u>Deductions:—</u> G.P.F. G.I.S. Income Tax House Rent Municipal Tax Interest on Advances G.P.F. Advance House Building Advance Motor Vehicle Advance Computer Advance Festival Advance Miscellaneous Recovery (Specify) Miscellaneous Recovery (Specify)													
TOTAL DEDUCTIONS													
NET AMOUNT PAID													
<p>T.V. No. & Date.....</p> <p>Date.....20.....</p> <p style="text-align: right;">Signature Of Treasury Officer</p>													

BTC FORM -15

[See Rule 147]

Intimation of Recovery to be Made on Account of Rent and Other Charges

Intimation of recovery to be made on account of rent and other charges,
starting month of.....20.....

House -.....

Occupier-.....

Amounts to be recovered

Rs.

p.

1. House rent- Ordinary.....
2. Arrear rent for.....
3. Rent for other amenities—
 - a) Furniture.....
 - b) Water tax.....
4. Electrical charges—
 - Rent on fittings.....
 - Current charges.....
5. Other Charges (specify)

TOTAL

Dated:.....20....

Divisional Officer

BTC FORM - 16

[See Rule 153]

Statement of Rents Recoverable from Pay Bills

Major Head to be credited.....

Division:.....
 Station or Office:.....
 Assessment for the month of:.....
 Treasury:.....

1	2	3	4	Rent Payable			9	10	11	12
				Arrears	Current Month	Other Charges				
Registration No. of Building	Name of Building with locality	Name, rank and office of occupant with the rate of his pay and allowances as known to the divisional officer.	Standard rent	Rents of Building	Other Charges	Rents of Building	Rs.	Rs.	Balance	Remarks with date and other particulars of changes in rates of emoluments shown in col. 3 and explanation of difference, if any, between figures shown in columns 9 and 10
1	2	3	4	5	6	7	Rs.	Rs.	Rs.	
		Total								

Divisional Officer

Completed and returned to the officer-in charge. Division.....
 Certified that pay and allowances of the tenants named herein remained unchanged during the month except as indicated in column 12.
 Dated the..... 20..... (official designation) Treasury Officer Dated the20.....
 Head of the Office

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BTC FORM - 17

[See Rule 155]

Pay Bill

GAZETTED / NON- GAZETTED			<u>Allotment Details</u>			
Treasury Code.....			Total Allotment:			
Bank Code.....			Expenditure before this Bill:.....			
<u>General Information</u>			Amount of this Bill:			
Pay Bill for the month&year :			Balance of Allotment:			
Permanent / Temporary Establishment			<u>For use at Treasury</u>			
Name of Office :			<u>Payment Details</u>			
Department :			Token no.....			
DDO Code :			T.V. No. & Date.....			
Bill No. :			Gross Pay :			
Bill Date :			Deductions :			
TAN No. :			Net Pay :			
<u>Account Head Information</u>			Received Payments and Certified That :-			
Demand No. :			1. I have satisfied myself that all emoluments drawn in previous bills have been disbursed to the proper persons and that their acquittance have been taken and filed in my office.			
Plan/Non-plan :			2. No person has been absent either on other duty or suspension without authorised leave during the month of .			
Major Head :			3. The particulars of various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those given in the bill.			
Sub Major Head :			4. Dearness Pay and/or any other kind of Pay, Dearness Allowance, HRA, Medical & other Allowances have been claimed as per the approved rate.			
Minor Head :			5. Amount claimed in this bill has not been drawn previously.			
Sub Head :			6.....			
Bill Code :			7.....			
			8.....			
Designation	Sanctioned Strength	Working Strength	Payments under Rs.(In red ink).....			
			Signature of Messenger (To be attested)			
			<table style="width:100%; border:none;"> <tr> <td style="width:50%; text-align:center;">Signature of Bill Clerk</td> <td style="width:50%; text-align:center;">Signature of Drawing & Disbursing Officer</td> </tr> </table>		Signature of Bill Clerk	Signature of Drawing & Disbursing Officer
Signature of Bill Clerk	Signature of Drawing & Disbursing Officer					

For use in Treasury

Pay Rs.....

Examined.

Dated20.....

Treasury Accountant

Treasury Officer

(Contd....)

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BTC FORM - 17 (Back Page)

Major Head Sub Major Head

Minor Head Sub Head

Bill Code..... Bill No.....

Abstract Details.

Total Number of Employees			
Earnings		Deduction	
Items	Amount	Items	Amount
Basic Pay :		G.P.F. :	
Special Pay :		G.I.S. :	
Dearness Pay :		Income-Tax :	
Dearness Allowance :		House Rent :	
House Rent Allowance :		Municipal Tax :	
Transport Allowance :		Interest on Advance :	
Medical Allowance :		G.P.F. Advance :	
Other Allowances :		House Building Advance :	
(Specify) :		Motor Vehicle Advance :	
Other Allowances :		Computer Advance :	
(Specify) :		Festival Advance :	
Other Allowances :		Misc. Recovery :	
(Specify) :		(Specify) :	
.....		
.....		
TOTAL	TOTAL

Gross Pay - (Rs.....In Words.....)

Net Pay - (Rs.....In Words.....)

Signature of
Bill Clerk

Signature of
Drawing & Disbursing Officer

(Contd....)

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BTC FORM -17 (Inner Sheet)

Major Head Sub Major head

Minor Head Sub Head

Bill Code.....

Bill No.....

Employee wise details

S.No.	DETAILS OF GOVT. SERVANT				DEDUCTION DETAILS (Including Recovery of Advances)												AMOUNT														
	Name of Employee	Employee ID/GPF/CPF No.	Pay Slip No. (If applicable)	Bank A/C No.	Basic Pay	Special Pay	Dearness Pay	Dearness Allowance	House Rent Allowance	Transport Allowance	Medical Allowance	Other Allowances (Specify)	Other Allowances (Specify)	Other Allowances (Specify)	G.P.F.	G.T.S.	Income Tax	House Rent	Municipal Tax	Interest on Advance	G.P.F. Advance	House Building Adv.	Motor Vehicle Adv.	Computer Adv.	Festival Adv.	Misc. Recoveries (Specify)	GROSS PAY	DEDUCTIONS	NET PAY		

Signature of Bill Clerk

Signature of Drawing & Disbursing Officer

BTC FORM -18

[See Rule 159]

Absentee Statement

Name of absentee	Actual rate of pay	Designation and rate of pay of vacant post.	Nature of absence				Rate of leave salary per month	Reference to item no. in the Establishment Bill.	Officiating Government servant (if any)				Reference to item no. in the Establishment Bill.
			Kind	Period	From A.M or P.M	To A.M or P.M			Name	Substantive post.	Substantive pay.	Officiating pay.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Dated20.....

Signature and Designation of Drawing Officer

Note: 1. When the leave salary noted in column 8 differs from that based on the rate of pay noted in the last establishment returns, particulars of the calculation should be given in manuscript to the first bill in which the leave salary is drawn. If the calculation involves pay drawn outside the officer's substantive section, references to the vouchers in which such sums were drawn should also be given.

2. All changes in the personnel of the permanent establishment due to retirements, transfers, death and consequent new appointments and increases 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 so recorded.

BTC FORM - 19

[See Rule 161]

Periodical Increment Certificate

(1) Certified that the government servants named below have earned the prescribed periodical increments from the dates cited in column 6, having been the incumbents of the post specified for not less than _____ year from the date in column 5, after deducting periods of suspension for misconduct, etc., 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 government servants named below have earned periodical increments from the dates cited for reasons stated in the explanatory memo attached hereto.

Name of incumbent.	Whether 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, or such other absence which does not count for increment.		Leave without pay and in the case of those holding the posts in officiating capacity, all other kinds of leave.	
							From	To	From	To
1	2	3	4	5	6	7	8	9	10	11

Note: 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.

Date.....20.....

Signature and Designation of Drawing Officer

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BTC FORM - 20

[See Rule 165]

Travelling Allowance Bill

GAZETTED / NON- GAZETTED	For use at Treasury
Bill No.....Date20.....	Token No..... Date..... TV No. & Date.....
Account Head Information Grant/Demand No..... Budget Head: Major Head..... Sub Major Head..... Minor Head Sub Head..... Bill Code.....	Treasury Code..... DDO Code Bank Code Allotment Details Total Allotment..... Expenditure before this Bill..... Amount of this Bill..... Balance of Allotment.....
Note:- This bill should be prepared in duplicate-one for payment and other as office copy.	Amount of T.A. Advance (If any).....

PART A

(To be filled up by the government employee)

1. Name..... 2. Designation.....
3. Pay 4. Headquarters.....
5. Details of Expenditure(s) and purpose of journey(s) performed:-

Departure		Arrival		Mode of travel/ Conveyance and Class of accommodation	Distance in kms. for road mileage	Duration of halt	Class to which Entitled	Fare of the Entitled Class	Fare Paid	Purpose of journey and Ticket No	Remarks
Date & Time	From	Date & Time	To								
1	2	3	4	5	6	7	8	9	10	11	12

[If the journey(s) by higher class of accommodation has been performed with the approval of the competent authority then number and date of the sanction may be quoted in column 12.]

6. Mode of Journey

- (i) Air (Class/Ticket No..... Dated..... 20...)
(ii) Rail (Class/Ticket No..... Dated..... 20.....)
(iii) By Road (Mode of conveyance used.....)

[Mode of conveyance used i.e. by government transport /by taking a taxi, a single seat in a bus or other public conveyance, by sharing with another government employee in a car belonging to him or to a third person to be specified.]

7. Dates of absence from place of halt (on account of)

- (i) R.H./C.L. (ii) Public/Gazetted Holiday

8. Dates on which the boarding and/or lodging was provided by the State or any organisation financed by State Funds:-

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9. Particulars to be furnished along with hotel receipts, etc., in case where higher rate of D.A. is claimed for stay in Hotel/other establishments providing boarding and/or lodging at scheduled tariffs:-

Period of stay		Name of the Hotel/ other establishments	Daily rate of Boarding and/or Lodging charged	Total amount paid
From	To			

10. Details of journey(s) performed by road between places not connected by Rail.

Date	Mode of Conveyance used	Name of places		Fare paid	
		From	To	Rs.	p.
1	2	3	4	5	

Certified that the information as given above is true to the best of my knowledge and belief and the journey has been performed in the interest of government work.

Date20.....

Signature of the government employee

PART B

(To be filled in the Bill Section)

The net entitlement on account of Travelling Allowance worked out to Rs. _____ as detailed below:-

- (a) Railways/air/bus/steamer fair Rs. _____
- (b) Road mileage for _____ kms. @ _____ Rs./km. Rs. _____
- (c) Daily allowance Rs.
- (i) _____ days @ Rs. _____ per day _____
- (ii) _____ days @ Rs. _____ per day _____
- (d) Actual Expenses, if any
- (e) Less amount of T.A. advances, if any, Rsvide voucher no.....
Please pay Net Amount Rs.(in words) Rs.....only.

Bill Clerk

Accountant

Signature of the D.D.O.

Countersigned.....

Signature of the Controlling Officer

For use in Treasury

Pay Rs.....

Dated20.....

Treasury Accountant

Treasury Officer

For use in Accountant - General's Office

Admitted Rs.....

Objected to Rs.....

Reason of objection.....

Auditor

Accounts Officer

BTC FORM - 21

[See Rule 167]

Travelling Allowance Journal for Public Works Establishment

Not payable at the Treasury.

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 on separately into the last money column.
2. Hours of journey should be mentioned only—
 - (1) when for an absence from headquarters of not more than two consecutive days, daily allowance is claimed for two days;
 - (2) when mileage or actual expenses in lieu thereof are claimed;
 - (3) when both railway or steamer fare and daily allowance are claimed in respect of a journey by rail or steamer immediately preceded or followed by a journey by road or by a halt.
3. Number of Kilometers traveled should be entered in all cases of journeys. Fractions of a Kilometer in the total for any one journey should not be charged for.
4. The daily allowance of an officer acting in an appointment should be calculated on the pay or maximum pay of the appointment. (In the column "pay" the full sanctioned pay of an appointment officiated in should be shown, but in the column "designation" the word "acting" should be entered against officers who are officiating in appointments.)
5. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officers and not on travelling allowance bills.
6. When the first item of travelling allowance for any officer is a halt, the date of commencement of that halt should be stated in the "Remarks" column.

----Contd.....

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BTC FORM - 21 (contd.)
For Public Works Establishment.

Travelling Allowance Journal of of Division for the month of20.....

Name	Designation and headquarters	Dates (and hours where necessary of journeys and halts)		Route		Purpose of journey	Kind of journey i.e. by road, boat, steamer or rail (mail or ordinary)	Number of miles	Allowance claimed						Total of each line	Remarks		
		From	To	From	To				Mileage by road or boat or actual expenses	Daily Allowance		Railway and Steamer Fares						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
		Actual pay								Rate	Amount	No. of Days	Rate	Amount	Class & No of Fares	Amount		
										Rs.	p		Rs.	p		Rs.	p	

The head of office should record, if necessary, the certificate required of him under rule 75 of the Bihar Travelling Allowance rule or under any other rules for the time being in force.

... .. (In words) (Signature)
 20..... Passed for Rs. (in words)

Dated 20..... Controlling Officer

Bihar Treasury Code - 2011

BTC FORM - 22

[See Rule 167]

Abstract Travelling Allowance Bill for Public Works Establishment

<u>For use at Treasury</u>	
Token No.....	Date.....
TV No. & Date.....	

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Abstract Travelling Allowance Bill of the Establishment of for the month of.....20.....

Section of establishment	Name and Rank	Actual Pay	Particulars of charge	Items (Totals for each head of claim)		Total for each person		Total of each class		Voucher accompanying	
				Rs.	p.	Rs.	p.	Rs.	p.		
1	2	3	4	5		6		7		8	
		Rs.		Rs.	p.	Rs.	p.	Rs.	p.		
	In words		Total of Bill								
.....Contents received Date20..... Divisional Accountant			 Allotment for 20.....to.....20... Expenditure including this bill. <p align="right">Balance</p>				Rs.	P.		

(contd..)

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BTC FORM - 22 (contd....)

(Abstract of travelling allowance bill for Public Works Establishment)

CERTIFICATES

1. CERTIFIED that I have satisfied myself that the amount included in bills drawn 1 month/2 months/3 months** previous to this date, with the exception of those detailed below (of which total amount has been refunded by deduction from this bills), have been disbursed to the officers therein named and their receipts taken in the acquittance roll filed in my office with receipt stamps duly cancelled for every payment in excess of Rs. 5000.

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 my office.

(Head of Office)

Dated..... 20..... .

**one to be used and the others scored out.

Pay to.....

(Designation).....

Whose specimen signature below is hereby attested.

Signature of Messenger.

Signature of Drawing Officer

Pay Rupees (in words and figures).....

Examined and entered

Treasury Accountant

Treasury Officer

For use in Accountant - General's Office

Admitted Rs.....

Objected to Rs.....

Reason of objection.....

Auditor

Accounts Officer

Bihar Treasury Code - 2011

BTC FORM - 24

[See Rule 187]

Contract Contingencies Bill

For use at Treasury	
Token No.....	Date.....
TV No. & Date.....	

OFFICE OF **MONTH OF** **Year**.....

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Sl. no. of sub- voucher s	Description of charges.	Amount.	
		Rs.	p.
	Building/House Rent		
	Telephone		
	Electricity Charges		
	Hot and cold weather charges...		
	Service postage and telegram charges (including bearing postage)....		
	Country stationery (including registers of the Jail Department).		
	Repairs of accoutrements (Police)...		
	Petty construction and repairs.....		
	Hire/Repairs of Boats		
	Purchase of raw materials for mental hospital		
	Passage and diet money of insane persons to & from mental hospital.		
	Purchase of clothing for hospitals.		
	Remittance of treasure within the district.		
	Cost of transmission of records.		
	Cost of stores for and repairs to steamers and petrol boats (Police).		
	Conservancy, washing and purifying (Jails)		
	Charges for water-supply (Jails)...		
	Garden and Agricultural expenses (Jails)...		
	Disciplinary Charges (Jails)...		
	Miscellaneous dietary charges (Jails)..		
	Dietary expenses [Hospital charge] [Jails] ...		
	Books, newspapers, periodicals and publications...		
	Repairs to bicycles, typewriters...		
	Charges for refills of fire extinguisher.....		
	Process fee (irrecoverable) advanced in criminal cases.....		
	Conveyance of dak to camp...		
	Pay of menials...		
	Cost of cadastral maps		
	Rewards to process serving peons...		
	Lighting charges		
	Miscellaneous office expenses (specify)...		

Bihar Treasury Code - 2011

BTC FORM - 24 (Contd..)

Certificates:

- (1) I certify that the expenditure charge 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. I have obtained vouchers as far as possible for all sums and they have been so defaced that they cannot be used again.
- (2) I certify that the expenditure on rewards to process servers during the current year including the amount drawn in this bill does not exceed Rs....., the average amount of fines levied in this district during the last three years.
- (3) Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been duly received in good order and accounted for in the Stock Register. I also certify that the quantities are correct, the quality is good, and according to specifications, 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 concerned to prevent double payments
- (4) Certified that all inferior servants whose pay has been charged in this bill were actually entertained in Government service during the period concerned and their numbers and rates of pay have been sanctioned by competent authorities.
- (5) Certified that all bills for electricity charges paid to the end of the previous months have been finally checked and accepted.

MEMO OF ALLOTMENT AND EXPENDITURE

	Rs.	P.
Total allotment as shown in last Bill no.....		
Additional Grant (vide no..... dated..... 20.....)		
Deduction from Grant (vide no....., dated..... 20....)		
Net Grant for the year as it stands at the time of this bill		
Expenditure, including this bill.....		
Balance available		

Received Payments

Signature and Designation of Drawing Officer

Pay to.....whose specimen signature is attested below.

Signature of Messenger

Signature of Drawing Officer.

Pay Rupees (in words and figures)
Examined.

Date.....20.....

Accountant

Treasury Officer

FOR USE IN THE OFFICE OF THE ACCOUNTANT-GENERAL

Admitted Rs.....,OR, Objected to Rs.....

For reasons:.....

Auditor

Accounts Officer

Bihar Treasury Code - 2011

BTC FORM - 25

[See Rule 190]

Fully Vouched Contingent Bill

For use at Treasury	
Token No.....	Date.....
TV No. & Date.....	

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

FULLY VOUCHED CONTINGENT BILL No

OFFICE OF MONTH OF 20.....

Number of Sub-voucher	Description of charge and the number and date of authority for all charges requiring special sanction.	Amount.	
		Rs.	P.
Rs. (in words)..... TOTAL			

(Contd....)

Bihar Treasury Code – 2011

BTC FORM – 26

[See Rule 191 and 314]

Abstract Contingent Bill

(To be in Yellow Colour)

For use at Treasury	
Token No.....	Date.....
TV No. & Date.....	

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code.....
Sub Head	Bill Code.....

ABSTRACT BILL No.....

OFFICE OF..... MONTH OF 20.....

Note: If this is headed with any other month than that in which it is presented for payment, or the certificate on page no. 2 regarding submission of detailed bills is not signed, the Treasury Officer must return it for correction or for the requisite certificate.

Detailed head of charge (with description where necessary) and quotation of authority for charges requiring special sanction.	Amount.			
	*Rs.	P.	Rs.	P.
TOTAL (in words) Rs..... "Deduct — Amount disallowed by the Controlling Officer in Bill no. Dated for Rs....." <p align="right">Net Amount Payable</p>				

**This column should, when charges are described, exhibit the component parts of each detailed head. The total of each detailed head will be entered in the next column.*

(Contd....)

Bihar Treasury Code - 2011

BTC FORM- 26 (Contd....)

Certificate:

I certify that the detailed bills for all contingent charges drawn by me prior to the first of sixth month before this month have been forwarded to the Accountant-General through the Treasury Officer in support of debit appearing in Treasury Accounts.

Received Payments

Signature and Designation of Drawing Officer.

Pay to.....

whose specimen signature is hereby attested below.

Signature of Messenger

Signature of Drawing Officer.

Dated..... 20.....

Pay Rupees (in words and figures)

Examined.

Date.....20.....

Accountant.

Treasury Officer

FOR USE IN ACCOUNTANT GENERAL'S OFFICE.

Objected till receipt of Detailed Contingent Bill OR Objected to Rs.....
on the following grounds:—

.....
.....

Auditor

Accounts Officer

Bihar Treasury Code - 2011

BTC FORM 27 (Contd....)

Certificates:

- (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. 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 the purchases billed for have been received in good order, that their quantities are correct, their quality good and according to specifications, that the rates paid are not in excess of the accepted/market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments. It is also certified that all articles detailed in vouchers attached to this bill and in those retained in my office, have been accounted for in the Stock Register.
- (3) Certified that all inferior servants whose pay has been charged in this bill were actually entertained in government services during the period concerned and their numbers and rates of pay have been sanctioned by competent authorities.
- (4) Certified that all bills for electricity charges paid to the end of the previous months have been finally checked and accepted.
- (6) "Certified that—
 - (a) the expenditure on conveyance hire charged in this bill was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used, and
 - (b) the Government servants 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."

Signature of Disbursing Officer

Disallowed sub-voucher no.

Passed for Rs.

-Ditto-

-Ditto-

I certify that in support of every *charge* made in this bill a receipt or other voucher has been given. The receipts and vouchers for items in excess of Rs. 1000 are attached to this bill and I am responsible that the receipts and vouchers for all other items are in proper form and order, and that they have been so cancelled that they cannot be used again to support claims against the Government.

Date.....

Signature of Countersigning Officer

BTC FORM -27B

[See rule - 194]

Form for Transfer of Money to Works Department

DETAILS OF AC Bill drawn by department				Details of amount transferred by Works Department						Details of accounting by works division																	
1	2	3	4	5	6	7	8	9	Details of Bank Draft/Challan/ Cheque			Name of division to whom amount had been transferred and other details			Details of received amount			Month in which receipt had been shown and sent to Accountant General			Details of month in which expenditure had been shown and sent to Accountant General						
									No.	Date	Amount	Name of division	Month	Amount	Head	Month	Amount	Head	Month	Amount	Head	Month	Amount	Head	Voucher No. & date		
Name of DDO	Name of treasury	AC Bill No. and Date	Amount	Bill Code	TV No. and Date	Bank Draft/ Challan No. No. and Date by which amount had been transferred to works dept.	Name of dept. from whom amount have been obtained	No.	Date	Amount	Name of division	Month	Amount	Head	Bank draft/ challan	Date	Amount	Month	Amount	Head	Month	Amount	Head	Month	Amount	Head	Voucher No. & date

Signature of DDO
(for column 1-9)

Signature of DDO
(for column 10-17)

Signature of Executive Engineer
(for column 18-27)

BTC FORM –28

[See Rule 211]

Register of Pension Payment Orders

Register of Pension Payment Orders on.....Treasury

Number of Pension Payment Orders	Name of Pensioner	Monthly Amount		Remarks
		Rs.	P.	

BTC FORM -29

[See Rule 222]

Single Pension Bill

<u>For use at Treasury</u>	
Token No.....	Date.....
TV No. & Date.....	

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

*NOT EXCEEDING RUPEES PER ANNUM.
.....Family*

Pension Payment Order no.

Memo-----It is requested that this form may be used for submission of next bill.

District..... Voucher no. of list of payments for-----

Received the amount of pension due to me for the month of 20.. *Rs..... P.....*

Less—Income-tax..... -----

Net Rs..... -----

(In words.....)

Pensioner's residence

I declare that I have not received any remuneration for serving in any capacity either in Government establishment or an establishment paid by a Provincial Government or from a Local Fund during the period for which the amount of pension claimed in the bill is due.

..... Received payment.

Pensioner.
Pensioner Identified by me.

Station:.....

Signature

Date

Designation or Address

.....

Bihar Treasury Code - 2011

BTC FORM -29 (Contd....)

Certificate to be given in case of non-attendance in person (except in cases in which such certificates are not required under any rule or order).

Certified that I have seen the pensionerand that he is alive on this date and that the bill has been signed by him.

Date.....

Name.....

Designation.....

Endorsement to be signed by the pensioner.

In the case of pensions drawn at Treasury or any other office of disbursement.

**Please pay to-----
Pensioner,

Pay() Rupees.....

Officer incharge of -----
Treasury
Disbursing Office.

Incorporated in account.

Received payment.

Accountant.

Signature of Messenger or Agent—
Identified by me.....

Date.....

Signature.....

Designation or address.....

For use in Accountant General's Office.

Admitted Rs.....

Objected to Rs.....

Auditor

Accounts Officer

**To be filled in only in the case of Political Pensions.*

***Here state name of the presenter. He should be identified by someone known to the Disbursing Officer.*

Note: When exemption of income-tax is claimed in respect of any premium paid to Insurance Company, the receipt of the company for the amount paid should be attached the bill.

BTC FORM- 30

[See Rule 223]

Combined Pension Bill

For use at Treasury	
Token No.....	Date.....
TV No. & Date.....	

Major Head	Treasury Code.....
Sub major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

**Bill for Pensions chargeable to..... paid at the
.....Treasury from..... to..... 20....**

Payment		No. of Pension Payment Order	Signature of pensioner on non-employment certificate. <i>We declare that we have not received any remuneration for serving in any capacity, either in a Government establishment or on establishment paid by a Provincial Government or by a Local Fund during the period for which the amount of pension claimed in this bill is due</i>	Name of Pensioner	Monthly amount		Period of claim	Amount paid		Signature of payee with stamp if payment exceeds Rs. 5000. <i>We do hereby acknowledge to have received the amount set against our respective names as pensions due for the periods noted under the order quoted in our respective Pension Payment Orders.</i>
Date	Sl.No.				Rs	P		Rs	P	

Note 1: The non-employment certificate should be printed in the Indian language commonly used in the place.

Note 2: In the case of pensioners who furnish particulars of re-employment in the certificate, the Disbursing Officer should ascertain and report whether the rules regarding such re-employment have been duly observed.

BTC FORM - 31

[See Rule 225]

Half-yearly declaration for Female Pensioners

(This certificate is to be attached to the pension bills for December and June.)

Pension Payment Order No

I hereby declare that I am not married, and that I have not been married during the past half year.

Dated... ..

Signature... ..

Widow

----- of the Late

Daughter

To be signed by two responsible officers or well-known persons.

We certify to the best of our knowledge and belief that the above declaration is correct.

Signature.....

Date... ..

Designation.....

Signature.....

Date... ..

Designation.....

BTC FORM - 32

[See Rule 248]

Muster Roll

Cash Book Voucher no. dated the20.....

Part I --- Nominal Roll

Name of Work--

Description	No.	Name	Father's name	Date 20.....											Rate	Amount	Dated initials and remarks of paying officer made at the time of payment together with the payee's acknowledgement when the paying officer is below the rank of a Sub divisional Officer.
				Rs. p	Rs. p												
				1	2	3	4	5	6	7	8	9	10	Total			
Daily Total																	
Initial of person marking the daily attendances																	
Initial of Inspecting officer																	
Passed for Rs (.....) Rupees.....																	
Dated the20.....																	
Grand total of this muster roll.....																	
Deduct - Payment not made, as per details transferred to register of arrears-Part II																	
Balance Amount 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.....																	

<i>Signature</i>		Subdivision	
Rank- Sub-divisional Officer		Rs.	p.

(Contd...)

Bihar Treasury Code - 2011

BTC FORM- 32 (Contd.....)

Part II - Register of Arrears of Wages Due

(The adoption of this method of recording arrears is left optional to the Executive Engineer)

Month and period to which the arrears relate.	Serial number as per nominal muster roll.	No.	Father's Name	Amount Due (A)		Amount Paid (B)		Dated initials and remarks of paying officer
Arrears of previous muster roll brought forward				Rs.	P	Rs.	P	
Total Brought Over (A) ----								
Deduct -----Amount Paid from Part I (B)---								
Arrears of Previous Muster Roll Carried Over----								
Add ----Arrears as per this Muster Roll (Part I)----								
Total --- Arrears Carried Over to next Muster Roll --								

Part III* Details of the measurement of work done by labour employed as per this nominal Muster Roll in cases in which the work is susceptible to measurement.

Description of Work (Each distinct item of work, grouped by sanctioned sub-heads were necessary)	Quantity	Deduct as shown on the last Muster Roll	**Balance

Measurements taken on

Measurement Book No.

Page

Dated the20.....

Signature

Rank--

*If work is not susceptible of measurement remarks to this effect should be recorded.

**If desired, rates may be struck where possible and shown in red ink just below the quantities in this column.

BTC FORM- 33

[See Rule 250]

Pay bill of work-charged establishment

Major Head	Treasury Code.....
Sub major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Division..... Subdivision.....

Pay bill for work charged establishment for the month of..... 20..... Voucher No.....

Item no.	Name of incumbent	Designation	Period	Rate of pay	Amount due		Amount paid	Executive's authority		Name of work on which employed	Schedule no	Dated acknowledgment of payee	Dated initials of officer making payment
					Rs.	p.		No.	Date				
1	2	3	4	5	6	7	8	9	10	11	12	13	
TOTAL.....													

1. Certified that all persons for whom wages have been drawn in this bill were on duty for the periods shown against their names, each man being employed on the work and duties for which the appointment was sanctioned.

2. Certified also that the wages of every person actually employed during the month have been claimed in this bill.

Pay (Rs.) Rupees

Details of unpaid wages.

Item	Rs.	P.
Total		

This space is reserved for remarks, if any, by the Divisional Officer.

Checked and corrected

Divisional Accountant
Divisional Officer

Sub-Divisional Officer

BTC FORM - 34

[See Rule 260]

First and Final Bill

(For Contractors and Suppliers)

Major Head	Treasury Code.....
Sub major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

[To be used that when a single payment is made for a job or contract i.e. on its completion only, to a single contractor]

NAME OF WORK---

Name of contractor or supplier and reference to agreement.	Items of works or supplies (grouped under "sub-heads" and sub-works" of estimate).	Reference to the recorded measurements and dates.	Dates of		Quantity	Rate		Unit	Amount		Payee's dated signature in token of (1) acceptance of bills and (2) acknowledgment of payment.
			Written order to commence work	Actual completion of work.		Rs.	p.		Rs.	p.	
1	2	3	4	5	6	7	8	9	10		
						Rs.	p.		Rs.	p.	
Total											

Signature.....

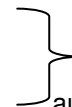
Rank



Officer preparing the bill

*Signature

Rank



Officer authorizing payment

For officer authorizing payment

Pay. Rs.(.....)

Dated 20.....

Note:- In the case of payments to suppliers a red ink entry should be made across the page, above the entries relating thereto, in one of the following forms, applicable to the case :—

- (1) "Stock", (2) "Purchases—For Stock", (3) "Purchases for direct issue to work", (4) "Purchase for the work, issued to Contractor",

In the case of works sub-amount relating to all items of work falling under the same "sub-head" should be totaled in red ink.

*Payment should be attested by some known person when the payee's acknowledgment is given by a mark, seal or thumb impression. *This signature is necessary only when, the officer authorizing payment is not the officer who prepares the bill.*

Bihar Treasury Code - 2011

BTC FORM - 35

[See Rule 260]

Running Account Bill A

(For Contractors: This form provides for advance payment as well as payments for measured work)

Major Head	Treasury Code.....
Sub major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Cash Book Voucher no.—

Name of Contractor—

Name of work—

Serial no. of the Bill-

No. and date of his previous bill for this work—

Reference to Agreementof.....20.....

Date of written order to commence work—

Date of actual completion of work—

I —Account of work executed.

Advance Payments for work not yet Measured			Items of work (grouped under "sub-heads" and "sub-works" of estimates).	Unit	Rate		Quantity executed up to date as per measurement book.	Payment on the basis of actual measurements.				Remarks (with reasons for delay in adjusting payments shown in column 1)	
Total as per previous bill.	Since* previous bill.	Total up to date.						Up to date.		Since** pre-vious bill.			
1	2	3	4	5	6		7		8		9		10
	Rs.	Rs.	Rs.		Rs.	p.		Rs.	p.	Rs.	p.		

*Where there is an entry in column 9 on the basis of actual measurement, the whole of the amount previously paid without detailed measurement should be adjusted by minus entry in column 2 equivalent to the amount shown in column 1, so that " Total up to date" in column 3 may become 'Nil'.

**When there are two or more entries in column 9 relating to each sub-head of estimate they should, in the case of work the accounts of which are kept by sub-head, be totaled and total recorded in column 10 for posting in the works abstract.

Bihar Treasury Code - 2011

BTC FORM - 35 (contd.)

Advance Payments for work not yet measured.			Items of work (grouped under "sub-heads" and "sub-works" of estimates).	Unit	Rate		Quantity executed up to date as per measurement book.	Payment on the basis of actual measurements.				Remarks (with reasons for delay in adjusting payments shown in column 1).	
Total as per previous bill	Since previous bill.	Total up to Date.						Up to date.		Since previous bill.			
1	2	3	4	5	6	7	8	9	10				
Rs	Rs	Rs			Rs.	p.		Rs.	p.	Rs.	p.		
	(D)	(B)	Total value of work done to date (A).....										
Figure (D) in words- Rupees			Deduct value of work shown on previous bill.....										
			Net value of work since previous bill (F)....										
			Figure (F) in words- Rupees										

II - Certificate and Signatures

1. The measurements on which are based the entries in columns 4 to 9 of Account I were made by and are recorded at page of Measurement Book no.....
2. *Certified that in addition to and quite apart from the quantities of work actually executed as shown in column 7 of Account 1, some work has actually been done in connection with several items, and the value of such works is, in no case, less than the advance payments as per column 3 of Account I, made or proposed to be made for the convenience of the contractor in anticipation of and subject to the results of detailed measurement, which will be made as soon as possible.

Dated Signature of Officer preparing the bill

Dated signature of Contractor

Rank

**Dated Signature of Officer authorising payment

Rank

* This certificate must be signed by the Sub-divisional or Divisional Officer.

**This signature is necessary only when the officer who prepares the bill is not the officer who authorises the payment.

Bihar Treasury Code - 2011

BTC FORM - 35 (contd.)

III - Memorandum of Payment

1. Total value of work actually measured as per Account 1, Col 8, Entry (A)		Rs.	P	
2. Total "Up to date" Advance payments for work not yet measured, as per Account 1, Col 3, Entry (B)				
3. Total (Items 1+2).....				
Figures for Work Abstract	4. Deduct - amount withheld ---	Rs.	p.	} 4
	a. From previous bill as per last Running Account Bill.			
	b. From this bill.....			
Rs	P	5. Balance for "up to date" payments ... (Items 3-4).....(K)*		
		6. Total amount of payments already made as per Entry (K) of the last Running Account Bill No.....forwarded with accounts for.....20.....		
		7. Payments now to be made, as detailed below :-		
		Rs.	p.	} 7
	(a) { By recovery of amounts creditable to this work Rs. p. (a) }			
	Total 4 (b) + 7 (a) (G)			
	(b) { By recovery of amounts creditable to other works or heads of accounts Value of stock supplied: Rs (b) }			
	(c) By cheque** Total 17 (b) + (c)..... (H)			

Pay Rs

----- by cheque[±]

(Dated initials of Disbursing Officer)

Received Rs. § () -----

----- (Amount in words) as per the above memorandum on account of work.

Dated 20.....

Stamp

(Full Signature of Contractor)

£ Witness-----

Paid by me, vide cheque no.

dated

Overseer

(Dated initials of person actually making the payment)

 * This figure should be tested to see that it agrees with the totals of items 6 and 7. ** If the net amount to be paid is less than Rs.1000 and it cannot be included in a cheque, the payment should be made in cash, this entry being altered suitably and the alteration attested by dated initials. ± Here specify the net amount payable, vide item 7(c). § The payee's acknowledgment should be for the gross amount paid as per item 7 (a+b+c).£ Payment should be attested by some known person when the payee's acknowledgment is given by a mark, seal or thumb impression.

Bihar Treasury Code - 2011

BTC FORM - 36

[See Rule 260]

Running Account Bill B

(For Contractors & Suppliers: This form provides for payments for work or supplies actually measured)

Major Head	Treasury Code.....
Sub major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Cash Book Voucher no Dated.....20...

Name of Contractor or Supplier

*Name of Work.....

**Purpose of Supply.....

Serial no. of this Bill.....

No. and date of his last bill for this work-- no.....Dated.....20.....

Reference to Agreementof 20.....

Date of written order to commence work

Date of actual completion of work.....

I - Account of work done or supplies made

Unit	Quantity executed (or supplied) up to date as per measurement book.	Items of work or supplies (grouped under "sub-head" and "sub-works" of estimate).	Rate		Amount.				Quantity executed since last certificate.	Remarks.
					#Up to date		#Since previous bill (Total for each subhead)			
1	2	3	4		5		6		7	8
			Rs	P.	R	P.	Rs	P.		
					s					
Total value of work done or supplies made to date (A)										
<i>Deduct</i> --value of work or supplies shown on previous bill										
Net value of work or supplies since previous bill (F)										
Figure (F) in words—Rupees.....										

Bihar Treasury Code - 2011

BTC FORM - 36 (contd.)

II - Certificates and Signatures

The measurements were made byon 20..... and are recorded at page of Measurement Book no. & no advance payment has been made previously without detailed measurements.

Dated signature of officer
Preparing the bill

{ (Rank) Sub-divisional Officer,
Subdivision,
Division.

Thumb impression or
dated signature of
Contractor

¶ Dated signature of officer
authorizing payment

{ -----
(Rank).....

III - Memorandum of Payments.

1. Total value of work done as per Account I, Col. 5, entry (A)

Figures for Works Abstract		2. <i>Deduct</i> —Amount withheld		Rs	P	Rs	P		
		(a) From previous bills as per last Running Account Bill							
		(b) From this Bill							
Rs	P	3. Balance, i.e. "up-to-date" payments [Item 1—2] (K)±							
		4. Total amount of payments already made as per (K.) entry of last Running Account Bill no.....of....20... forwarded with accounts for.....20....to.....20...							
		5. Payments now to be made as detailed below :							
		(a) { By recovery of amounts creditable to the work--- Value of stock supplied as detailed in the --- ledger in20..... -Ditto- in20..... -Ditto- in20.....			(a)	Rs	P		
		Total: 2(b)+5(a)			(G)				
(b) { By recovery of amounts creditable to the other works or heads of accounts Rs. p. "Deposits" – Attachment as per orders of..... Munsif no..... of20.....			(b)						
(c) By cheque \$									
Total: 5[(b)+(c)]			(H)						

Bihar Treasury Code - 2011

B T C FORM 36 (contd.)

Pay Rs. ^ø (.....)By Cheque

.....(Dated initials of Disbursing Officer)

Received Rs.* (.....)..... as per above memorandum, on account of this work. (Amount in words)

Left hand thumb impression of

Dated the20.....

Stamp

^ψWitness Full signature of Contractor

Paid by me, vide cheque no. dated ,the20.....

Cashier

(Dated initials of person actually making the payment)

IV - Remarks

This space is reserved for any remarks which the Disbursing Officer or the Executive Engineer may wish to record in respect of the execution of the work, check of measurement or the state of contractor's account.

* *The full name of work as given in the estimate should be entered here except in the case of bills to "Stock" materials.*

** *The "purpose of supply "applicable to the case should be filled in and the rest scored out.*

If the outlay on the work is recorded by sub-heads, the total for each sub-heads should be shown in column 5 and against the total there should be an entry in column 6. In no other case should any entries be made in column 6.

¶ *This signature is necessary only when the officer who prepares the bill is not the officer who authorizes the payment.*

± *This figure should be tested to see that it agrees with total of items 4 and 5.*

§ *If the net amount to be paid is less than Rs.1000 and it can't be included in a cheque, the payment should be made in cash, this entry being altered suitably and the alteration attested by dated initials.*

Ø *Here specify the net amount payable, vide item 5(c)*

✱ *The payee's acknowledgment should be for the gross amount paid as per item 5 (i.e. a+b+c).*

ψ *Payments should be attested by some known person when the payee's acknowledgement is given by a mark, seal or thumb impression.*

ψ *Not required in case of bill of supplies.*

BTC FORM - 37

[See Rule 260]

Running Account Bill - Lump Sum Contracts

(To be used for "intermediate payments" to contractors on lump sum contracts)

Major Head	Treasury Code.....
Sub major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Cash Book Voucher no..... Dated....., 20.....

Name of Contractor

Name of work.....

Serial no. of the bill.....

No. and date of his last bill for this work- No.....Dated,,,,,,20.....

Reference to agreement.....of 20.....

Name of Division.....

Amount of contract -

Date of written order to commence work.....

Time-limit for completion.....

I - Account of Work

	Rs.	P
1. Approximate value of work done up to date excluding the measured up additions and alterations.		
2. Value of measured up additions and alterations.....		
3. <i>Deduct</i> —Amount to be withheld (.....) per cent as per paragraph of agreement....		
4. Balance, i.e. "up to date" intermediate payments (items 1+2-3)..... K		
5. <i>Deduct</i> —Intermediate payment already made as per entry [K] of the last Running Account Bill.....		
6. Intermediate payment now to be made (Items 4-5) (D)		
7. Amount of "Secured Advances" as per entry " E " of Account II.....		
8. Total payments now to be made as detailed below *:		
(a) By recovery of amount creditable to this work G		
(b) By recovery of amounts creditable to other works or heads of account. H		
(c) By Cheque		

(contd.....)

Bihar Treasury Code - 2011

BTC FORM-37 (contd.)

II - Account of "secured" advances allowed on the security of materials brought to the site

Quantity outstanding from previous bill.	Deduct quantity utilised in work measured since previous bill.	Quantity outstanding (including ** quantity brought to site since previous bill).	Full rate assessed by the Divisional Officer		Description of materials	Unit	Reduced rate at which advance is to be made		∅ Up to date amount of advance		Reference to Divisional Officer's written orders authorising the advance	Reason for non-clearance of advance when outstanding more than three months
1	2	3	4		5	6	7		8		9	10
			Rs.	p.			Rs.	p.	Rs.	p.		
Total amount outstanding as per this account									----- C			
Deduct—Amount outstanding as per entry (C) of previous bill.									-----			
Net amount since previous bill (in words) (.....)									----- E			

III - Certificates and Signatures.

1. I have satisfied myself by #that the value of work done up to date excluding the measured up additions and alterations is not less than Rs. conformably with the contractor's agreement and that with the exception of authorised additions and alterations, the work has been done according to the prescribed specification.

2. The detailed measurements of authorised additions and alteration up to date are recorded at page..... of Measurement Book no.....

3. Certified that (1) the *plus* quantities of materials shown in column 3 of **Account II** above have actually been brought by the contractor to the site of the work and the contractor has not previously received any advance on their security (2) that those materials are of an imperishable nature and are all required for use on the work for which a lump sum payment for finished work has already been agreed upon and (3) that a formal agreement signed and executed by the contractor in accordance with Rule 255 of the Bihar Treasury Code is recorded in the Divisional Office.

4. Certified that the payment made in this bill includes/does not include value of materials not exceeding Rs. for which secured advances were allowed.

Signature of Contractor

**Dated signature of the officer preparing the bill*

Rank

ΨPay (Rs.....) Rupees only.

Dated signature of the officer authorizing payment

Rank (contd..)

Bihar Treasury Code - 2011

BTC FORM-37 (contd.)

IV – Acquittance

§Received (Rs.....) Rupees.....only as intermediate payment in connection with the contract referred to above.

Stamp

Full signature of contractor

£Witness

Paid by me by Cash
 no.dated20.....
 Cheque

*Dated initials of person
actually making the payment*

-
- * The total figures against item 8 should be tested to see that it agrees with the total of items 6 and 7.
 - **Entries relating to each description of materials should be posted in column 3. First enter the difference between quantities in column 1 and 2. Then show below this entry the quantities, if any brought to site against which a further advance has been authorised, this entry being prefixed by the plus sign. Finally, strike the totals of two entries which represent the total quantity outstanding.
 - ∅ Entries in Column 8 show the money values of the total quantities outstanding as per column 3.
 - # Here specify the method employed for estimating the value of work.
 - * These certificates must be signed by the Divisional Officer if the amount is more than Rs.5000 and in other cases by an officer of rank not below that of Sub-divisional Officer.
 - ψ Here specify the net amount payable, vide item 8(c) of part I.
 - § The payee's acknowledgement should be for the gross amount paid as per item 8 (i.e.a+b+c) of Account I.
 - £ Payment should be attested by some known person when the payee's acknowledgement is given by a mark, seal or thumb impression.

BTC FORM - 38

[See Rule 260]

Final Bill- Lump Sump Contracts

(To be used for "final payments" to contractors on lump sum contracts)

Major Head	Treasury Code.....
Sub major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Cash Book Voucher no.....dated....., 20.....

Name of contractor

Name of work.....

Serial no. of the bill.....

No. and date of his last bill for this work - No.....dated.....,20.....

Reference to agreement.....

Amount of contract -

Date of written order to commence work.....

Date of Actual completion of work.....

Time-limit for completion

I - Account of Work Executed

Sub-work, sub-head or item of work	Rate	Unit	Up to date		Remarks.
			Quantity.	Amount.	
1	2	3	4	5	6
	Rs.	Lump sum for each		Rs.	
Additional work..... Deduct— Omission.....					
Total value of work done up to date F					

Bihar Treasury Code - 2011

BTC FORM 38(contd.)

II - Certificates and Signatures

1. I certify that the work has been completed in accordance with the prescribed specification and after taking into account all the authorized additions and alterations the value of work done up to date, conformably with the terms of the contractor's agreement, is Rs.....

2. The detailed measurements of the authorized additions and alterations mentioned above are recorded at page of Measurement Book no..... and I am satisfied that they are correct.

Signature of Contractor

Dated signature of the
certifying Engineer*

Rank

III - Memorandum of Payments

	Rs.	P
1.Total value of work done up to date as per 'F' of Account I of this Bill		
2. Deduct—		
(i) Up to date intermediate payment already made as per entry 'K' of Account I of last bill no.....dated.....20.....		D
(ii) Total Secured Advances outstanding as per entry 'C' of Account II of last bill no..... dated20.....		E
3. Payments now to be made—		
(a) By recovery of amounts creditable to this work		G
(b) By recovery of amounts creditable to other works or heads of account		H
(c) By Cheque		

**Pay (Rs.....) Rupeesonly.

*Dated signature and rank of Officer
authorising payment*

Bihar Treasury Code - 2011

BTC FORM - 38 (contd.)

IV – Acquittance

§Received (Rs.....) Rupees.....only, as above, in full settlement of all demands on account of this contract. (*Amount in words*)

Stamp

Signature of contractor

£Witness

Paid by me by Cash
 Cheque no. dated20.....

*Dated initials of person
actually making the payment*

V - Remarks

This space is reserved for any remarks which the Disbursing Officer or the Executive Engineer may wish to record in respect of the execution of the work, check of measurement or the state of contractor's account.

* This certificate must be signed by the Divisional Officer or any Officer empowered by the local government to sign it.

** Here specify the net amount payable, vide item 3(c), Account III.

§ The payee's acknowledgment should be for the gross amount as per item 3 (i.e.a+b+c) of Account III.

£ Payment should be attested by some known person when the payee's acknowledgement is given by a mark, seal or thumb impression.

BTC FORM -40

[See Rule 262]

Account of Petty Contractors

ACCOUNT OF PETTY CONTRACTORS FOR THE MONTH OF20..... OF THE DIVISION.....

Name of Work -----

Cash Book Voucher no.....

1	Name of contractor and reference to agreement	Work Done										Payment Made				15	16	17	18				
		up to date					Deduct - value of work shown on previous bill					Net value of work since previous bill								To end of previous month		This Month \$	
2	Items of work (grouped under "sub-heads" and "sub-works" of estimate)	Reference to recorded measurements and date	Quantity.	Rate.	Unit.	Amount.	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
		Book no.	Page no.	Date	Rs.	p	Rs	p	Rs	p	Rs	p	Rs	p	Rs	p	Rs	p	Rs	p	Rs	p	
	*Final Translations																						
Total Final Transaction carried over...																						Total of Column 12 (in words) Rs....	
Brought Forward																							
*Intermediate Transactions on open accounts																							
Total for accounts affected by the months transactions																							
Add :- Total for the open accounts not affected by this months transactions as per detailed on back.....																							
Grand Total																							
Date.....																							
B																							
Deduct:- "up to date" totals of accounts closing during the month..... Net "up to date" totals of accounts remaining open at close of the month.																							
C																							

BTC FORM - 40 (contd.)

Pay Rs. ----- in cash

..... Signature }
 Rank } **Officer preparing the account**

And Rs. () D }
 By cheque Signature }
 Rank } **Officer authorising payment**
 Date20.....

Detail of all Open Accounts not affected by this month's transactions

Name of contractor	Value of work done up to date	Total of payments made up to date		Reference to last transaction.		Remarks
		Rs.	P	Month	Voucher no.	
1	2	Rs.	P	4	5	6
Total.....		Rs.	P			

Date20.....

Sub divisional Officer

#Signature of officer preparing the account

* Final and intermediate transaction should be arranged in two groups each being totaled separately.

** Totals (A) and (C) of columns 8 and 11 should agree respectively with entries (B) and (C) of the last accounts.

** In the case of works, the accounts of which are kept by sub-heads the amounts relating to all items falling under the same "sub-heads" should be totaled in red ink.

\$ Payment should be attested by some known person's payee acknowledgement given by a mark, seal or thumb impression. The person actually making the payment should initial (and date) in this column against each payment.

This signature is necessary only when the officer authorizing the payment is not the officer, who prepares the accounts.

Bihar Treasury Code - 2011

BTC FORM-41

[See Rule 265]

Bill for Refund of Revenue

Major Head

Sub Major Head

Minor Head

Sub Head

DDO CODE

TREASURY CODE.....

BILL CODE.....

Office of.....

Voucher no----- of -----
List of payment for-----20---

In whose name credited	On what account received	Amount Realised		Date of payment into Treasury	Amount in which included and head in which credited	Treasury Officer's signature in token of verification of Treasury credit.	Name of payee	Amount to be refunded		Reason for refund.
		Rs.	p.					Rs.	p.	
1	2	3	4	5	6	7	8	9	9	
		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.*
- (2) or (3) to be struck out as required.*

Authorised Officer

Note: In cases where refunds of fines are permitted to be made direct from treasuries other than those at which they were credited, the entry in column 5 should include the name of the Treasury in which the amount was credited and column 6 should be filled in by the Treasury Officer of the Treasury where refund would be made.

Received Payment Pay Rupees(.....) only
Examined.

Claimant's signature

Date.....

Treasury Accountant

Treasury Officer

For use in Accountant - General's Office

Admitted Rs.....Objected Rs.....

Auditor

Accounts Officer

Bihar Treasury Code - 2011

BTC FORM-42

[See Rule 270]

Grants-in-aid Bill

<u>For use at Treasury</u>	
Token No.....	Date.....
TV No. & Date.....	

Major Head	Treasury Code.....
Sub major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Grants-in-aid Bill No.

Please Pay

Name of Organisation/Institution.....

the sum of Rs. (.....) being grants-in-aid for the period-----
sanctioned by-----in his letter no.----- dated -----
(copy enclosed).

Date.....

Signature of DDO.....

Designation.....

Received Payment in full.

Certified that the conditions for the grants-in-aid have been fulfilled.

Signature of Grantee.....

Designation.....

Date.....

For use in Treasury

Pay Rs.....

Examined.

Date.....

Treasury Accountant

Treasury Officer

For use in Accountant - General's Office

Admitted Rs.....

Objected to Rs.....

Reason of objection.....

Auditor

Accounts Officer

Bihar Treasury Code - 2011

BTC FORM -43

[See Rule 272]

Bill for Scholarships and Stipends

For use at Treasury	
Token No.....	Date.....
TV No. & Date.....	

Major Head	Treasury Code.....
Sub Major head	DDO Code.....
Minor head	Bank Code
Sub head	Bill Code.....

**Bill for Scholarships and Stipends at.....College/School
.....during the month of20...**

Serial No	Date and period of award	Kind of scholarships or stipends	Name of scholarship or stipend holder	Monthly value of scholarship or stipend.	No of days for which drawn	Amount drawn	Remarks
1	2	3	4	5	6	7	8

Deduct--Balance undisbursed from last month-----

Balance due for disbursement------(in words)-----

I certify that the student/students for whom claim/claims is /are made have been borne and is /are expected to be borne on the rolls during the period to which the claim relates and that necessary recovery of over-drawal of amount due to the absence of student/students during the preceding quarter has been made in this bill where necessary. Further certified the scholarship drawn in previous months have been disbursed.

Countersigned for Rs.....

Received Payment

Signature.....

Designation.....

Date.....

Principal/Headmaster/Headmistress,
College/School

Bihar Treasury Code - 2011

BTC FORM-43 (Contd.)

Pay to(Designation).....whose
specimen signature below is hereby attested.

Signature of messenger.....

Signature of Drawing Officer.....

For use in Treasury

Pay Rs.....

Examined.

Date.....

Treasury Accountant

Treasury Officer

For use in Accountant-General's Office

Admitted Rs.....

Objected to Rs.....

Reason of objection.....

Auditor

Accounts Officer

Bihar Treasury Code - 2011

BTC FORM-44

[See Rule 277]

Bill for *ad-interim* Payments

(u/s 33 of the Bihar Land Reforms Act, 1950)

For use at Treasury	
Token No.....	Date.....
TV No. & Date.....	

Major Head	Treasury Code.....
Sub major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Bill NO.....Dated 20..... District.....

Bill for *ad-interim* payments for the period (date)20..... to (date)20.....

Item number	Date of order with the name and designation of officer passing the order	Ad-interim case number with year.	Reference to item number in the.....		Name of proprietor or tenure-holder	Account of ad-interim payment in figures (vide details given on the reverse)	Remarks
			District wise list of the half year ending.	Advice list bearing number and date.			
1	2	3	4(a)	4(b)	5	6	7
						Rs.	p.

(Total in words.....)

Received content

Please pay to..... Signature/thumb impression of the payee with date
(whose specimen signature is given below)

Receipt Stamp

Signature of the payee

Countersigned for Rs.
(in words)

Please pay to

whose signature or thumb-impression as given above has been obtained in my presence.

Dated Signature of the Messenger

Collector

Dated.....District.....

[The words in "(.....)" are not necessary when bill is endorsed to Bank.]

Checked with advice list and noted in the B.T.C. Form No. 44

Pay Rs.....(in figures as well as in words).

Date.....20... Station.....

Treasury Officer.

Bihar Treasury Code - 2011

BTC FORM-44 (Contd....)

Details of amounts shown in column 6 above.

Date of vesting or notification	Amount of approximate Compensation		Rate per cent	Half-year for which due (the exact period should be stated when it is not a complete half-year)	Amount	
	Rs.	P			Rs.	P

Note: The Treasury officer should check arithmetically the correctness of the amount shown in column 6 with reference in the details given above.

	Rs. p.
Appropriation for the current year	
Expenditure including this bill.....	

Balance of appropriation available.....	

Certificates—

- (1) Certified that the amount claimed in the bill has been verified with the relevant records and found correct.
- (2) Certified that the bill is made over to the actual payee whose signature or thumb impression has been obtained in my presence and attested by me.

Collector

For use in Accountant-General's Office

Admitted -----

Objected -----

Auditor

Accounts Officer

BTC FORM -45

[See Rule 277]

Register of half-yearly ad-interim payment orders

Register of half-yearly *ad-interim* payment orders on Treasury, District.....

<i>Ad-Interim</i> payment case number with year.	Name of proprietor or tenure-holder	Amount of <i>ad- interim</i> payment.	Half-year ending to which the payment relates or the actual period where the claim is not for a complete half-year.	Number and date of the bill.	Treasury Voucher number and of payment.	Remarks
1	2	3 Rs.	4	5	6	7

Bihar Treasury Code - 2011

BTC FORM-46

[See Rule 286]

INTER-DEPARTMENTAL TRANSFERS

Major Head	Treasury Code.....
Sub major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Bill for Inter-Departmental Transfers/Supplies made to.....Department for/during the month of.....20.....

Serial no	Invoice No. and Date (or Challan No. by transfer credit)	Department From which Transferred / Supplied	Department & Officer To Whom Transferred/ Supplied	Description of Work/Article/service rendered	Aggregate recoverable cost		Total amount		Remarks
					Rs.	p.	Rs.	p.	
1	2	3	4	5	6	7	8	8	
					Rs.	p.	Rs.	p.	

"Certified that invoices relating to all items included in this statement for which acceptances have not been received, have been duly sent to the departments or officers to whom supplies have been made or services rendered, and that the amounts included in this statement for adjustment in respect thereof tally item by item with the amounts shown in the invoices in question."

Note: Whenever funds are to be transferred to a works department for execution of projects as deposit work, challan number for transfer credit must be entered in column 2 in place of the invoice number.

Signature-

Date..... 20.....

Designation-

For use in Treasury

Pay Rs.....by transfer credit / bank draft / cheque to.....

Date.....

Treasury Accountant

Treasury Officer

Forwarded to Accountant-General, Bihar for necessary adjustment. Adjustment relating to those items for which accepted invoices are not sent should be provisionally made against the departments concerned, subject to readjustments being made later, if necessary.

Bihar Treasury Code - 2011

BTC FORM -47

[See Rule 293]

Pass Book or List of Cheques Paid

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code.....
Sub Head	Bill Code.....

Pass Book or List of Cheques encashed against the account of Officer-in-charge
Department.

Month and date of payment	Particulars of cheques cashed		Amount of cheque		*Initials of Treasury Officer	Month and date of payment	Particulars of cheques cashed		Amount of Cheque		*Initials of Treasury Officer
	No	Book	Rs	P			No.	Book	Rs	P	
			Rs	P					Rs	P	

**Each entry should be initialed after comparison with the register of cheques paid.*

BTC FORM -48

[See Rule 304]

BILL OF EXPENDITURE FROM GOVERNOR'S CONTRACT ALLOWANCE

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

EXPENDITURE FROM GOVERNOR'S CONTRACT ALLOWANCE

RECEIVED from the Treasury at.....

Rs..... (In words.....)

out of Governor's Contract Allowance.

Rs. p.

Allotment for 20.....

Undrawn balance of allotment for the
previous year:

TOTAL

Rs. p.

(a) Amount drawn in cash
from the Treasury including this Bill.

(a) Amount on account of debits raised
through the Accountant-General.

Balance available.....

Dated20.....

**Secretary to the
Governor of Bihar**

Bihar Treasury Code - 2011

BTC FORM -49

[See Rule 304]

STATEMENT OF EXPENDITURE FROM GOVERNOR'S CONTRACT ALLOWANCE

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Statement showing the details of expenditure from the Contract Grant of the Governor of Bihar for the month of.....20....

Month	Wages and allowances of household servants including cook, steward, house keeper, etc.	Temporary house hold servants, hurkaras, hot-water bearers, lascars and occasional servants engaged for State entertainment.	Liveries for household servants, including Military Secretary's menials.	*Motor vehicle maintenance.	Household sundries	Miscellaneous petty expenditure.	Total	Remarks
1	2	3	4	5	6	7	8	9
	Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.
Total..								

Note: The total expenditure up to and including this month is Rs.....

	Rs.	p.		Rs.	p.
Balance in hand at the end of the previous month.....			Contract grant for 20.....		
Contract Grant drawn during this month....			Undrawn balance of allotment for the previous year		
			TOTAL		
Expenditure during this month.....			Amount drawn up to and including this month.....		
Balance in hand on			Balance available.....		

Memo No., dated..... 20.....
To the Accountant-General, Bihar

**Secretary to the
Governor of Bihar**

Bihar Treasury Code - 2011

BTC FORM -50

[See Rule 307]

Bill for Loans and Advances

for	Major Head	Treasury Code.....	Bill
	Sub Major Head	DDO Code.....	
	Minor Head	Bank Code	
	Sub Head	Bill Code.....	

Motor Vehicle/ House Building/ Marriage/ Computer Advance

Sl. No.	Name and designation	Particulars of advance	Advance sanctioned		Remarks
			Letter/Authority No. & Date	Amount	

Certified that:-

1. The above Govt. Servant has been sanctioned the amount specified against by.....(copy attached).
2. No previous advance of the same type is outstanding against the above govt. servant.
3. Necessary surety bond has been obtained from the government servant.

Received Payments.

Pay rupees

Examined.

**Signature and Designation of
Drawing Officer**

Accountant.

Treasury Officer

Dated.....20.....

Bihar Treasury Code - 2011

BTC FORM-51

[See Rule 307]

Miscellaneous Bill

<u>For use at Treasury</u>	
Token No.....	Date.....
TV No. & Date.....	

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Miscellaneous Bill no..... **Office of.....**

Number of item	Description	Amount		Remarks
		Rs.	P	
	Total (in words).....			

Received Payments

Signature and Designation of Drawing Officer

For use in Treasury

Pay Rs.....

Examined.

Dated20.....

Accountant

Treasury Officer

For use in Accountant - General's Office

Admitted Rs.....

Objected to Rs.....

Reason of objection.....

Auditor

Accounts Officer

INSTRUCTIONS

This form should be used for final withdrawals from General Provident Fund and **for charges for which no other form has been prescribed.**

Note: Advances for traveling allowance and contingent charges should be drawn in travelling allowance and contingent bills respectively and refundable advance from General Provident Fund should be drawn on the respective pay bill form.

BTC FORM -52

[See Rule 320]

Schedule of Recoveries

Schedule of recoveries of advance during the month of20.....

Full name and designation of the officer in block letters	Amount of advance drawn	No. and date of the T.V. including the name of treasury with the head of account in which the advance has been drawn.	Serial number of the present instalment / total number of instalments.	Amount of present instalment that is being recovered	Balance of amounts to be paid	Remarks - (a) Service to which the Officer belongs (b) Head of account
1	2	3	4	5	6	7

Note :- In column 4 state the number of instalment and also the total number of instalments. For example, if any advance is recoverable in 60 instalments out of which 15th instalments is being recovered, the entry should be 15/60. Column 5 should show the amount recovered in the present month.

Bihar Treasury Code - 2011

BTC FORM -53

[See Rule 328]

Deposit Repayment Order and Voucher

For use at Treasury	
Token No.....	Date.....
TV No. & Date.....	

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Treasury **Month of..... 20.....**

Head of Account	Voucher No.....of List of Payments	
Original number Date of Deposit	Name of Depositor	Amount originally deposited Rs.....
Received this.....day of..... 20.....the sum of Rupees.....being the amount Payable on account of the deposit described above.	In this space a translation of the receipt form into current Indian language should be given.	
Claimant's Signature Passed for payment to — Rs. (Rupees.....)	[Stamp to be affixed where necessary]	Examined and entered. Date..... Accountant
Judge, Magistrate of or other Officer. Date.....	Treasury at Pay (Rs.) Rupees..... Treasury Officer. Date.....	

For use in Accountant-General's office.

Admitted

Objected.

Reasons.....

Auditor

Accounts Officer

BTC FORM -54

[See Rule 333]

Refund of Lapsed Deposit Application and Voucher

To

THE ACCOUNTANT GENERAL, BIHAR

Sir,

The following refunds of lapsed deposits aggregating to 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:-

Class of Deposits	Particulars of original deposit		Balance credited to the State Government		Date of Lapsed Statement	Amount claimed		Remarks
	Year	No.	Rs.	p.		Rs.	p.	

Signature

Date 20....

Judge, Magistrate or other Officer

Accountant General's Office No. dated

Sanctioned.

Accountant General

Received payment

Receipt stamp

.....Claimant

Pay Rupees (.....) only.

The 20

Examined.

Accountant

Treasury Officer

Note -The signature of the claimant should be obtained on this form and the form should be returned as voucher in support of the debit.

BTC FORM -55

[See Rule 366]

Schedule of General Provident Fund Deductions

(To be printed in buff or white paper)

Office of the----- (Here state the designation of the Drawing Officer and station).

Deduction's made from the pay ofpayable on 1st

Name of the Accounts Officer who maintains these Accounts.....

G.P.F. Account No.	Name	Pay and /or leave salary this month	Monthly Subscription	Refund of withdrawal Amount	No. of Instalment	Total Amount	Remarks
1	2	3	4	5	6	7	8
		Rs.	Rs.	Rs.		Rs.	

Dated

Signature and Designation of the Drawing Officer

For use in the Internal Audit Office.

Voucher..... Date of encashment

1. Certified that the nature, amount of individual deduction and the total shown in column 7 has been checked with reference to the bill.
2. Certified that the rates of pay as shown in column have been verified with the amounts actually drawn in the bill.

Dated.....

**Auditor
(Department Audit Section)**

Important Instructions

1. The account number should be arranged in serial order.
2. The guide letters as given by GPF Office should be invariably prefixed to the account numbers, e.g. BHR/IAS, BHR/IPS, BHR/ACS, BHR/BAS etc.
3. In the remarks columns give reasons for discontinuance of subscriptions such as "Proceeded on Leave", "Transferred to office District", "Quitted service", "Died" or "Discontinued" under Rule 7(i) .
4. In the remarks column, write description against every new name such as "New Subscriber", "Came on transfer from.....District" or "Resumed Subscription".
5. Separate schedules should be prepared in respect of persons whose accounts are kept by a different Provident Fund Offices.
6. Figures in columns 3, 4, 5 and 7 should be rounded in whole rupees. The Total of the schedule should be written in both in words and figures.

BTC FORM -56

[See Rule 371]

Form for Application for Final Withdrawal of Provident Fund Accumulations

<p>1. Name of the subscriber with designation (in block letters).....</p> <p>2. Account no. (The correct number should, if possible, be verified from the statement furnished to the depositors by the accounts office from year to year).....</p> <p>3. (i) The actual date, forenoon or afternoon, of retirement death, dismissal, resignation, or discharge (cut the items not required).....</p> <p>(ii) In the case of dismissal—</p> <p>(a) Whether the subscriber has appealed or intends to appeal against the orders of dismissal.</p> <p>(b) If the appeal has been rejected, the date of its rejection.</p> <p>(c) If no appeal has been filed yet, the date on which the time-limit for filing an appeal will expire.</p> <p>(iii) In case of resignation, it should be stated whether the resignation has been accepted,</p> <p>(iv) In case of discharge, the reason for the same should be stated.</p> <p>4. Name of the Treasury where payment is desired,</p> <p>5. Was any advance from the Fund granted to the subscriber and drawn by him (or by the head of the office on his behalf) during the last 12 months? If so, full particulars of the advance should be quoted.</p> <p>6. Amount of the last Fund, deduction and no. and date of the Treasury voucher in which the deduction was made</p> <p>7. If the answer to the last question be in the affirmative, is the subscriber going to reside after retirement in a country where the rupee is not a legal tender?</p> <p>8. Is the subscriber on leave preparatory to retirement? If so, the date from which such leave commenced</p>	
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Date.....

Subscriber.....

Signature of the Head of Office.....

Designation.....

(Contd.....)

Bihar Treasury Code - 2011
BTC FORM -56 (Cont....)

[To be used in the Case of Non-Gazetted Government Servants only.]

Memo No....., dated the.....20.....

Forwarded to the -----
Concerned GPF Office [3(a)]

[3(b) and (4)] (Head of the Department)
no advance

2. I certify that ----- was granted to
an advance of Rs.
within 12 months preceding the date of his retirement
on(if granted within 12 months preceding the date of retirement).

Signature of the Head of Office

Designation

[For Both Gazetted and Non-Gazetted Government Servants.]

Memo No.....Dated the.....20.....

Countersigned and forwarded to the -----
Concerned GPF Office [2(b) and 3(b)]

Secretary to Government.
no advance

2. I certify that ----- was granted to.....
an advance of Rs.
within 12 months preceding the date of his retirement
on(if granted within 12 months preceding the date of retirement)

Signature of the Head of Department.

[To be used In the case of Gazetted Government Servants only.]

Memo No..... Dated the.....20.....

Forwarded to the Concerned GPF Office (through the Finance Department)[2(d)].
no advance

2. I certify that ----- was granted by the Government to.....
an advance of Rs.
within 12 months preceding the date of his retirement
on(if granted within 12 months preceding the date of retirement).

3. The Provincial Government is satisfied that the subscriber intends to reside after retirement in a country where the rupee is not a legal tender.

(Paragraph 3 to be struck off where necessary.)

Note: The reference in brackets above refers to the appropriate instructions given in this form.

Secretary to Government,
Department.....

Bihar Treasury Code – 2011

BTC FORM -56 (Contd....)

(General Instructions)

1. **Urgency:--** The application should be treated as urgent by all concerned at all stages.
 2. **Gazetted Government servants.**—(a) when the applicant for refund is the subscriber himself, and a gazetted Government servant, he should fill in all items in the form of application and send it on to the head of the department.
(b) The head of the department shall see that all the information required in the form of application have been supplied, complete the certificate on the forwarding memo, regarding the grant of an advance within 12 months preceding the date of the officer's retirement and, except in the cases mentioned in 2(c) below forward the application direct to the Accountant-General, Bihar.
(c) In the cases falling under any of the four categories (i) to (iv) below, the application should be forwarded to Government in the administrative department concerned, viz;—
 - (i) When the subscriber being a gazetted Government servant applied for any advance under rule 15 (3) of the Bihar General Provident Fund Rules within 12 months preceding the date of his retirement;
 - (ii) When the subscriber was governed by the Indian Civil Service Provident Fund Rules;
 - (iii) When the subscriber was governed by the General Provident Fund (Superior Civil Service) Rules; and
 - (iv) When the subscriber elected to join the sterling branch of the Provident Fund.
(d) The administrative department of Government shall in the cases of applications falling within category (iii) alone verify whether any advance was granted to the subscriber within 12 months preceding the date of his retirement and forward the application direct to the Accountant-General, Bihar, after completing the certificate in the forwarding memo. In other cases, i e., applications falling within categories.(i), (ii) and (iv) above, the administrative department shall first ascertain from the Finance Department what amount of advance, if any, was sanctioned to the Government servant by the Finance Department within 12 months preceding the date of his retirement, complete the certificate in the forwarding memo and forward the application to the Accountant-General *through the Finance Department* after noting "Consulted Unofficially" on the margin of the memo.
3. **Non-gazetted Government servants.**—
 - (a) When the applicant for refund is the subscriber himself and a non-gazetted Government servant, the head of the office in which the subscriber last worked, should fill in the form, complete the certificate in the forwarding memo, after verifying whether any advance was granted to the subscriber within 12 months preceding the date of his retirement and forward the application direct to the Accountant-General, Bihar except in the cases mentioned in 3 (b) below.
 - (b) When a subscriber had applied for an advance under Rule 15 (3)(a) of the Bihar General Provident Fund Rules within 21 months preceding the date of the retirement, the application should be forwarded to the head of the department who, after verifying the application and completing the certificate in the forwarding memo, will forward the application to the Accountant-General, Bihar.
 - (c) If the subscriber wants payment at a place other than that in which he last worked the application should be accompanied with three slips containing the specimen signature, left hand thumb and finger impressions, and personal marks of identification of the pay duly attested by the Head of the Office or by a Magistrate.
 4. **Payment after death of a subscriber:**—If the final payment has been necessitated by the death of a subscriber (whether a gazetted or non-gazetted Government servant) the head of the office shall fill in items 1 to 8 of the application form, and forward it to the head of the department. *At the same time he should send a direct and immediate intimation of the death of the subscriber, together with his Provident Fund Account number, to the Accountant-General Bihar who will advise the head of the department what further action should be taken.*

Note: *When the subscriber is himself the head of an office and/or head of department, his successor in office should be treated as the head of office and/or head of department for the purpose of forwarding the application to the proper authorities.*

BTC FORM - 57

[See Rule 96 and Appendix 8]

REGISTER OF WORKS ALLOTMENT RECEIVED

Serial No	Name of officer from whom Allotment received	Date of receipt of Allotment order	Head of Account (Plan/Non plan)	Name of project/ Establishment	Amount of Works Allotment					Designation & place of Divisional Officer	Name and place of Treasury	No. & Date of Letter of Credit	Remarks
					Purchase	Wages/Work Charged Staff	Works Contingencies	Payment to Contractors	Other Expenditure				
1	2	3	4	5	6	7	8	9	10	11	12	13	14

BTC FORM - 58

[See Rule 96 and Appendix 8]

LETTER OF CREDIT

(Public Works and Forest Department)

Divisional Officer.....(Name of the Division).....

Letter of Credit NoDated.....20.....

The Treasury Officer

.....(Name of the Treasury)

I have to request that you will honour the cheques drawn by me to the extent as noted below:-

(I) Purchase (Rs.....
..... Rupees

(The amount for purchase will be as fixed by the Engineer-in-Chief/ Chief Engineer/ Conservator of Forest.)

(II) Wages/ Work-Charged Staff (Rs.....
..... Rupees

(III) Works Contingencies (Rs.....
..... Rupees

(IV) Payment to Contractors (Rs.....
..... (Rupees

(V) Other Expenditures (Rs.....
..... (Rupees.....

For the Project—

Under Head (specify the bill code here)

(Plan/Non-Plan).....(Financial Year.....)

Allotment for the project named above received—

vide Engineer-in-Chief/Chief Engineer/ Conservator of Forest letter no.....date.....

Up-to-date amount of Letter of Credit issued —

This letter of credit will remain in force fromto.....

**Signature and Designation of
Divisional Officer**

BTC FORM - 59

[See Rule 96 and Appendix 8]

REGISTER OF LETTERS OF CREDIT AND PROGRESSIVE EXPENDITURE

Name of Project -----

Head of Account -----(Plan/Non-Plan) -----

Allotment / Letter of Credit No. and date	Allotment/Letters of Credit						Cheques passed for payments						
	Purchase	Payment of Wages/ work-charged staff	Works	Contingencies	Payment to Contractors	Other Expenditures	Date	Purchase	Payment of Wages/ work-charged staff	Work	Contingencies	Payment to Contractors	Other Expenditures
1	2	3	4	5	6	7	8	9	10	11	12		

Bihar Treasury Code - 2011

BTC FORM - 60

[See Rule 96 and Appendix 8]

ALLOTMENT STATEMENT TO ACCOMPANY CHEQUES UNDER VARIOUS HEADS AND DEPOSIT WORK

Major Head	PLAN/NON- PLAN
Sub Major Head	Treasury Code.....
Minor Head	DDO Code.....
Sub Head	Budget Code.....

Name of work -----

Ex M.B. number and pages (If applicable) -----

Total allotment for the Work -----

Expenditure including this cheque-----

Balance allotment for the work -----

Expenditure on this Cheque as per details shown below:-

By credit to Stock	By credit to Income Tax	By credit to VAT/ Service Tax	By credit to Royalty	By credit to security deposit	By other credit	By Cheque	Total
1	2	3	4	5	6	7	8

DIVISIONAL ACCOUNTANT

DIVISIONAL OFFICER.

Bihar Treasury Code - 2011

BTC FORM-61

[See Rule 316]

Departmental Advances Bill

<u>For use at Treasury</u>	
Token No.....	Date.....
TV No. & Date.....	

Major Head	Treasury Code.....
Sub Major Head	DDO Code.....
Minor Head	Bank Code
Sub Head	Bill Code.....

Departmental Advances Bill no.....
of.....

Office

Number of item	Description	Amount		Remarks
		Rs.	P	
	Total (in words).....			

Received Payments

Signature and Designation of Drawing Officer

For use in Treasury

Pay Rs.....

Examined.

Dated20.....

Accountant

Treasury Officer

For use in Accountant - General's Office

Admitted Rs.....

Objected to Rs.....

Reason of objection.....

Auditor

Accounts Officer