

**PART VI  
ANNEXURES TO ACCOUNTS  
MANUAL  
OF PMGSY  
ADMINISTRATIVE EXPENSES  
FUNDS**

**ADMINISTRATIVE EXPENSES  
FUND**

(DRAFT VERSION 1REV2)

(NOV 2004)

**PREPARED  
BY  
INSTITUTE OF PUBLIC AUDITORS OF INDIA**

**FOR**

**NATIONAL RURAL ROADS DEVELOPMENT  
AGENCY**

**(AN AGENCY OF THE MINISTRY OF RURAL  
DEVELOPMENT, GOVERNMENT OF INDIA)**

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**PRADHAN MANTRI GRAM SADAK YOJANA**  
**ADMINISTRATIVE EXPENSES FUND**

**MONTHLY ACCOUNT OF RECEIPTS AND PAYMENTS (FOR SRRDA)**

Name of SRRDA-----State-----

Month -----200

Account Code Number	Head of Account	Ledger Folio	DEBIT BALANCES		
			To end of previous month	For the month	To end of the month (4+5)
1	2	3	4	5	6
51.02	Central Administrative Expenses Fund transferred to PIUs				
51.07	State Administrative Expenses Funds transferred by SRRDA to PIUs				
52.01	Cash in Chest				
52.03	Bank Balance				
52.04	Fixed Deposits with the Bank				
52.02	Imprest with Staff				
<b>53.01</b>	Tax Deducted at source by others				
54.01	Travelling expenses				
54.02	Telephone Expenses				
54.03	Maintenance of Computers				
54.04	Internet Expenses				
54.05	Data Entry Costs				
54.06	Other Office Expenses				
54.07	Quality Monitoring Expenses				
54.08	Bank Charges				
54.09	Any Other expenses with the approval of MoRD				
54.10-54.19	Expenses approved by the State Government to be incurred from Funds it provided				
54.20-54.24	Assets expenses allowed by the MORD				
54.25 to 54.30	Assets expenses allowed by the State Government				
56.02	Miscellaneous Advances				
	TOTAL				

**Accountant**

**OFFICER-IN-CHARGE / SRRDA**

Notes to the **MONTHLY ACCOUNT OF RECEIPTS AND PAYMENTS (FOR SRRDA) Debit Balances**

Notes: 1. Cash in chest (and also Bank Balance ) “to end of the month” shall be the closing balance as shown in the Cash Book. Cash in chest (and also Bank Balance) “for the month” shall be worked by deducting the balance “ to end of the previous month” from the balance “to end of the month” i.e. column 6 minus column 4.

2. Bank reconciliation statement along-with photocopy of bank account shall be enclosed with the monthly account

PRADHAN MANTRI GRAM SADAK YOJANA

ADMINISTRATIVE EXPENSES FUND

**MONTHLY ACCOUNT OF RECEIPTS AND PAYMENTS (FOR SRRDA)**

**Name of SRRDA-----State-----**

**Month -----200**

Account Code Number	Head of Account	Ledger Folio	Receipts		
			CREDIT BALANCES		
			To end of previous month	For the month	To end of the month (4+5)
1	2	3	4	5	6
51.01	Administrative Expenses Funds Received by SRRDA from Government of India				
51.04	Administrative Expenses Funds received by SRRDA from State Government				
51.07	Bank Authorization Account (Books of SRRDA)				
51.09	Incidental funds generated from Interest and net Incidental Receipts.				
55.01	Interest received from Bank Account				
55.02	Miscellaneous Receipts				
56.03	Unpaid Bills				
56.04	Deposits Repayable				
	TOTAL				

**Accountant**

**OFFICER-IN-CHARGE SRRDA**

Note: In the annual account the total amount of incidental receipts shall be credited to incidental funds generated from interest etc.

PMGSY / F-1B ADM

**PRADHAN MANTRI GRAM SADAK YOJANA**  
**ADMINISTRATIVE EXPENSES FUND**

**MONTHLY ACCOUNT OF RECEIPTS AND PAYMENTS (FOR PIU)**

**Name of PIU** \_\_\_\_\_

**Month** \_\_\_\_\_ **200**

Account Code Number	Head of Account	Ledger folio	Debit Balances		
			To end of previous month	For the month	To end of the month(4+5)
1	2	3	4	5	6
51.08	Bank Authorization Account				
54.01	Travelling expenses				
54.02	Telephone Expenses				
54.03	Stationery				
54.03	Maintenance of Computers				
54.04	Internet Expenses				
54.05	Data Entry Costs				
54.06	Other Office Expenses				
54.09	Any Other expenses with the approval of MoRD				
54.10-54.19	Expenses approved by the State Government to be incurred from Funds it provided				
54.20-54.24	Assets expenses allowed by the MORD				
56.02	Miscellaneous Advances				
52.01	Cash in chest	CBF <sup>1</sup>			
52.02	Imprest With Staff				
	<b>TOTAL</b>				

**ACCOUNTANT**

**OFFICER-IN-CHARGE/ PIU**

<sup>1</sup> Cash Book Folio

**Notes on the MONTHLY ACCOUNT OF RECEIPTS AND PAYMENTS (FOR SRRDA) Debit  
balances.**

1. Cash in chest (as also Bank Authorisation Account) "*to end of the month*" shall be the closing balance as shown in the cash book. Cash Balance "*for the month*" shall be worked by deducting the balance "*to end of the previous month*" from the balance "*to end of the month*" i.e. column 6 minus column 4.
2. **Vouchers** shall be retained by PIU for Audit.
3. Bank reconciliation statement along-with photocopy of bank account shall be enclosed with the monthly account



**PRADHAN MANTRI GRAM SADAK YOJANA  
ADMINISTRATIVE EXPENSES FUND**

**MONTHLY ACCOUNT OF RECEIPTS AND PAYMENTS (FOR PIU)**

**Name of Unit (PIU)**-----

**Month** -----**200**

Account Code Number	Head of Account	Ledger Folio	CREDIT BALANCES		
			To end of previous month	For the month	To end of the month (4+5)
1	2	3	4	5	6
51.03	Central Administrative Expenses Fund received from SRRDA				
51.08	State Administrative Expenses Fund received by PIU from SRRDA				
51.11	Incidental funds generated from Interest and net incidental receipts.				
55.02	Miscellaneous Receipts				
56.03	Unpaid bills				
56.04	Deposits Repayable				
	<b>TOTAL</b>				

**ACCOUNTANT**

**OFFICER-INCHARGE/ PIU**

Note:-

Total amount of incidental receipts shall be credited to Incidental funds generated from Interest etc. in the annual account.

PMGSY / F-1A ANNUAL ADM

**PRADHAN MANTRI GRAM SADAK YOJANA**  
**ADMINISTRATIVE EXPENSES FUND**  
**ANNUAL ACCOUNT OF RECEIPTS AND PAYMENTS (FOR**  
**SRRDA)**  
**FOR THE YEAR 1<sup>ST</sup> APRIL, 200 TO 31<sup>ST</sup> MARCH, 200**

Name of SRRDA \_\_\_\_\_

Account Code Number	Head of Account	Ledger folio	Payments Debit Balances		
			Opening balance on 1 <sup>st</sup> April of the year	Receipts during the year (Col. 6 – Col 4)	Closing balance on 31 <sup>st</sup> March of the year
1	2	3	4	5	6
54.01	Travelling expenses				
54.02	Telephone Expenses				
54.03	Maintenance of Computers				
54.04	Internet Expenses				
54.05	Data Entry Costs				
54.06	Other Office Expenses				
54.07	Quality Monitoring Expenses				
54.08	Bank Charges				
54.09	Any Other expenses with the approval of MoRD				
54.10-54.19	Expenses approved by the State Government to be incurred from Funds it provided				
54.20-54.24	Assets expenses allowed by the MORD				
54.25 to 54.30	Assets expenses allowed by the State Government				
56.02	Miscellaneous Advances				
52.01	Cash in chest				
52.03	Bank Balance				
52.02	Imprest With Staff				
	TOTAL				

**ACCOUNTANT**

**OFFICER-IN-CHARGE/ PIU**

1. Bank reconciliation statement along-with photocopy of bank account shall be enclosed with the monthly account

**PRADHAN MANTRI GRAM SADAK YOJANA**

**ADMINISTRATIVE EXPENSES FUND**

**ANNUAL ACCOUNT OF RECEIPTS AND PAYMENTS (FOR  
SRRDA)**

**FOR THE YEAR 1<sup>ST</sup> APRIL, 200 TO 31<sup>ST</sup> MARCH, 200**

**Name of SRRDA--**

Account Code Number	Head of Account	Ledger Folio	Receipts		
			CREDIT BALANCES		
			To end of previous month	For the month	To end of the month (4+5)
1	2	3	4	5	6
51.01	Administrative Expenses Funds Received by SRRDA from Government of India				
51.04	Administrative Expenses Funds received by SRRDA from State Government				
51.07	Bank Authorization Account (Books of SRRDA)				
51.09	Incidental funds generated from Interest and net Incidental Receipts.				
55.01	Interest received from Bank Account				
55.02	Miscellaneous Receipts				
56.03	Unpaid Bills				
56.04	Deposits Repayable				
	TOTAL				

**Accountant**

**OFFICER-IN-CHARGE SRRDA**

Note: In the annual account the total amount of incidental receipts shall be credited to incidental funds generated from interest etc.

PMGSY / F-1B (ANNUAL) ADM\_

**PRADHAN MANTRI GRAM SADAK YOJANA**

**ADMINISTRATIVE EXPENSES FUND**

**ANNUAL ACCOUNT OF RECEIPTS AND PAYMENTS (FOR PIU)  
FOR THE YEAR 1<sup>ST</sup> APRIL, 200 TO 31<sup>ST</sup> MARCH, 200**

**Name of SRRDA**

Account Code Number	Head of Account	Ledger Folio	RECEIPTS (CREDIT BALANCES)		
			Opening balance on 1 <sup>st</sup> April of the year	Receipts during the year (Col. 6 – Col)	Closing balance on 31 <sup>st</sup> March of the year
1	2	3	4	5	6
51.03	Central Administrative Expenses Fund received from SRRDA				
51.08	State Administrative Expenses Fund received by PIU from SRRDA				
51.07	Bank Authorization Account				
51.11	Incidental funds generated from Interest and net incidental receipts.				
55.02	Miscellaneous Receipts				
56.03	Unpaid bills				
56.04	Deposits Repayable				
	TOTAL				

**ACCOUNTANT**

**OFFICER-INCHARGE/ PIU**

Note:-

Total amount of incidental receipts shall be credited to Incidental funds generated from Interest etc. in the annual account.

**PRADHAN MANTRI GRAM SADAK YOJANA**

**ADMINISTRATIVE EXPENSES FUND**

**ANNUAL ACCOUNT OF RECEIPTS AND PAYMENTS (FOR PIU)**

Name of PIU \_\_\_\_\_

Year \_\_\_\_\_

Account Code Number	Head of Account	Ledger folio	Payments Debit Balances		
			Opening balance on 1 <sup>st</sup> April of the year	Receipts during the year (Col. 6 – Col)	Closing balance on 31 <sup>st</sup> March of the year
1	2	3	4	5	6
51.08	Bank Authorization Account				
54.01	Travelling expenses				
54.02	Telephone Expenses				
54.03	Stationery				
54.03	Maintenance of Computers				
54.04	Internet Expenses				
54.05	Data Entry Costs				
54.06	Other Office Expenses				
54.09	Any Other expenses with the approval of MoRD				
54.10-54.19	Expenses approved by the State Government to be incurred from Funds it provided				
54.20-54.24	Assets expenses allowed by the MORD				
56.02	Miscellaneous Advances				
52.01	Cash in chest	CBF <sup>2</sup>			
52.02	Imprest With Staff				
	TOTAL				

ACCOUNTANT

OFFICER-IN-CHARGE/ PIU

1.Cash in chest (as also Bank Authorisation Account) “*to end of the month*” shall be the closing balance as shown in the cash book. Cash Balance “*for the month*” shall be worked by deducting the balance “*to end of the previous month*” from the balance “*to end of the month*” i.e. column 6 minus column 4.

2.*Vouchers* shall be retained by PIU for Audit.

3.Bank reconciliation statement along-with photocopy of bank account shall be enclosed with the monthly account

<sup>2</sup> Cash Book Folio

**PRADHAN MANTRI GRAM SADAK YOJANA**  
**Administrative Expenses Fund**  
**Income and Expenditure Account for the State of -----**  
**From 1<sup>st</sup> April, \_\_\_\_\_ to the end of the month of \_\_\_\_\_, 200\_.**

<b>Part I. Central Administrative Expenses Fund (funds from Government of India, Ministry of Rural Development)</b>	Amount	Amount
<b><u>Income</u></b>		
1.1 Opening Balance at the start of the year <b>A</b>	-----	
1.2 <u>Add</u> received during the year <b>B</b>	_____	
1.3 Balance Available <b>C (A+B)</b>		
<b>Deduct Expenses of both SRRDA and PIUs</b>		---
Travelling expenses		
Telephone Expenses		
Maintenance of Computers		
Internet Expenses		
Data Entry Costs		
Other Office Expenses		
Quality Monitoring Expenses		
Bank Charges		
Any Other expenses with MORD's approval		
<b>TOTAL Expenses (D)</b>		---
<b>Excess of Income Over Expenditure or Excess of Expenditure Over Income (Minus)</b> <b>E= (C) minus (D)</b> (Carried to the Balance Sheet)		
<b><u>Part II. State Administrative Expenses Fund (funds from the State Government)</u></b>		
<b><u>Income</u></b>		
1.1 Opening Balance at the start of the year <b>A</b>		
1.2 <u>Add</u> received during the year <b>B</b>		
1.4 Balance Available <b>C (A+B)</b>		
<b>Deduct Expenses of SRRDA and PIUs</b>		---
Details as prescribed by SRRDA		---
<b>TOTAL Expenses (D)</b>		
<b>Excess of Income Over Expenditure</b>		

**or Excess of Expenditure Over Income (Minus)**  
**E= (C) minus (D)**  
(Carried to the Balance Sheet)

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**ACCOUNTANT**

**OFFICER-INCHARGE SRRDA**

**PRADHAN MANTRI GRAM SADAK YOJANA**

**Administrative Expenses Fund**

**Income and Expenditure Account for the period from 1<sup>st</sup> April, \_\_\_\_\_ to the end of the month  
of \_\_\_\_\_, 200\_.**

**Name of SRRDA \_\_\_\_\_**

	Amount	Amount
<b>Part I. Administrative Expenses Funds from Government of India, Ministry of Rural Development</b>		---
<b>Income</b>		
1.1 Opening Balance at the start of the year <b>A</b>		
1.2 <b>Add</b> received during the year <b>B</b>		
1.3 <b>Less</b> transferred to PIUs <b>C</b>		
1.4 Balance Available <b>D (A+B - C)</b>		---
<b>Deduct SRRDA Expenses (excludes expenses by PIUs)</b>		---
Travelling expenses		
Telephone Expenses		
Maintenance of Computers		
Internet Expenses		
Data Entry Costs		
Other Office Expenses		
Quality Monitoring Expenses		
Bank Charges		
Any Other expenses with MORD's approval		
<b>TOTAL Expenses (E)</b>		---
<b>Excess of Income Over Expenditure or Excess of Expenditure Over Income (Minus) F= (D) minus (E) (Carried to the Balance Sheet)</b>		
<b>Part II. Administrative Expenses Funds from the State Government</b>		
<b>Income</b>		
1. Administrative Expenses Funds received during the year		
1.1 Opening Balance at the start of the year <b>A</b>		---
1.2 <b>Add</b> received during the year <b>B</b>		
1.3 <b>Less</b> transferred to PIUs <b>C</b>		
1.4 Balance Available <b>D (A+B - C)</b>		



<b>Deduct Expenses of SRRDA (excludes expenses by PIUs)</b>	---
<b>Details as prescribed by SRRDA</b>	---
<b>TOTAL Expenses (E)</b>	
<b>Excess of Income Over Expenditure or Excess of Expenditure Over Income (Minus) (F) = D minus E (Carried to the Balance Sheet)</b>	

**ACCOUNTANT**

**OFFICER-INCHARGE SRRDA**

**PRADHAN MANTRI GRAM SADAK YOJANA**

**Administrative Expenses Fund**

**Income and Expenditure Account for the period from 1<sup>st</sup> April, \_\_\_\_\_ to the end of the month of \_\_\_\_\_, 200\_.**

Name of PIU \_\_\_\_\_

<b>Part I. Administrative Expenses Funds from</b>	Schedule	Amount
<b><u>Government of India, Ministry of Rural Development</u></b>		---
<b><u>Income</u></b>		
1.1 Central Administrative Expenses Funds at the start of the year <b>A</b>		
1.2 <i>Add</i> Administrative Expenses Funds received during the year <b>B</b>		
<b>Total C (A+B)</b>		
<b>Deduct Expenses</b>		---
Travelling expenses		
Telephone Expenses		
Maintenance of Computers		
Internet Expenses		
Data Entry Costs		
Other Office Expenses		
Any Other expenses with MORD's approval		
<b>TOTAL Expenses (D)</b>		---
<b>Excess of Income Over Expenditure or Excess of Expenditure Over Income (Minus) E= (C) minus (D) (Carried to the Balance Sheet)</b>		
<b><u>Part II. State Administrative Expenses Fund ( from the State Government</u></b>		
<b><u>Income</u></b>		
1.1 State Administrative Expenses Funds at the start of the year <b>A</b>		
1.2 <i>Add</i> Administrative Expenses Funds received during the year <b>B</b>		
<b>Total C (A+B)</b>		
<b>Deduct Expenses</b>		---
Details as prescribed by SRRDA		---
<b>TOTAL Expenses (D)</b>		
<b>Excess of Income Over Expenditure or Excess of Expenditure Over Income (Minus) (E) = C minus D (Carried to the Balance Sheet)</b>		

**ACCOUNTANT**

**OFFICER-INCHARGE/ PIU**

**PRADHAN MANTRI GRAM SADAK YOJANA  
Administrative Expenses Fund**

**Monthly / Annual Balance Sheet**

Name of State \_\_\_\_\_  
Balance Sheet as at \_\_\_\_\_

<b><u>CAPITAL FUND AND LIABILITIES</u></b>	Schedule	Current year Amount	Previous year Amount*
<b>Central Administrative Expenses Fund</b>			
	1	---	
<b>State Administrative Expenses Fund</b>	1	---	
Incidental Funds (from interest and other receipts)	2		
Misc Income	2	---	
<b>CURRENT LIABILITIES</b>		---	
Deposits Repayable	3	---	
Unpaid Bills	4		
<b>TOTAL</b>			
<b>ASSETS</b>			
Miscellaneous Advances	5		
Cash in Chest		---	
Bank Balance including deposits	6	---	
Imprest with staff		---	
Other Assets	7	---	
<b>TOTAL</b>		---	

**ACCOUNTANT**

**OFFICER-INCHARGE/ PIU**

\* This column is only for the Annual Balance Sheet

PRADHAN MANTRI GRAM SADAK YOJANA  
**Administrative Expenses Fund**

**Monthly / Annual Balance Sheet**

Name of SRRDA \_\_\_\_\_

Balance Sheet as at \_\_\_\_\_

<b><u>CAPITAL FUND AND LIABILITIES</u></b>	Schedule	Current Year Amount	Previous Year Amount*
<b>Central Administrative Expenses Fund</b>			
	1	---	
<b>State Administrative Expenses Fund</b>	2	---	
Incidental Funds (from interest and other receipts)	3		
Misc Income	3	---	
<b>CURRENT LIABILITIES</b>		---	
Deposits Repayable	4	---	
Unpaid Bills	4		
Bank Authorisations to PIUs			
<b>TOTAL</b>			
<b>ASSETS</b>			
<b>Central Administrative Expenses Fund transferred to PIUs</b>	5		
<b>State Administrative Expenses Fund transferred to PIUs</b>	5	---	
Miscellaneous Advances	6		
Cash in Chest		---	
Bank Balance		---	
Imprest with staff		---	
<b>TOTAL</b>		---	

**ACCOUNTANT**

**OFFICER-INCHARGE/ PIU**

\* This column is only for the Annual Balance Sheet

**PRADHAN MANTRI GRAM SADAK YOJANA**  
**Administrative Expenses Fund**

**Monthly/Annual Balance Sheet**

Name of PIU \_\_\_\_\_  
Balance Sheet as at \_\_\_\_\_

<b><u>CAPITAL FUND AND LIABILITIES</u></b>	Schedule	Amount
<b>Central Administrative Expenses Fund</b>	1	---
<b>State Administrative Expenses Fund</b>	1	---
Incidental Funds (from interest and other receipts)	2	
Misc Income	2	---
<b>CURRENT LIABILITIES</b>		---
Deposits Repayable	3	---
Unpaid Bills	4	
<b>TOTAL</b>		
<b>ASSETS</b>		
Miscellaneous Advances	5	---
Cash in Chest		---
Bank Authorisation		---
Imprest with staff		---
<b>TOTAL</b>		---

**ACCOUNTANT**

**OFFICER-INCHARGE/ PIU**

**PRADHAN MANTRI GRAM SADAK YOJANA**  
**Administrative Expenses Fund**  
**CASH BOOK**

NAME OF PIU/ SRRDA -----

MONTH----- 200

**Debit**

**RECEIPTS**

Date	Money Receipt/ Voucher Number	Particulars of Transactio n	Ledger Folio	Cash		Bank/Bank Authorisati on		Account Code Number
				Rs.	P.	Rs.	P.	
1	2	3	4	5	6	7		

**PAYMENTS**

**Credit**

Date	Voucher Number	Particular s of Transactio n	Ledger Folio	Cash		Cheque Number	Bank		Account Code Number
				Rs.	P.		Rs.	P.	
8	9	10	11	12	13	14	15		

**Note: 1. Cash Book pages shall be machine numbered.**

2. Cash Book is the ledger account for cash and bank transactions.

3. Receipt Side of Cash Book shall be the Debits to Cash and Bank/Bank Authorisation Account , whereas payment side of cash book shall be credits to cash and bank/ Bank Authorisation Account.

4. Account code –wise details shall be recorded in column 7 and 15 of the cash book for each entry to help in ledger posting.





**PRADHAN MANTRI GRAM SADAK YOJANA  
Administrative Expenses Fund**

**REGISTER OF CHEQUES RECEIVED AND ADJUSTED**

Serial No.	Date of Receipt	From whom received	Name of Bank	Cheque No. and Date	Amount
1	2	3		4	5

On what account to be credited	Date of dispatch to the Bank	Date of adjustment	Divisional Officer's Initials	Remarks
6	7	8	9	10

**PRADHAN MANTRI GRAM SADAK YOJANA**  
**Administrative Expenses Fund**  
**IMPREST CASH BOOK**

NAME OF PIU / SRRDA-----

IMPREST CASH BOOK OF SHRI-----

DESIGNATION-----

<b>Date</b>	<b>Voucher Number</b>	<b>Particulars of Transaction</b>	<b>Amount</b>	<b>Account Code Number</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**ABSTRACT OF CASH PAYMENTS**

<b>Voucher Number</b>	<b>Account Code Number</b>	<b>Account Code Number</b>	<b>Account Code Number</b>	<b>Account Code Number</b>	<b>Account Code Number</b>
	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

**Note:**

**1.Imprest Cash Book pages shall be machine numbered.**

**2.Abstract of cash payments shall be printed on the overleaf of imprest cash-book.**

**PRADHAN MANTRI GRAM SADAK YOJANA**  
**Administrative Expenses Fund**

**MONEY RECEIPT BOOK**

**ORIGINAL**

NAME OF PIU / SRRDA-----BOOK NUMBER-----

RECEIPT NUMBER-----

DATE-----

RECEIVED WITH THANKS FROM M/s/ SHRI-----

A SUM OF RUPEES (IN WORDS)-----

ON ACCOUNT OF -----

Rs.....

Revenue Stamp

Signature-----

Designation-----

Note:

1. Money Receipt Book shall be printed in Duplicate.
2. Book shall contain 50 Receipts.
3. Book number and Receipt number shall be machine numbered.
4. Reversible carbon paper shall be used.

PRADHAN MANTRI GRAM SADAK YOJANA  
**Administrative Expenses Fund**  
**MONEY RECEIPT BOOK                      DUPLICATE**

NAME OF PIU / SRRDA-----BOOK NUMBER-----

RECEIPT NUMBER-----

DATE-----

RECEIVED WITH THANKS FROM M/s/ SHRI-----

A SUM OF RUPEES (IN WORDS)-----

ON ACCOUNT OF -----.

Rs.....

Account Code No.-----

Entered in Cash Book Folio-----

Signature-----

Accountant.

Signature-----

Designation-----

**PRADHAN MANTRI GRAM SADAK YOJANA**  
**Administrative Expenses Fund**  
**PAYMENT VOUCHER**

NAME OF PIU/ SRRDA-----

Voucher Number -----

Date-----

Account Code Number-----

Particulars of Transaction	Amount
TOTAL	

Rupees (In words)-----

Passed for payment of Rs.....

Rupees (In words)-----

Date-----

Officer-in-charge/PIU/ SRRDA

Received Rs.-----

Rupees (In words)-----

Date-----

Revenue Stamp

Signature of Payee.

**PRADHAN MANTRI GRAM SADAK YOJANA  
 Administrative Expenses Fund  
 TRANSFER ENTRY BOOK**

NAME OF PIU / SRRDA-----

MONTH----- 200

Date	T.E.No.	Particulars of Transaction with reasons for adjustment	Ledger Folio	DEBITS		CREDITS			Dated Initials of Accountant
				Account Code Number and its description	Amount	Ledger Folio	Account Code Number and its description	Amount	
1	2	3	4	5	6	7	8	9	10

Note: Pages of Transfer Entry Book shall be machine numbered.



**PRADHAN MANTRI GRAM SADAK YOJANA  
Administrative Expenses Fund  
GENERAL LEDGER (DEBIT BALANCES)**

NAME OF PIU / SRRDA -----

ACCOUNT CODE NUMBER-----

Account Code Description / \_\_\_\_\_

Date	Vr. / T.E. No.	Particulars of Transaction	Cash Book / Transfer Entry Book Folio	Transactions			Balance after the transactio n (last balance +7)
				DEBIT	CREDI T	Debit Balance (5-6)	
1	2	3	4	5	6	7	8
		Opening Balance					

Note:

1. Pages of ledger shall be machine numbered.
2. Separate page shall be allotted to each Account Code
3. Index shall be prepared in the beginning of ledger to show page numbers allotted to each Account Code.
4. Opening balance shall be the first transaction entered in the particulars column when carried over to the next sheet or page.
5. If the credit transactions exists, then the balance in column 7 will be a minus debit balance.

**PRADHAN MANTRI GRAM SADAK YOJANA**

**Administrative Expenses Fund**

**GENERAL LEDGER (CREDIT BALANCES)**

NAME OF PIU / SRRDA -----

ACCOUNT CODE NUMBER-----

Account Code Description \_\_\_\_\_

Date	MR/Vr/ TE No.	Particulars of Transaction	Cash Book / Transfer Entry Book Folio	Transaction			Balance after the transaction (last balance +7)
				CREDI T	DEBIT	Credit Balance (5-6)	
1	2	3	4	5	6	7	8

Note:

1. Pages of ledger shall be machine numbered.
2. Separate page shall be allotted to each Account Code
3. Index shall be prepared in the beginning of ledger to show page numbers allotted to each Account Code.
4. Opening balance shall be the first transaction entered in the particulars column when carried over to the next sheet or page.
5. If a debit transactions exists, then the balance in column 7 will be a minus credit balance..

**PRADHAN MANTRI GRAM SADAK YOJANA**

**Administrative Expenses Fund  
REGISTER OF CENTRAL/STATE FUNDS TRANSFERRED BY SRRDA TO PIU**

NAME OF SRRDA-----

NAME OF PIU\_\_\_\_\_

Date	Particulars of Transaction	Cash Book / Transfer Entry Book Folio	Transaction amount			Balance after the transaction (last balance +6)
			Funds Transferred (Debit)	Funds Received Back (Credit)	Debit Balance (4-5)	
1	2	3	4	5	6	7

NOTE:

- 1.Pages of Register shall be machine numbered.
- 2.Register shall be maintained PIU-wise.
- 3.Each PIU shall be allotted page numbers and index thereof shall be prepared in the beginning of the register.
4. Surplus funds, if any, received back from PIU shall be accounted for in column 5
- 5.An abstract shall also be prepared showing the position of net funds transferred to each PIU during the month and to end of the month.
6. There will be a separate register for Central and State Funds.

**ABSTRACT OF FUNDS TRANSFERRED BY SRRDA TO PIU**

S.No	Name of PIU	Ledger Folio	APRIL			MAY			June and so on
			To end of previous month	During the month	To end of month	To end of previous month	During the month	To end of month	
		<b>TOTAL</b>							

Note: Columns for 12 months shall be opened in the same manner as for the months of April and May.

**PRADHAN MANTRI GRAM SADAK YOJANA**  
**Administrative Expenses Fund**  
**REGISTER OF BANK AUTHORISATIONS TO PIUs**

NAME OF SRRDA-----

NAME OF PIU\_\_\_\_\_

Date	Vr. / BATE No.	Particulars of Transaction	Cash Book / BATE Book Folio	Funds Authorised (Credit) Rs.	Cheques Issued by PIU (Debit) Rs.	Net Transation (Col. 5 – Col. 6) Debit	Closing Balance after the transaction (previous balance + Col. 7)
1	2	3	4	5	6	7	8

NOTE:

- 1.Pages of Register shall be machine numbered.
- 2.Register shall be maintained PIU-wise.
- 3.Each PIU shall be allotted page numbers and index thereof shall be prepared in the beginning of the register.
4. Surplus funds, if any, received back from PIU shall be accounted for in column 5
- 5.An abstract shall also be prepared showing the position of net funds transferred to each PIU during the month and to end of the month.

**PRADHAN MANTRI GRAM SADAK YOJANA**

**Administrative Expenses Fund  
 TRANSFER ENTRY ORDER**

NAME OF PIU / SRRDA-----

MONTH-----

Transfer Entry Order No. \_\_\_\_\_

Date	Particulars of transaction with reasons for adjustment	DEBIT		CREDIT	
		Account Code Number	Amount	Account Code Number	Amount
1	2	3	4	5	6

OFFICER-IN-CHARGE/ PIU

ACCOUNTANT



**PRADHAN MANTRI GRAM SADAK YOJANA**

**ADMINISTRATIVE EXPENSES FUND**

**REGISTER OF DEPOSITS REPAYABLE**

NAME OF PIU / SRRDA-----

S.No.	Date	Name of supplier,	Reasons for the transaction	TE No./Vr. No	Original Credit	Repayment/Adjustment			Bd + dr
						Date	TE No./Vr. No	Amount	
1	2	3	4	5	Rs. 6	7	8	9	

**NOTE:**

Register will prepared new every year. Outstanding balances of the previous year will be brought forward.



**PRADHAN MANTRI GRAM SADAK YOJANA**  
**ADMINISTRATIVE EXPENSES FUND**  
**REGISTER OF MISCELLANEOUS ADVANCES**

NAME OF PIU / SRRDA-----

S.No.	Date	Name of supplier/Employee	Reasons for the transaction	TE No./Vr. No	Original Debit	Details		
						Date	TE No./Vr. No	
1	2	3	4	5	Rs. 6	7	8	

NOTE:

Register will prepared new every year. Outstanding balances of the previous year will be brought forward

**PRADHAN MANTRI GRAM SADAK YOJANA**  
**Administrative Expenses Fund**  
**REGISTER OF S.T.D. / TRUNK CALL CHARGES**  
**REGISTER OF TRAVELLING EXPENSES**  
**REGISTER OF CONSUMABLE STORE**

**As per State Government orders**

**PRADHAN MANTRI GRAM SADAK YOJANA**

**Administrative Expenses Fund  
REGISTER OF CHEQUE / RECEIPT BOOK**

NAME OF PIU/ SRRDA-----

Book Number	Designation of Officer	Date of first entry in cash book	Date of last entry in cash book	Date of Return of counterfoils	Dated initials of Accountant
1	2	3	4	5	6

**NOTE:**

Separate Register shall be maintained for money receipt books and cheque books.



**FORM MGSY/SS/F-51A**  
**PRADHAN MANTRI GRAM SADAK YOJANA**

**Administrative Expenses Fund**

**HAND RECEIPT**

(To be used as a simple form of voucher for all miscellaneous payments and advances for which none of the special forms 24 and 26 are suitable.)

0....

.....  
.....Cash Book

Voucher No. .... dated .....

1. Pay by Cheque\*/Cash\* Rupees ..... to .....
2. Paid by me<sup>!</sup>  
Received from the Sub-Divisional Officer in charge of ..... the sum of Rs.

.....  
Name of work\*\* or purpose for which payment is made .....

(Amount in vernacular)

Date .....

Stamp

<sup>!!</sup>Witness .....

Signature of payee

\* The officer authorizing payment should initial and date the pay order after scoring out the word, 'cheque' or 'cash', as the case may be.

! The person actually making the payment should initial and date payment certificate(2).

\*\* In case of works the accounts of which are kept by sub-heads the amount chargeable to each sub-head should be specified by the disbursing officer.

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

**FOR USE IN DIVISIONAL OFFICE**

Checked  
A/c Clerk

Div. Acctt.

**PRADHAN MANTRI GRAM SADAK YOJANA**

**Administrative Expenses Fund**

**APPLICATION-CUM-BILL FOR REFUND OF LAPSED DEPOSIT**

To

The Divisional Officer.....

.....

.....

Sir,

The refund of lapsed deposits aggregating Rs. .... (Rupees  
.....) as mentioned in Cols. 1 to 4 below, is due to  
me/us and its payment may be arranged –

Purpose for which deposited	No. & date of challan or authority with/under which deposited	Amount deposited & Office/Bank in which deposited	Amount claimed	Amount lapsed to Govt.	Particulars of lapsed statement		Remarks
					Year	Item No.	
1	2	3	4	5	6(a)	6(b)	7

Note : Column 5 to 7 are for use in Departmental Offices.

\* Received payment

Date .....

Signature of claimant(s) .....

I have satisfied myself about the identify of the claimant(s) and his/their title to the amount claimed vide details given in Columns 5 to 7 above. It is requested that the payment may be made by cheque in favour of self / \_\_\_\_\_ [Claimant/(s)] or by bank draft in favour of [Claimant(s)] at \_\_\_\_\_ (Station).

No. ....

Signature .....

(Divisional Officer)

Date .....

<b><u>PRADHAN MANTRI GRAM SADAK YOJANA</u></b> <b>Administrative Expenses Fund</b>
<b>Bank Authorisation Reconciliation Statement</b>

**This statement is in three parts. SRRDA will fill in part I. PIU will fill in Parts II and III of this statement and send it with the monthly account to SRRDA**

---

Name of PIU	Month
-------------	-------

---

**Part I For office use in State Rural Roads Development Agency**

Voucher no.	Date	Amount
Debit	Bank Authorisation account	
Credit	Bank Account (Cash Book)	

Signature of Accountant	Signature of Financial Controller
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**Part II (To be prepared by the PIU)**

Line No.	Month and Year	<u>Amount Inner Column</u>	<u>Amount Outer Column</u>
1	Opening Balance of Bank Authorisation		
2	Bank Authorisations received in the month		
3	Bank Authorisations cancelled in the month		
4	Total		
5	Deduct Cheques Issued during the month		
	Sl. No.    Cheque No.        Date		
6	Total of cheques issued		
	Closing Balance of Bank		
7	Authorisations		
	(Line No. 4 minus Line 6)		
	Signature of Accountant		Signature of Incharge PIU

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**Part III** Bank Reconciliation Statement to be submitted by the PIU

1. Opening balance of Uncashed  
Cheques
2. Cheques issued during the month
3.  
Total
4. Deduct cheques encashed during the month
5. Closing balance of uncashed cheques

Notes: 1 Attache a statement of uncashed cheques  
2. The statement should reach SRRDA latest by  
the 5th of the next month.



PMGSY / SCH / F-52 BR

**PRADHAN MANTRI GRAM SADAK YOJANA**

**Administrative Expenses Fund**

**Bank Remittances Reconciliation Statement**

**This statement is in two parts. Part I is for the SRRDA. PIU will fi  
SRRDA with the monthly account**

\_\_\_\_\_  
Name of PIU

\_\_\_\_\_  
Month

**Part I For office use in State Rural Roads Development Agency**

**Voucher no.** **Date**

Debit Bank Account (Cash Book)  
Credit Central Admn. Expenses Funds remitted to PIU

Signature of Accountant

**Part II (To be prepared by the PIU)**

Month and Year

**Line No.**

**Amount Inner  
Column**

- 1 Un-accounted remittances of earlier months. (As per the last month's statement)
- 2 Remittances during the month
- 3 Total
- 4 Remittances in the month as per the bank statement.
- 5 Difference between Line 3 and Line 4
- 6 Analysis of the difference
- 7 PIU's remittances not yet accounted by the bank:  
Sl. No.            Date of Remittance.
- 8 Total of remittances not accounted by the bank.

Signature of Accountant

**PMGSY/SCH/F-52A-ADM**  
**PRADHAN MANTRI GRAM SADAK YOJANA**  
**Administrative Expenses Fund**

**NAME OF PIU/SRRDA** \_\_\_\_\_  
**SCHEDULES FORMING PART OF BALANCE SHEET AS AT (last date and month)**  
**year** \_\_\_\_\_

**SCHEDULE 1 ADMINISTRATIVE EXPENSES FUNDS**

	Current Year	Previous year*
<b><u>PART I: Central Administrative Expenses Funds</u></b>		
<u>Opening Balance on 1<sup>st</sup> April of the year</u>		
<u>Add</u> Received during the year		
<i>Less</i> Transferred to the PIU/SRRDA during the year.		
<b>Total (A)</b>		
Expenses (other than on assets) during the year <b>B</b>		
<b>Balance C (B -A)</b>		
<b><u>PART II State Administrative Expenses Funds</u></b>		
<u>Opening Balance on 1<sup>st</sup> April of the year</u>		
<u>Add</u> Received during the year		
<i>Less</i> Transferred to the PIU/SRRDA during the year.		
<b>Total (A)</b>		
Expenses during the year <b>B</b>		
<b>Balance C (B -A)</b>		

**Divisional Accountant**

**Divisional Officer**

**PMGSY/SCH/F-52B ADM  
PRADHAN MANTRI GRAM SADAK YOJANA**

**Administrative Expenses Fund**

**NAME OF PIU/SRRDA \_\_\_\_\_  
 SCHEDULES FORMING PART OF BALANCE SHEET AS AT \_\_\_\_\_**

<b>SCHEDULE 2- INCIDENTAL FUNDS AND MISCELLANEOUS INCOME :</b>	<b>Current Year</b>	<b>Previous Year*</b>
1. Incidental Funds (generated from interest and other receipts) as per the balance sheet of the previous month/year		.....
Added during the month/year	.....	
Less: Used during the month/year	(.....)	
	_____	.....
2. Miscellaneous Income (as per the balance sheet of the previous month/year	.....	
Added: during the month/year	.....	
Less: transferred to Incidental funds	(.....)	.....
	_____	.....
<b>TOTAL</b>		---

**\*To be used only in the annual balance sheet**

**Divisional Accountant**

**Divisional Officer**

**PMGSY/SCH/F-52C ADM**  
**PRADHAN MANTRI GRAM SADAK YOJANA**

**Administrative Expenses Fund**

**NAME OF PIU/SRRDA** \_\_\_\_\_  
**SCHEDULES FORMING PART OF BALANCE SHEET AS AT** \_\_\_\_\_

<b>SCHEDULE 3. DEPOSITS RE- PAYABLE :</b>	<b>Current Month/Year</b>	<b>Previous Year*</b>
Balance as per the balance sheet of the previous month/year.		.....
Add: Received during the month/year	.....	
Less: Refunded during the month/year	.....	
	_____	.....
Closing Balance		---
Details of deposits outstanding for over three years.		

\*To be used only in the annual balance sheet

**Divisional Accountant**

**Divisional Officer**

**PMGSY/SCH/F-52D ADM**  
**PRADHAN MANTRI GRAM SADAK YOJANA**

**Administrative Expenses Fund**

**NAME OF PIU/SRRDA** \_\_\_\_\_  
**SCHEDULES FORMING PART OF BALANCE SHEET AS AT** \_\_\_\_\_

<b>SCHEDULE 4 CURRENT LIABILITIES AND PROVISIONS :</b>	<b>Current Month/Year</b>	<b>Previous Year*</b>
Unpaid Bills of the previous year not yet paid.		.....

**\*To be used only in the annual balance sheet**

**Divisional Accountant**

**Divisional Officer**

**PMGSY/SCH/F-52 ADM**  
**PRADHAN MANTRI GRAM SADAK YOJANA**  
**Administrative Expenses Fund**

**NAME OF PIU/SRRDA** \_\_\_\_\_  
**SCHEDULES FORMING PART OF BALANCE SHEET AS AT**

<b>SCHEDULE 5</b>	Current Year	Previous Year*
<b>CURRENT ASSETS</b>		
A. Miscellaneous Advance as at the end of the previous Year		
B. Add advances during the year		
C. Less Recoveries during the year		
D. Balance		
Note: Advances outstanding for more than		
One year -----		
Six months -----		

\*This column for the previous year to be used only in the annual balance sheet

**Divisional Accountant**

**Divisional Officer**

**PMGSY/SCH/F-52 ADM**  
**PRADHAN MANTRI GRAM SADAK YOJANA**  
**Administrative Expenses Fund**

**NAME OF PIU/SRRDA \_\_\_\_\_**  
**SCHEDULES FORMING PART OF BALANCE SHEET AS AT**

<b>SCHEDULE 6</b>	Current Year	Previous Year*
<b>Bank Balance &amp; Deposits</b>		
A. Bank Balance		
B. Deposits with the Bank		
C. Total		
D. Balances as per the Bank		
(i) Bank Balance		
(ii) Deposits		
E. Total of D		
Difference between C and E		
Reasons for the difference		
Details of items unsettled for more than three months.		

**\*This column for the previous year to be used only in the annual balance sheet**

**Divisional Accountant**

**Divisional Officer**

**PMGSY/SCH/F-52 ADM**  
**PRADHAN MANTRI GRAM SADAK YOJANA**  
**Administrative Expenses Fund**

**NAME OF PIU/SRRDA \_\_\_\_\_**  
**SCHEDULES FORMING PART OF BALANCE SHEET AS AT**

<b>SCHEDULE 7 OTHER CURRENT ASSETS</b>	Current Year	Previous Year*
1. Computers		
2. (Major details)		

**\*This column for the previous year to be used only in the annual balance sheet**

**Divisional Accountant**

**Divisional Officer**



PMGSY/SCH/F-55

**PRADHAN MANTRI GRAM SADAK YOJANA**

**SCHEDULE OF FUNDS IN TRANSIT (Funds Reconciliation Statement)**

NAME OF SRRDA-----

MONTH-----200

---

PARTICULARS	AMOUNT
-------------	--------

---

**FUNDS IN TRANSIT**

(A) Funds released by SRRDA

**LESS**

Funds received by PIU

(a) Funds in Transit -----

(B) Funds returned by PIU

**LESS**

Funds received back by SRRDA

(b) Funds in Transit -----

**TOTAL FUNDS IN TRANSIT** (a) + (b)

Total -----

Contd. on page -2-

-2-

DETAILS OF FUNDS IN TRANSIT

(A) Funds released by SRRDA

Date of Release	Name of PIU to which Funds Released	Amount	Reasons for non-accounting by PIU
1	2	3	4

(B) Funds returned by PIU

Date of Return	Name of PIU	Amount	Reasons for non-accounting by SRRDA
1	2	3	4

ACCOUNTANT

**PMGSY/SCH/F-56 ADM**

**LIST OF SCHEDULES TO BE ANNEXED WITH BALANCE SHEET (PIU)**

	<b>Name of Schedule</b>
<b>PMGSY/SCH/F-52 BA</b>	<b>Bank Authorisation Reconciliation Statement</b>
<b>PMGSY/SCH/F-52 BR</b>	<b>Bank Remittance Reconciliation Statement</b>
<b>PMGSY/SCH/F-52A ADM</b>	<b>Schedule of Administrative Expenses Funds</b>
<b>PMGSY/SCH/F-52B ADM</b>	<b>Schedule of Incidental Funds/Misc. Income</b>
<b>PMGSY/SCH/F-52C ADM</b>	<b>Schedule of Deposits Repayable</b>
<b>PMGSY/SCH/F-52D ADM</b>	<b>Schedule of Current Liabilities and Provisions</b>
<b>PMGSY/SCH/F-53 E ADM</b>	<b>Schedule of Current Assets</b>

**ACCOUNTANT**

**PRADHAN MANTRI GRAM SADAK YOJANA**  
**SCHEDULE FOR CASH BALANCE**

NAME OF PIU-----

MONTH----- 200

---

PARTICULARS	AMOUNT
-------------	--------

---

1. Cash in Chest
2. Imprest with staff

-----  
TOTAL  
-----

ACCOUNTANT

PMGSY/Admn/F-64A - ADM

**PRADHAN MANTRI GRAM SADAK YOJANA**

ADMINISTRATIVE EXPENSES FUND

**REQUISITION FOR BANK AUTHORISATIONS FOR CENTRAL FUNDS**

Name of PIU \_\_\_\_\_

No.

Date:

To

Empowered Officer

SRRDA (PMGSY)

\_\_\_\_\_

Kindly issue Bank Authorisation amounting to Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) for the quarter  
ending \_\_\_\_\_. Details are as under:

S.No.	Purpose	Amount
1.	2.	3.

To Date Expenditure	Bank authorisation available	Bank Authorisation Required	Remarks
4.	5	6.	7.
<b>TOTAL</b>			

OFFICER-In-CHARGE /PIU

PMGSY/Admn/F-64B - ADM

**PRADHAN MANTRI GRAM SADAK YOJANA**

ADMINISTRATIVE EXPENSES FUND

**REQUISITION FOR BANK AUTHORISATIONS FOR STATE FUNDS**

Name of PIU \_\_\_\_\_

No.

Date:

To

Empowered Officer

SRRDA (PMGSY)

\_\_\_\_\_

Kindly issue Bank Authorisation amounting to Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_) for the quarter

ending \_\_\_\_\_. Details are as under:

S.No.	Purpose	Amount
1.	2.	3.

To Date Expenditure	Bank authorisation available	Bank Authorisation Required	Remarks
4.	5	6.	7.
<b>TOTAL</b>			

OFFICER-In-CHARGE /PIU

**PRADHAN MANTRI GRAM SADAK YOJANA**

**ADMINISTRATIVE EXPENSES FUNDS  
BANK AUTHORISATION AUTHORITY**

Name of PIU \_\_\_\_\_

Bank Authorisation amounting to Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_)

for the quarter ending \_\_\_\_\_ is issued as under:

S.No.	Name of Payees	Purpose	Amount	Remarks
TOTAL				

**Empowered Officer  
SRRDA**

No.

Date:

**Copy forwarded to:**

- 1. The Officer In-Charge, PIU \_\_\_\_\_**
- 2. The Chief Manager \_\_\_\_\_ (Bank)**
- 3. Accounts Section of SRRDA for adjustment in the accounts.**

**Empowered Officer  
SRRDA**

**FORM PMGSY/OTHERS/F-65**

**REGISTER OF DIVISIONAL ACCOUNTANTS AUDIT OBJECTIONS**

Item No.	Brief particulars of the transaction or order placed under objections by the Divisional Accountant	Name of objection (Rules and order to be quoted)	Amount placed under objection		Divisional Office replies (with reason not admitting the objection)
			Rs.	P.	

Note : This register will remain in the personal custody of the Divisional Accountant except when submitted to the Divisional Officer under the provisions of paragraph 4.2.3.

! Objections relating to transaction and orders of subordinate officer which fall within the powers of the Divisional Officer to sanction, or confirm should not be entered in this register.



PMGSY/Admn/F-67

**PRADHAN MANTRI GRAM SADAK YOJANA**

***ADVICE FOR AMOUNTS DEPOSITED IN THE BANK ACCOUNT OF SRRDA***

No.

Date:

To

The Chief Accounts Officer  
SRRDA (PMGSY)

\_\_\_\_\_.

It is to inform that a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
has been deposited in the Bank Account of SRRDA in \_\_\_\_\_ (Branch  
of \_\_\_\_\_ (Bank) at \_\_\_\_\_ (Place) on \_\_\_\_\_ (Date).

Photocopy of Bank Pay-in slip is enclosed for ready reference.

It is requested that necessary entries made in your account books .

Officer-In-Charge

PIU \_\_\_\_\_

Encls: Photocopy of Bank Pay-in slip.

No

Date:

Copy forwarded to the Chief Manager \_\_\_\_\_ (Bank) \_\_\_\_\_ (Branch)  
\_\_\_\_\_ (Place) alongwith photocopy of Bank pay in slip for crediting the amount in  
the account of SRRDA.

Officer-In-Charge

PIU \_\_\_\_\_

Encls: Photocopy of Bank Pay-in slip.

NOTES

