

Model forms for Registers

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GENERAL

Form No.1

Attendance Register for the month of _____
(C.F.81)

S.No.	Name	Designation	1	2	3	4		Remarks
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An abstract in the following form

1. Number of roll
2. Number of present
3. Number on Casual Leave / Compensation Leave
4. Number oin permission
5. Number on other duty
6. Number absent
7. Total
8. Initial of the Head Assistant / Superintendent
9. Initial of the Head of office
10. Late attendance with permission – Actual time of attendance to be noted.

தாமதவருகைப் பதிவேட்டில்மாதமுடிவில் கீழ்க்கண்டசான்றுவழங்கப்படவேண்டும்.

இந்தமாதத்தில்தற்செயல்விடுப்பு வெட்டுசெய்யப்படவேண்டிய அளவிற்குவரம்புமீறி அனுமதி / தாமதவருகையாரும் அனுபவிக்கவில்லை.

அலுவலகத் தலைவர்.

Form No.2

Distribution Register (Main)

(Form 1 of Appendix B of TNGOM)

(Amended in G.O.Ms.No.1410 P & A.R.(Per.A) Dept. Dt.2.12.77)

Serial Number	Enclosures, if any	Section to which allotted and Acknowledgement of Section Head.
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Form No.3
Distribution Register (Subsidiary)
(Form 1 A of Appendix B of TNGOM) (CF 260)
(Amended in G.O.Ms.No.1410 P & A.R. (Per.A)Dept. Dt.2.12.77)

Serial Number of paper	Enclosures, if any	Number and initials of the clerk	Nature of final disposal with date (Ring off replies to pending current and note their numbers)	Record Keeper's acknowledgement
1	2	3	4	5

"Certified that all the tapals received today have been numbered and distributed to the concerned Assistants / Junior Assistants and their acknowledgements obtained

Form No.4
Distribution Register (C.F.301)
(Form II A of Appendix B of TNGOM amended in G.O.Ms.No.60 P & A.r.(A) 24.2.1992.

Serial Number of paper	Current Number	date of receipt	1. Title (Main Head underlined) 2. From whom 3. Outside number and date
1	2	3	4

Date of action taken	Next action date	Nature of disposal
5	6	7

The following certificate to be furnished in the Brought forward personal register in every month:
 "Certified that all pending items, pending for more than three months and brought forwarded to the Brought forward register" (G.O.Ms.No.373 P&AR(A), Dt.7.10.96)

Both on the cover of the PR and on the cover of the run on note file a slip file a slip should be passed showing the name of the section head and the clerk / assistant in charge of the seat date of the their first taking charge of the section seat (even of they had taken charge of the section seat prior to the year to which the PR relates such actual date of taking charge is to be furnished and date of relief from the seat. (Para 20(3) of TNGOM)

Form No.4(a)**Running note file to personal register****(Page No.43 of Hand book on Office administration – Revised Edition)**

Date prescribed for check	Officer to whom due for check	Date on which put for check	Date of actual check by Officer	Initial of the Officer.
1	2	3	4	5

Date of submission to reply to queries in the RNF	Date on which reply was seen by the checking officer.	Initials of the officer/
6	7	8

Form No.5**Periodical Register (C.F.227)**

Sl.No.	Name of the periodical	Date of due and from whom due	Date of receipt	Outgoing periodical		Remarks (here enter reminders and reply to reminders)
				Date due & to whom	Date despatch	
1	2	3	4	5	6	7

Form No.6**Arrear list (CF 231)****(Form VII of Appendix B of TNGOM – CF 231)**

Seat	Number of files pending in the beginning of the month	Number of files received during the month	Total Number of files for disposal
1	2	3	4

Number of files disposed of in the month	Number of files pending at the end of the month
5	6

Pending files					%	Remarks
Below 3 Months	Over 3 months	Over 6 months	Over one year	Total		
7	8	9	10	11	12	13

Form No.7**Circulated Arrear List**

(Form Xxi of Appendix B of TNGOM)

(introduced in G.O.Ms.No.457 P&A.R.(Per.A) Dt.16.5.1983)

List of papers with officers for more than a fortnight.

Sl.No.	Current No.	Subject	Pending with	Date of submission to the officer	Remarks
1	2	3	4	5	6

Note: 1) This may be maintained by the section Head

2) The list should be circulated on every Tuesday to the P.A. level officer / DRO Collectors and their acknowledgement obtained in the list.

Form No.8
Reminder diary (C.F.283)

Due date of Action	Current Numbers(This should be ringed off after action taken on the due date or earlier)	Actual date of action taken
1	2	3

Form No.9

Consolidated Periodical Register.

(Page No.44 of Hand book on Office Administration – Revised Edition)

Periodical Number	Subject of the periodical	Date and from due	Date and to whom due	Period of retention
1	2	3	4	5

Subject Clerk	Current Number in which prescribed	Nature of periodical	Initial of Head of office	Remarks (Authority for discontinuance of periodical if any should be entered with initials of the Supdt/Head of office)
6	7	8	9	10

Index to the Consolidated Periodical Register in the First page of the register

Nature of periodical	Pages From To
----------------------	---------------

Daily Periodical

Weekly periodical

Fortnightly periodical

Monthly periodical

Quarterly / Half yearly / Annual periodical

An Index Register to the consolidated periodical Register

Periodical Number	Designation of the Asst./Jr.Asst.	Nature of Periodical	Page No.of the consolidated periodical register
1	2	3	4

Initials of the Head Office	Remarks (Authority for discontinuance of Pdl if any, should be entered with initial of the Supdt / Head office)
5	6

Form No.10

Important Tapal Register (Form No.XVI of APP.B of TNGOM)

Sl.No.	Date of receipt	Outside No. & Date		Nature of communication, D.O., Memo etc.,
		Name of Office	No.and Date	
1	2	3	4	5

Purpose of communication	Designation of the clerk	Acknowledgement of the clerk	Date on which reply is due if date is fixed
6	7	8	9

Date of dispatch of reply	Nature of reply sent(Interim or Final	Clerks initials regarding entry in columns 10,11	Remarks
10	11	12	13

Form No.11**Register of letters, parcels received by Registered post**

(Form XIX of App.B of TNGOM as amended in G.O.Ms.No.376 P.A&R (Per.A)

Department dt.9.4.81)

Sl.No.	Date of Receipt	Name of sender and address	Particulars of letters, Post Office in which registered
1	2	3	4

Section to which allotted and D.R.No.	Brief gist should be entered such as suit notice, reply to show cause notice etc.	Initial of the Asst./Jr.Asst. with date
5	6	7

Form.No.12**Fair copy cum Despatch Register (C.F.223)**

(Annexure II of App.I of TNGOM)

Sl.No.	Number or description with date of approval	Date of receipt for issue	Date of Despatch
1	2	3	4

Form No.13**Despatch cum Local Despatch Register (C.F.18)**

Date	Address	Particulars of papers despatched with number of enclosures in the Case of disposal or references Dis.No. or current No. sufficient	Number of covers
1	2	3	4

Weight or Packets	Value of Postage stamps	Signature of person who take covers for Posting or for delivery	Signature of address
5	6	7	8

Form No.14**Register of papers issued from and returned to the Record Room (C.F.25)**

Sl.No.of Requisition and	No.and date of disposal or other description of the Document Required	Date of issue from the record	Current No.if any, for which taken otherwise purpose for which taken
1	2	3	4

Signature and Designation of the clerk taking	Initials of the record-keeper or Assistant	Date of return	Signature and Designation of the clerk returning
5	6	7	8

Initial of the Record keeper or Assistant receiving	Remarks
9	10

Note: This register should verify the entry in this register once in a month with reference to the current number for which the disposal was taken (Form No.XIV of App.B of TNGOM)

Form No.15**Casual Leave Register**

(G.O.Ms.No.1152 P &A.R (Per.A) dt.24.11.80)

Item XVIII of APP.B of TNGOM)

Name of the Official:

Period of Leave		Reason	No.of days C.L.	Progressive Total
From	To			
1	2	3	4	5

Holidays in lieu of which compensatory holiday is taken credit	No.of days accrued	No.of days compensatory leave availed	Progressive total
6	7	8	9

The details of permission accorded for taking credit or for availing to be noted.	Remarks and Initial of the Officer granting leave
10	11

Form No.16**Office Order Book****(Page No.37 of Hand book on Office Administration – Revised Edition)**

4 SECTIONS

1. Orders on distribution of work
2. Orders of long standing importance
3. Orders in current affairs and
4. Miscellaneous

Form No.17**Daily Stamp Account (C.F.226)**

Date	Received	Value of stamps spent	In hand
1	2	3	4

Form No.18**Security Register (C.F.129)**

(FORM NO.XV OF APP.B OF DOM)

Consecutive Number in the register	Date of receipt	From whom received	Date and number of the current	Purpose of the current
1	2	3	4	5

Particulars of Valuables Enclosed	Branch to which sent and initial of the Officer Receiving custody	Signature of the Head of Office & Date of receipt by him	Nature of disposal	Remark
6	7	8	9	10

Note: 1. Papers should be numbered in this Register in the presence of the Officer

Opening the tapal who should affix his initials to the entries.

2.Head of Office in the Column 8 means Officer opening the tapal

3. New Column 9 opened as per G.O.Ms.No.420 Public (Ser.A) Dt.4.7.68.

Form No.19**Call Book (C.F.42)**

Sl.No.	Personal Current Register	Date of entry in the register	Subject	Details of order to lie over (eg) when further action is due
1	2	3	4	5

Fresh new case number assigned and date of revival in the Personal Register

Form No.20
**Register showing Hour etc of handing over and taking back the sealed bag
containing key of the Record Room.**

(Form XIII of App.B of TNGOM)

Date	Hours of handing over the sealed bag To the Night Watchman	Signature of the record keeper or the Assistant incharge handing over the sealed bag	Signature of the night watchman taking over the sealed bag
1	2	3	4

Hours of taking Back the sealed Bag from the Night watchman	Signature of the Night watchman handing over the bag to the record keeper or his Asst.	Signature of the record keeper or his Assistant acknowledging receipt of the bag	Remarks if any.
5	6	7	8

Form No.21**Trunk call Register**

(Item No.49(4)under App.5 of TNFC volume II)

Phone Number

Date & Time of Trunk calls	Nature of trunk calls (Ordinary, Urgent Immediate)whether Particulars person call	Whether concessional not applies if so what	Trunk calls booked by
1	2	3	4

Trunk call to whom at Station Number	Purpose of call
5	6

Form No.22**Review register for trunk calls**

Expenditure the Month	Expenditure in previous month	Reasons for Excess	Whether STD facility is there and and if so, is it necessary
1	2	3	4

Action taken by controlling officer to reduce expenditure	Remarks of the officer
5	6

Form No.23**Register of complaints to the complaint cell from the Public and Government Servants (Para 8 of Addition to Department Manual)**

Sl.No.	Name and address of Petitioner	Gist of request/ Complaint	Date of receipt	Date of final Reply
1	2	3	4	5

Form No.24

முதலமைச்சர் அவர்களின் சிறப்புபுகார் பிரிவிலிருந்துவரப்பெறும் புகார் மனு மீது நடவடிக்கைஎடுப்பதைகண்காணிக்கும் பதிவேடு,
(அரசாணை எண்.305 ப.ம.நி.சீ.துறைநாள் 6.4.1987)

வ.எண்.	பெற்றதேதி	மனுதாரரின் பெயரும், முகவரியும்	கோரிக்கையின் சுருக்கம்	எந்த அலுவலகத்தில் நடவடிக்கை தொடரவேண்டும்.
1	2	3	4	5

அறிக்கை அனுப்ப வேண்டியதேதி	பதில் அனுப்பிய தேதி	பதிலின்சுருக்கம்	குறிப்புரை
6	7	8	9

Form No.25

தமிழ்பயன்பாடு-முன்னேற்றம் பற்றிய பதிவேடு

நாள்	பொதுமக்கள், நிறுவனங்களுக்கு அனுப்பப்பட்ட கடிதங்களின் எண்ணிக்கை		சார்நிலை அலுவலகங்களுக்கு அனுப்பப்பட்ட கடிதங்களின் எண்ணிக்கை	
	தமிழ்	ஆங்கிலம்	தமிழ்	ஆங்கிலம்
1	2	3	4	5

இதரத்துறை அலுவலகங்களுக்கு அனுப்பப்பட்ட கடிதங்களின் எண்ணிக்கை		அரசுக்கு / உயர்மட்ட அலுவலர்களுக்கு அனுப்பப்பட்ட கடிதங்களின் எண்ணிக்கை	
தமிழ்	ஆங்கிலம்	தமிழ்	ஆங்கிலம்
6	7	8	9

மொத்தம்		தட்டச்சர் சுருக்கொப்பம்	கண்காணிப்பாளர் சுருக்கொப்பம்
தமிழ்	ஆங்கிலம்		
10	11	12	13

Form No.26**Special Register showing the remarks of the officers recorded on the progress in Implementation on the Official language**

(Form No.XXI under Appendix B of TNGOM as introduced in G.O.Ms.No.996 P &AR(A) Dt.12.10.1983)

1. Name of Department
2. Name of the Office.

Date	Name and designation of the officer who records remarks	Remarks on the implementation of the official language	In respect of the maintenance of register name of those of the register in which entries are not still written in Tamil to be noted.
1	2	3	4

In respect of items of correspondence name of the subjects in which Tamil has not been still used to be noted.	Other subjects	General	Signature of the Officer who recorded remarks
5	6	7	8

Form No.27**Register of Telegram**

Item No.	Date	File No.	To whom Sent	Telegrams Express/ Ordinary	Cost	Remarks
1	2	3	4	5	6	7

Form No.28
Form of Business return

Section	No.of files pending of the half year	No.of files received during the half year	Total of col. 2 and 3	No.of files disposed of finally		
				Out of files shown in col.2	Out of files shown in col.3	Total col. 5&6
1	2	3	4	5	6	7

Remaining in arrears						Remarks
One month or less (counting from the date of registration of first current file)	More than one month and not more than 6 (six) months	More than six month & not more than one year	More than one year	Total col. 8 to 11		
8	9	10	11	12		13

The above return should be accompanied by a brief review of arrears more than one years

1. the date of each such paper
2. brief abstract of the subject – matter
3. explanation, in brief, of cause of delay, and
4. date of reminder sent to officer against whom papers are pending.

ESTABLISHMENT

Form No. 31**Register of Probationers (CF 273)**

1. Service :
- Category :
2. Name of the probationer :
3. Date of appointment to the service, class or category :
4. Period of probation prescribed :
Years on duty within a continuous period of _____ years
5. Probable date of completion of probation :
6. Test, if any to be passed during probation :

Test	Date of passing	Particulars of the Notification regarding passing
------	-----------------	---

7. Period of service in such class or category |
or in the higher category which counts for probation |
in category in question |

Name of office	Post held	From	To	Period acted			Running Total		
				Y	M	D	Y	M	D
1	2	3	4	5			6		

8. Particulars of orders passed regarding completion of probation |
9. Particulars of orders passed regarding conformation at the entry point in service | **

**added in the Govt. letter No. 63228/S/95-2P & A.R. Dept. Dt. 28.9.95

Form No. 32**Register showing the Increments to be sanctioned on the due dates for the different staff (Appendix 7 and para 8 of Department Manual)**

Name of the individual		Designation status & scale of pay	Date of increment		Remarks
			Last Inct.	Next Inct.	
1		2	3	4	
Pay to be raised		Actual date of sanction	Date of drawl	Initial of Head office	
From	To				
5	6	7	8	9	10

Form No. 33
Increment Register (CF 282)
(G.O. Ms.No.3155 Public (inspection) Dt. 1.12.1973)

Sl. No.	Name of Employee	Designation	Scale of pay	Present pay	Next date of increment	Future pay	Ref.No& date sanction order	Remarks
1	2	3	4	5	6	7	8	9

Form No 34
Post Ledger

Name of the post	Item Number & Page No of Name Ledger	Headquarter	Scheme to which the post relates	Head of office to which attached
1	2	3	4	5

Whether Temporary (or) Permanent	Originally sanctioned G.O.Ms. No. & date	Date from which the post is in existence	If permanent G.O. Ms. No. and date	Date from which it was permanent
6	7	8	9	10

Name of the subordinate who is confirmed in the post 11					
Name	Post presently held	Head office	Date of confirmation	Due on which he vacated the post due to confirmation in higher cadre, retirement etc.	D.A.'s ref & date
(a)	(b)	(c)	(d)	(e)	(f)

If Temporary 12		
G.O. Number and date in which the post was continued subsequently	D.A. Ref & date	Period
(a)	(b)	From To
		(c)

Name of the incumbent and period of their service in this post 13

Form No. 35
Name Ledger

Name and Designation :
 Item number and page number of post ledger :
 SC/ST/BC/OC :
 Date of Birth :
 Native Revenue Division :
 Educational qualification :
 Agricultural Division /Block/Village :
 Mother Tongue :
 TNPSC Number :
 Sl. No.& Year :
 Section to which permanently allotted :
 D.A.'s Reference Number :
 Test passed details (like Centre, register No. year and date of sitting of exam)
 DT DOM ATS I ATE

Sl.No	Date of first Appointment	Statue: Emergency /Probationer/AP	Date of commencement of Probation	Date of completion of probation
1	2	3	4	5
Post in which Confirmed	If Permanent			Training under gone
	Date from which the confirmed	Head of office to which the post belong	DA's Ref No &	Particulars of Training
6	7(a)	7(b)	7(c)	8(a) 8(b) 8(c)

Station	Complete service particulars			Transfer order ref. No & date	Remarks
	Post held with HQ	From	To	Head of office	
9	10(a)	10(b)	11	12	13

Form No. 36
Incumbent Register

Name: Qualifications and Test passed:
 Date of Birth: Training, if any undergone with
 Status: period:

Ref. No. and Date in which posted or transformed	Name of post held	From	To	Head office
1	2	3	4	5

Form No. 37
Register of Service Books (CF 87)
(Page No. 308 of Department Manual)

Name of the employee	Rank	Date of opening of service book
1	2	3

Date of receipt of service book and the name of the office from which received	Date of last attestation (Civil service regulations 816) Note: Service books should be re-attested every five years.
4	5

Form No. 38
Register for Personal files
(G.O. Ms. No. 1720 Public (Ser.A) Dated 13.10.1964)
(Para 7(E) of Department Manual)

Sl.no and date	Name of the officer	Designation	Whether received or Dispatched	From whom or to whom	Current No. in which dealt with	Remarks
1	2	3	4	5	6	7

Form No. 39
Register of requests for transfers
(To be maintained for each category)
(G.O. Ms. No. 10P & A.R. Dept. Dt. 7.1.1994)

Sl. No. (which will be registration number also)	Date of receipt	Name of the person requesting for transfer with designation and office in which he is now working	Period of stay in				
			From	To	Y	M	D
1	2	3	4				
Options in regard to the station/ Zone as the case may be (Max. of 3 options to be given)	Reasons adducted for the transfer requested	Number and date of communication of registration sent to the Govt. servant	If the request is refuse please record the reason therefor and indicate number and date of communication sent				
5	6	7	8				
Whether the request was compiled with, if so, please indicate the place to which posted and number and date of posting order		Any other comments					
9		10					

Note: Mutual transfer to the place where the spouse is working should be entered in red ink.

Form No.40**Register of Temporary Establishment (Addition 17 of Department Manual)**

Sl.No.	Govt. Order No. and Date	Name of the Office	Description of the staff sanctioned	
1	2	3	4	
Period of Sanction		Due date with action to be taken	Actual date of revival with file No. and date of revival	Remarks
From	To			
5	6	7	8	9

(G.O. Ms. No.302 Finance Department Dt.21.3.62)

Form No. 41**Establishment Register**

(Govt. Ir.No.47892/Genl./2000-1 Agriculture Dept. Dt.8.12.2000)

Name of the Employee	Designation/Scale of pay	Date of Birth	Date of appointment	Date of retirement	G.P.F. Account No.
1	2	3	4	5	6

Note:

1. Every office of the Head of the department and Head of office should open an Establishment register". The entries shall be made as per the above format.
2. From out of the entries in the Establishment register, a separate register called "Register showing the retirement of employees" should be opened.
3. In case of the transfer of employees from one Head of office to another, an extract of the Establishment register concerning the employee should be sent along with the LPC. Necessary entries should be made accordingly in the register.
4. The Head of the office in the New station should not accept the LPC sent without the extract of Establishment register of the employee concerned.
5. On receipt of the extract of the Establishment register by
6. the Head office in the new station, necessary entries should be made in the register maintained in the office to which the employee is transferred.
7. The drawing officer in the new station where the employees is transferred should certify in the salary bill that necessary entries have been made in the Establishment register about the employee joined the office.
8. All inspecting officers and audit officers should scrutinize the Establishment register and register showing the retirement of employees during the course of inspection/audit.

Form No. 42
Register of Immovable Property
(Schedule II of TNGS conduct Rules)

Name of the Government Servant	Date of entering into the public service	Office and department which employed	District and division which property situated
1	2	3	4
Nature of the property Extent assessment	Extent	Assessment	In whose name registered
5-a	5-b	5-c	6
When acquired, inherited etc.,			7
By what means and for what Purpose acquired	Nature of interest possessed by the officer concerned in such property	Remarks	
8	9	10	

Form No. 43
Register of Writ petition
(Introduced in G.O. ms.No.1420P & A.R. (Per. A) Dt. 4.7.1968)

Sl.No	Current No.	No. and date of Writ petition	Designation of authority whose order has been Challenged	No. & date of the order challenged
1	2	3	4	5
Subject Matter of	Constitutional issued involved	Date of sanction of defense	Date of approval of counter affidavit	
6	7	8	9	
Date of disposal of writ Petition (with brief Summary of the order)	Date of receipt of copies of judgment & decrees	Date of satisfaction of decrees		
10	11	12		

Form No. 44**Register of Government suites**

(G.O.Ms.No. 198P & A.R. (A) Dt. 20.7.1994)

Date of filing	Subject matter	Interim order if any	Reply in respect of interim orders, actions for compliance vacating interim orders	Date of reply in the main case
1	2	3	4	5
References, if any received from the Govt. Counsel	Replies thereto and remainders	Date of final disposal	Nature of disposal	Future action taken for compliance or for filing appeal
6	7	8	9	10

Note: The suit register shall be maintained separately for each section in an office. The responsibility for the proper maintenance of the suit register will be that section Head. The entry in the suit register should be closed when a copy of the judgment is received and the matter thereafter dealt with in a personal register current till it is transferred to the “Special Register for Execution of proceedings” at the appropriate stage.

Form No. 45**Special Register for execution proceedings**

(Form No. VIII D of Appendix B of TNGOM)

Sl.No.	Name of the court and No. of suit or appeal	Result of the suit or appeal & date of decree	Date of receipt or copies of judgement and decree	Amount awarded in favour of or against Govt.
1	2	3	4	5
Date of satisfaction of decree where it is adverse to Govt.	Date of application for execution of decree where it is favourable to Govt.	Amount collected with date and head of account to which the credit is made	Amount written of with No. & date of the order sanctioning the write off	
6	7	8	9	

Form No. 46**Register showing the Receipt and disposal of Application for Family pension of Government servant.****(Para 307(C) of Department Manual)**

Sl.No.	Date of receipt of claim for F.P.	Name of the Govt. Servant	Designation of Govt. Servant	Office in which worked on the date of death
1	2	3	4	5
Date of Birth	Date of retirement /Death	Name of beneficiary with relationship to the Government servant	Due date of the proposal to AG 3 months from date of receipt	
6	7	8	9	

Form No. 47**Form of Record sheet**

(G.O.Ms.No.248P & A.R.(Per.R) Dt.23.5.1990)

Name :
 Designation :
 Date of Birth :
 Date of joining Government service :

Date of entry	Post held	Punishment	Authority No. & date of order Issued	Signature of officer
1	2	3	4	5

Form No. 48**Form of Defaulter Sheet**

_____Department

Name :
 Designation :
 Date of Birth :
 Date of joining Government service :

Period	Record	Punishment	Authority No. & date of order Issued	Signature of officer
1	2	3	4	5

ACCOUNTS

Form No.56

Cash book in departmental officers
(TNTC 5)

Receipt				
Date	From whom received	Particulars of receipt	Amount	Remarks
1	2	3	4	5

Receipt				
Date	To whom Paid	Particulars of payments	Amount	Remarks
6	7	8	9	10

Note : The column “ Amount” represents cheque including drafts, cash orders and other similar instructions.

Form No.57

Register of Undisbursed pay, etc.,
(For watching the disbursement of moneys drawn from the treasury and not disbursed on the same day)
(TNTC 20)

Undisbursed balance of bill cashed							
Date	Annual Sl.No	Description of bill or Cheque Originally cashed	Amount of the bill or cheque	Amount of undisbursed **	Date of subsequent disbursement @@	Amount disbursed @@	Balance
1	2	3	4	5	6	7	8

Disbursement			
Date	Name of receipt item from Which disbursed	Particulars of payment	Amount
9	10	11	12

** Entries columns 1 to 4 may be made after the encashment of bills provided all bills encashed at the treasury for disbursement are entered without omission in the order of their encashment. The drawing officers should compare the entries with those in the Treasury bill book and record a certificate in token of having checked the entries.

Form No.58

நிலையானமுன்பணப்பதிவேடு (த.நா.க.வி 89)

செலவு					
தேதி	மாதவரிசை எண்	விவரிப்பும் துறையும்	தொகை	ஈடுசெய்யும் விதம்	கஜானாவிலிருந்துஈடு செய்ததேதி
1	2	3	4	5	6

வரவு				
தேதி	பட்டியல் எண்	ஈடு செய்யப்பட்ட செலவினத்தின் வரிசை எண்	தொகை	குறிப்புகள்
7	8	9	10	11

Form No.59

Register of Cheques

TNFC Form No.14

S.No	Date of receipt	From whom received	Name of the Bank on which issued	Amount	On what account to be credited	Date of despatch to the bank for realisation
			Cheque No. & Date			
1	2	3	4	5	6	7

Date of adjustment	Date of credit in cash book	Dated Initials of the Head of Office	Remarks
8	9	10	11

Form No.60

Cash Remittance Book
(TNFC Form No.5A)

Date	Nature of remittance	Amount in		Name and designation of the Messenger	Signature of Messenger
		Fig	Words		
1	2	3a	3b	4	5

Chalan No. & Date of remittance	Dated initials of the Head of Office for having verified the chalan	Remarks
6	7	8

Form No.61

Treasury Transaction Register

வஎண்	எம்.டி.சி 70 வரிசை எண்	பட்டியல் விவரம்	பட்டியல் மொத்த தொகை	பட்டியல் நிகர தொகை	பட்டியல் தொகை பெறும் உபகணக்குத் தலைப்பு	டோக்கன் எண் மற்றும் நாள்	கண்காணிப்பாளர் சுருக்கொப்பம்
1	2	3	4	5	6	7	8

அலுவலக தலைவரின் சுருக்கொப்பம்	காசாக்கப்பட்ட நாள்	காசோலை எண்/ நாள்/தொகை	கொடுபடா பணப்பதிவேடு வரிசை எண்	வவுச்சர் எண்	கண்காணிப்பாளர் சுருக்கொப்பம்	அலுவலக தலைவரின் சுருக்கொப்பம்	குறிப்புரை
9	10	11	12	13	14	15	16

Form No. 62

Subsidiary Register to watch the return of tokens relating to bills not cashed.
(TNTC 70C)

S.No. of the bill in the TNTC 70 Register	Token assigned in the TNTC register for the	No. in the TNTC 70	Net amount cash / draft	Date of encashment or receipt of audited bill	Initials of the drawing officer/ Head Ministerial officer
1	2	3	4	5	
Note: Column 1 and 3 should be posted simultaneously when bills are entered in TNTC 70 register.					

Form No. 63

சில்லரைச்செலவினப்பதிவேடு (த.நா.நி.வி 7)

நாள்	யாருக்கு வழங்கப்பட்டது	சார் செலவுச்சீட்டு சில்லரைச் செலவினசுருக்கம்	உள்தலைப்பு விரிவானகணக்குத் தலைப்புகள் மற்றும் அவற்றினுடைய உட்பிரிவுகள்			
			ரூ. பை	ரூ. பை	ரூ. பை	ரூ. பை

வழக்கத்திற்கு மாறானசெலவினங்கள் விவரிப்பதொகை	ஒவ்வொருசில்லரைச் செலவினசுருக்கத்தின் மொத்தம்	ஒவ்வொரு திங்களுக்கானபட்டியின் மொத்தம்

விபரப்பட்டியின் நாள்	அனுமதிக்கப்பட்ட நாள் சுருக்கொப்பத்துடன்	முன் பணங்கள்	குறிப்புரை

Form No. 64

Loan Sanction Register (CF 21)

(TNFC 23B)

Name of the Office:

Financial year:

S.No.	Date	Name of the Govt. Servant & Designation	Nature of loan	Authority who sanctioned	Order / Proc.No. Date (Outside ref.No. & date in respect of Transferres)
1	2	3	4	5	6

Amount sanctioned (Amount yet to be recovered in case of transferres)	Date & place payment	Rate of interest	No. of instalments and amount of each instalment of principal (balance of instalment & amount of each instt. In case of transferres)	Month & year from which deduction is to be started.
7	8	9	10	11

S.No. and volume of the Individual loan register	Page No. & Name of the loan recovery register	Initial of clerk / sanction Head and officer
12	13	14

Note: GPF advance should also noted in the Register

Form No. 65**Individual Loan Register**

(Page No.485 of Hand Book on Office Administration – Revised)

(each register to have entries for five years only)

- a) Name
 b) Designation at the time of sanction
 c) Date of sanction.

S.No.	G.O/Proc.No. and date of sanction (outside No & Date in case of transferies)	Authority who sanctioned the loan (in case of transferies)	Nature of loan *	Amount sanctioned (amount yet to be recovered in case of transferies)
1	2	3	4	5

No. of instalments and amount of each instalments (Balance of instalments and amount of each instalment in respect of transferies)	S.No. in the loan sanction register	Page No and name of the loan recovery register	Initials of the clerk and sanction head & officer
6	7	8	9

*Car/Hosue / Building etc.

*Note: GPF advance should also be noted in the register.

Form No.66**Recovery Register**

(Para 114 of Department Manual)

S.No.	Order Number and in which recovery has been ordered	Name and designation of the subordinate	Particulars of recovery (ie) On what account	Total amount ordered to be recovered
1	2	3	4	5

No. of Instalment If any	Amount recovered	Vr. No. & Date in which the amount was recovered Of the pay bill and the month in which deductions is effected	Balance to be recovered	Attestation of the Head of office	Remarks
6	7	8	9	10	11

Note: Separate page should be set apart as may be convenient for each Government servant from whom recovery has been ordered in cash or by month instalments in pay bills on transfer of the subordinate the details of balance of recovery to be effected should be shown in his LPC as a district item

Form No.67**Register of General Provident Fund Advance**

S.No	Amount Number	Name of subordinate and designation	Pay	Monthly subscription	Refund of withdrawal	
					Amount	No. of Instt.
1	2	3	4	5	6	7

Total realised	Balance	Initial of the officer
8	9	10

Form No. 68**Register of Recoveries (Family Security Fund)**

Month and Vr. No	GA & NA of the bill	Total No. of persons for whom pay is Drawn in the bill	Total No. of persons from whom recovery is made	Total amount recovered
1	2	3	4	5

Reasons for non-recovery and Additional recovery details (Name of persons etc)	Month in which the subsequent recovery was made	Remarks
6	7	8

Form No. 69**Register of Recoveries (SPF)**

Month and Vr. No	GA & NA of the bill	Total No. persons for whom pay is Drawn in the bill	Total No. of persons from whom recovery is made	Total amount recovered
1	2	3	4	5

Reason for non-recovery and Additional recovery details (Name of persons etc)	Month in which the subsequent recovery was made	Remarks
6	7	8

Form No.70
Register of Recoveries (Health Fund)

Month and Vr.No	GA & NA of the bill	Total No. of persons for whom pay is Drawn in the bill	Total No. of persons from whom recovery is made	Total amount recovered
1	2	3	4	5

Form No.71
Register for recovery of HBA
 (TNFC 23 E)

1. Name and designation of the Government servant and his permanent address
2. Number and date of the G.O. sanctioning the advance
3. No. and date of the order of the Head of department according formal sanction of the advance
4. Amount of advance and the number of instalments in which it has to be paid.
 - i) Number and date of the order authorising the payment of the I instt. and the actual date of payment and the amount.
 - ii) Number and date of the order authorising the payment of the II instt. and the actual date of payment and the amount.
 - iii) Number and date of the order authorising the payment of the I instt. and the actual date of payment and the amount.
5. Rate of interest to be charged.
6. Number of instalments in which the advances and the interest to be recovered.
7. Due date for the commencement of the recovery.

Particulars of recovery of Principal / Interest to the entered with all details.

S.No	Year	Monthly rate of recovery	Amount Recovered		
			April	May.....	March
1	2	3	4	5	15

Total recovery during the year	Balance of principal due at the end of the year carried forward	Progressive total amount total amount of interest accrued upto the end of the financial year	Remarks
16	17	18	19

Form No. 72**Register for recovery of Marriage / Car / Scooter advances**

(TNFC 23F)

1. Name and designation of the Government servant and his permanent address.
2. Number and date of the G.O/ Proceedings of Head of Department sanctioning the advance.
3. Nature of advance.
4. Rate of Interest.
5. Number of instalments in which the advances and the interest to be recovered.
6. Due date for the commencement of the recovery.

S.No	Year	Monthly rate of recovery	Amount Recovered		
			April	May.....	March
1	2	3	4	5	15

Total recovery during the year	Balance of principal due at the end of the year carried forward	Progressive total amount total amount of interest accrued upto the end of the financial year	Remarks
16	17	18	19

Form No. 73**Recovery Register (Conveyance advances)**

(TNFC 23D)

(To be maintained in respect of each category of loan)

S.No.	Name and Designation of Govt.	Sl.No. of & financial year in loan sanction register	Sl.No. & financial year in individual loan register	Total Loan amount	Total instalments & rate of each instalment
1	2	3	4	5	6

Recovery - Principal			
Month year and amount	Month, Year and amount	Month, Year and amount	Month, Year and amount
7	8	9	10
Name of loan:			

Recovery - Interest			
Total interest recoverable and instalment numbers	Authority for entry in previous column	Month, year and amount	Month year and amount
11*	12*	13*	14*
* Column numbers to be modified with reference to the number of instalments in which principal			

Form No. 74
Recovery Register (Rent)

S.No	Name and Designation	Number of the Allotted Quarter	Rate of rent to be recovered	Recovery details	
				March	April

Form No. 75
Register of Festival advances and recoveries made therefor for the year_____
 (G.O. Ms.No.1145 Finance Department Dt: 27.9.1962)

S.No. and Name of the Government servant	No. and Date of voucher in which advance was drawn on the designation of the Drawing officer if the advance was drawn by some other office	Amount of advance
1	2	3

Outstanding balance as on 1 st April if any	Recoveries during the month			Total recoveries during the year	Balance as 31 st March	Remarks
	April	May				
4	5	6	7 to 16	17	18	19

Form No.76
Register of Policy holder in PLI
 (TNFC 29)

S.No.	Policy No	Name of the Policy holder	Designation	Monthly premium rate
1	2	3	4	5

Amount actually recovered						Remarks
April	May	June	July	Aug	Mar	
6	7	8	9	10.....	17	18

Form No. 77
Audit Recovery Register

S.No	File No. & Audit para No.	Name of the person against whom recovery orders passed	Amount ordered to be recovered	Amount remitted
1	2	3	4	5

Chalan No.& Date and Name of Try	If recovered through pay bills				Outside ref. if any and remarks there on
	Gross amount of the bill	Net amount of the bill	Amount recovered	Date of encashment & Name of Treasury	
6	7	8	9	10	11

Form No. 78
Register for watching the recovery and remittance of moneys due to co-operative societies
 (TNTC 113)

Name of the co-op society	Name and Designation Employee from whom dues have to be recovered	Date of receipt of copy of agreement from the society	No. and date of receipt of demand from the society	Amount of demand	Date of recovery
1	2	3	4	5	6

Amount recovered (Particulars of token No. Vr. No. month, GA & NA etc from which the amount was recovered)	Date of remittance	Amount of remittance	Chalan No. and date of remittance or dated signature of the authorised representative of the society or No. and date of DD and date of remittance to the society
7	8	9	10

Number and date of the official printed receipt of the society	Remarks (Here entre the reasons for the difference, if any between the amounts in column 5 and 7)	Dated initials of the disbursing officer
11	12	13

Form No. 79**Register of court attachment of pay etc.,
(TNTC 116)**

S.No	Name and designation of defendant	Name of the court and court's order No. and date	Suit No	Name of the plaintiff	Amount to be recovered
1	2	3	4	5	6

No. of instalments in which to be recovered and the amount of each instalment	Dated initials of the drawing officer	Recovery		Dated initials of the drawing officer	Date of remittance
		Date	Amount		
7	8	9	10	11	12

Mode of remittance	Date of acknowledgement by the court	Dated initials of the drawing officer	Remarks
13	14	15	16

Form No.80**Register of TA on transfer recoveries**

S.No	Name and designation	Amount of advance paid	Date and place of encashment and GA & NA of the bill
1	2	3	4

By whom drawn and place of transfer	Remarks	Details of adjustment of advance
5	6	7

Form No.81

Register showing the details of Advances of Travelling Allowance on tour paid to Government servant and the recoveries made in respect of the same.

S.No	Name and Designation	Details of advance paid		Details of recoveries made		Remarks
		Date & place of payment	Amount	Re-adjustment	In cash	
1	2	3	4	5	6	7

Form No.82**Arrear Claim Register**

(G.O.Ms.No.440 Finance Dt: 11.5.1977)

S.No	Name and Designation	Period of claim	Reference number & date	Amount claimed	The Name of the Officer in the individual was working at the time of sanctioning / Name of the officer for which sanction
1	2	3	4	5	6

Form No.83**Invoice Register**

(PARA 62 of D.T)

S.No.	Name of the firm or Supplier	Invoice No. and date	Date of receipt of the invoice in the Office	Description of the materials Supplied	Quantity Supplied
1	2	3	3 (a)	4	5

Rate per article	Value	Total amount in the invoice	Date of certification of invoice	Amount for which Certified
6	7	8	8(a)	8 (b)

DC Bill No. and date in which the amount was paid	Amount actually paid to firm	Remarks
9	10	11

Form No.84
Register of inter departmental adjustments
(App.15 of Department Manual)

Item No	Supplying officer (including has subordinate)	Supplied officer	Details of stores supplied or service rendered	Supplying officer's bill	
				Number	Date
1	2	3	4	5	6

Amount of the bill	Supplied officer's debit head	Supplies officer's credit head	Supplying officer's reference in which the bill was sent
7	8	9	10

Adjustment intimated by the AG			Remarks
AG's No. & Date	Amount adjusted	Ref. No	
11	12	13	14

Form No.85
T.A.Bill Register
(Para 110 of Department Manual)

S.No	Date of receipt of the TA Bill	From whom received	Period for which claim is made	Amount of the TA Bill	Date of return under objection
1	2	3	4	5	6

Date of receipt With reply	Date of Counter – Signature	Amount of the bill countersigned	Date of final despatch	Initial of the officer
7	8	9	10	11
Note: Entries should be made for each month separately.				

Form No.86

அரசு அலுவல் காரணமாக வெளியிடங்களுக்கு பயணம் மேற்கொள்ளும் இவ்வலுவலக பணியாளர் விபரம்
(அரசுகடித எண் 67610 /நிதி/கூ.கூ.2/96/ நிதித்துறைநாள் 17.09.98 (விசாஇகடித எண்.ஆ.2/45167/98,நாள் 03.11.98)

வஎண்	அரசு அலுவல்காரணமாக பயணம் மேற்கொள்ளும் பணியாளரின் பெயர் மற்றும் பதவி	பயணம் செல்லும் இடம்	பயணத்தின் நோக்கம்	புறப்படும் தேதி மற்றும் நேரம்
1	2	3	4	5

பயண ஒப்புதல் உத்தரவு எண்/ தேதி/ அலுவலர் விபரம்	பணியாளரின் கையொப்பம்	பயணம் முடிவுற்ற பின்பதிவு செய்ய வேண்டிய விபரம்	
		பயணம் முடிந்து தலைமையிடம் திரும்பிய தேதி மற்றும் நேரம்	கையொப்பம்
6	7	8	9
அரசு அலுவல்காரணமாக வெளி அலுவலகத்திலிருந்து இவ்வலுவலகத்திற்கு வரும் பணியாளர்களின் விபரம்			

வஎண்	வெளி அலுவலகத்திலிருந்து இவ்வலுவலகத்திற்கு வரும் பணியாளரின் பெயர் மற்றும் பதவி	இவ்வலுவலகத்திற்கு வந்த தேதி மற்றும் நேரம்	பயணத்தின் நோக்கம்
1	2	3	4

பயண ஒப்புதல் கடித எண்/ தேதி/ அலுவலர்	பணி முடிந்த தேதி மற்றும் நேரம்	பணியாளரின் கையொப்பம்

Form No,87

Seniority Register of Medical Reimbursement claims

S.No.	DR No. & Date	Name of the Officer & Designation	Amount claimed	Signature of the Officer	Remarks
1	2	3	4	5	6

Form No.88**Register of Medical Expenses**

(Govt. letter No.82611/AD2/93-18 H &F.W Dt: 21.4.1995)

S.No	Current No. & Date	Name of the patient	Relationship of the patient with the Govt. Servant	Basic pay of the Govt. servant and DA admissible
1	2	3	4	5

Amount of reimbursement sanctioned so far	Period of treatment		Nature of illness	Amount claimed
	From	To		
6	7		8	9

Amount passed for payment (indicating Disallowed amount and imposing 15% cut on belated claims) *	Signature of Assistant	Signature of Superintendent / Section Head	Signature of the officer
10	11	12	13

Name of the Authorised Medical attendant and Government Medical Institution to which He/ She is attached	Name of the Chemist / Medical stores
14	15

* அனுமதியில்லாத
மருத்துவ நாள்

காலங்கடந்து
தேவைப்பட்டுள்ளதில்
விழுக்காடு குறைத்தல்

அனுமதிக்கப்பட்ட
தொகை

Form No,89
Register of Audit Objection
(Para 113 of Department Manul)

Serial Number	Paragraph Number	Sub paragraph	Item and sub-item	Abstract of objection	Pages in which found CF page Number
1	2	3	4	5	6

Date of receipt of Replies from Subordinate office	Date of issue of reply to AG	Date of intimation of admission of the objection	Initial of the Head of office or a responsible officer under him
7	8	9	10
Index to be kept in each Audit report file			

Serial Number	Paragraph Number	Gist of objection	Date of final reply	Date of admission reference to page No. of the file to be given	Remarks
1	2	3	4	5	6

Form No. 90
Register of Security Deposit
(TNFC Form No.17)

Item No.	Date of receipt	Depositor's Name	Depositor's Designation	For what purpose of work	Particulars of deposit
1	2	3	4	5	6

Amount of deposit	Initials of deptl. officer	Date when refunded or adjusted	Amount refunded or adjusted	Under what Head of service adjusted
7	8	9	10	11

No. & Date of depositors Receipt or acknowledgement	Initials of the Deptl. Authority	Balance if any carried over as a separated entry	Remarks (Reference to annual verification)
12	13	14	15

Form No.91**Register of Sanction (Family Security Fund)**

S.No.	Name of the deceased Employee	Sex	Designation and Department	Name and address of sanctioning officer	Date of birth
1	2		3	4	5

Date of Death	Cause of death	No. & date of sanction	Relationship of persons to whom paid	Date of settlement of claim	Remarks
6	7	8	9	10	11

Form No.92**Register of payments (Family Security Fund)**

S.No.	Month	Name of the Government Servant on whose behalf Payment made	Sanction order in which payment was authorised	GA & NA of the bill in which contribution was recovered in last Instalment
1	2	3	4	5

Amount sanctioned and paid	Remarks (Here enter the Name of the payee and relationship to the Government servant)
6	7

Form No.93
Register of Sanction (SPF)

S.No.	Name of the Govt. Servant & Designation	Date of Superannuation/Voluntary Retirement/Compulsory retirement	Sanction order which payment was authorised
1	2	3	4

GA & NA amount of the Bill in which the Contribution was Recovered in last	Amount sanction & paid			Remarks (Here enter the name of the payee / and relationship of the Govt. servant
	Govt. Servant contribution	Int.	Govt. Contm.	
5	6			7

Form No.94
Register for watching adjustment of Temporary advances (TNTC 57A and TNFC 23A)

Annual Sl.No. Of the financial	Designation of the drawing officer	Purpose of advance	Head of Account	Details of advance drawn	
				Amount	Date of Encashment
1	2	3	4	5	6

Initial of Head of office	Details of adjustment made		Chalan No & Date	Amount	Initial of Head of office
	Date of adjustment	Amount			
7	8	9	10	11	12

Form No.95
Register of Money order received.

Year Month & date of receipt	Name & address of remitter	Amount	On what account	Date of credit in the cash book
1	2	3	4	5

Date of acknowledgement sent to the remitter	Initials of cash keeper	Remarks
6	7	8

Form No.96
Register of duplicate keys (TNTC 26)

S.No.	Date of Receipt	Number borne by padlock and keys	Description of pad lock	Purposed for which used	No. of keys received with pad lock
1	2	3	4	5	6

Custody of key			Initials of officer who receives cash Key and date of receipt by them	
Original	Duplicate	No. & date of order sanctioning Renewal of duplicate	Original	Duplicate
7	8	9	10	11

Number and date of order regarding Final disposal	Remarks
12	13

OTHERS

Form No.101**Stock Register of Stationery and Printed Forms (C.F.165)**

Form No. / Article No.

Date	From whom received Or to whom issued	Designation of the officials subordinate	Receipts	Issue	Balance
1	2	3	4	5	6

Indent or invoice No. and Date for issue made to other Sections, Subordinate Officers on camp	Initials of receiver or the official Subordinate to whom is made	Purpose for which issue made	Remarks
7	8	9	10

Form.No.102**Form.No.82A****Store Ledger of Office Stores and Furniture**

Name of the Article:

Date of receipt	Number and date of contingent voucher invoice no	Nature of transactions	Receipts	Issues	Balance	Remarks
1	2	3	4	5	6	7

Form.No.103**Register of Books etc., received in the Office of the**

Date of receipt	Sl.No.	From whom	No.and date of invoice letter, order or proc.No.with which received	Name of the book etc.,	No.of copies	Library Number
1	2	3	4	5	6	7

If given, establishment & Name and initials	If other wise, disposed of how.	Remarks(Here enter particulars reg. Missing articles, orders for destruction or sale etc.,
8	9	10

Form.No.104**Register of Books etc., issued from the library (CF .80)**

Issue		Name of book or journal	Book No.or No.of volume	Case or shelf No.	For what current or or for what purpose
No.	Date				
1	2	3	4	5	6

To whom Given	Initials of the receiver	Date of returned with initials of the Librarian / Clerk receiving	Remarks
7	8	9	10

Form No.105

Register of Typewriters, Duplicators and Calculators etc in use of the Office of
(CF 296)

S.No. and pattern of machine	Authority under which the machine has supplied	Serial No. of the machine	Date of installation	Permanent file No. assigned by the Sty. Dept
1	2	3	4	5

Cost of Machine	Repairs		
	Name of the company	Date of return	Cost of repair
	Reference No.	after repair	
6	7	8	9

Condemnation		Initials of the Head office	Remarks
Reference No and date in which Sent to the Sty. Dept	Ref. No. and date of the Sty. Dept. condemning the machine		
10	11	12	13

Form No.106**Machine Card (CF -242)**

Supplied in File No.----- Dated----- of the Director of Stationery
Chennai

Pattern and Serial Number of the Machine

Date of Supply :

Size :

Permanent File No. :

Date of fixing ribbons :

To whom issued	Date of receipt	Date on which charge was made over	Signature of person taking over charge	Date on defect was noticed.
1	2	3	4	5

Nature of Defect	Date of report	Auction any under Rule 57 of Sty.	Date of repair	Nature of repair	Cost of repair	Remarks & Date of inspection of Inspecting Officer
6	7	8	9	10	11	12

Form No.108**Rent Sanction Register**

Sl.No.	Location of the building taken on lease	Purpose for which the building is taken on lease	Date from which occupied	Date upto which the rent is sanctioned by whom and sanction order No.
1	2	3	4	5

Whether action should be taken for the continuance of the lease and if so when	The date on which action is taken with reference to column 6 and file Number	Remarks
6	7	8

Form.No.109**Register of shortages**

Stock Book Vol.No.	Page No.	Part No.	Description materials	Quantity short	Value of shortage
1	2	3	4	5	6

Date of detection of shortages and by whom	Initials of the Head Office	Initials of the Stock verification officer	Remarks
7	8	9	10

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Form No.110**Register showing the disposal of condemned Article**

Sl.No.	Date	Name of office	No.of Articles	Name of Articles	why condemned	Date of condemned
1	2	3	4	5	6	7

Approximate date		Cost at the time purchase	How disposed off	Initials of the Head of Office	How replaced	Date
Month	Date					
8		9	10	11	12	13

Acknowledgement	If sold cost	Date of realisation of the amount		Date of credit	Reference to stock register for article sold
		Month	Date		
13	14	16		17	18

Initials of		Remarks
Accountant	Head of office	
19	20	21

Form No.111**Register of write off****(App.20 of Departmental Manual)**

Sl.No.	Name of the Article	Number	Date of purchase	Value *	When made unserviceable	Remarks
1	2	3	4	5	6	7

Note: The book value is not known, the replacement market value should be taken into account

Form No.112
Register of Auction

Sl.No.	Name of Article	No.of articles auctioned	Book value	Authority for auction	Date of auction	No.of bidder	Name of highest Bidder
1	2	3	4	5	6	7	8

Amount realised in auction	Bill No. Date	Particulars of remittance chalan No. and date	Ref.No.&Date of competent authority approving the auction	Difference in value to be written off.	Authority for writing off of Difference in col.13
9	10	11	12	13	14

Form No. 113
Auction sale register
(App.21 of Department Manual)

Name of the Office	Name of article	No. of article	Book value	Date of auction	No. of bidders	Name of the highest bidder
1	2	3	4	5	6	7

Amount realised in auction	Bill No & date	Particulars of remittance/chalan No. & date	Stock Book page No.	Reference to orders of authority sanctioning such auction sale	Initial of officer
8	9	10	11	12	13

Form No. 114

Form of Register of Motor Vehicle

(Form No, II of App.26 of TNFC Volume II)

Division:

Name of the Office:

Name of the Scheme of any to which vehicle belongs:-

- 1) Type of the Motor vehicles : (Jeep, Car etc.)
 - 2) Description of the vehicle:
(Colour of the paint, engine No., No. etc)
 - 3) Registration No. of the Vehicle
 - 4) Date of purchase/date on which it was taken charge
 - 5) Date on which put on road
 - 6) Date of original issue and renewal of licenses etc.
 - 7) Other particulars (if any).
-
-

Form No. 115**Jeep shed Register**

(Rule 4(c) of T.N Department Vehicles Control Rules 1976)

(G.O.Ms.No.1725 Public (MVII) Dept.DT.25.10.1987)

Date	Time	Speedometer Reading	Signature of the driver	Signature of the watchman
1	2	3	4	5

Note: The Driver should park the vehicle in the car shed available in the office and hand over the key to the watchman of the office. The driver should retain the key of the fuel tank.

Form No. 116**Railway Receipt Register (outgoing)**

(App. 17 of Department Manual)

Sl.No	Name of the Station from which booked	Name of the Station to which booked	Name of the consigner	Name of the consignee
1	2	3	4	5

R.R. No. & Date	Details of Articles	Actual weight	Weight charged	Whether to pay/paid	Amount of the Railway freight
6	7	8	9	10	11

Credit Note No. and date if the RR is paid	Date of dispatch	Remarks (File. No)
12	13	14

Form No.117**Railway Receipt Register (Incoming)**

(App. 17 of Department Manual)

Sl.No.	Name of the Station From which booked	Name of the Station to which booked	Date of receipt of RR	Name of the consigner	Name of the consignee
1	2	3	4	5	6
R.R. No. & Date	Details of Articles	Actual weight	Weight charged	Whether to pay/paid	Amount of the Railway freight with details
7	8	9	10	11	12
Date of delivery	Credit Note No. and date if the RR is to pay		Remarks (File No)		
11	14		15		

Form No. 118**F.T. Bill Register**

Ledger showing the receipt and disposal of the article through F.T. Bills

Sl.No	Date of Receipt	Designation of supplying officer	Designation of supplied officer	Particulars of stores supplied	
				Name of the Article	Quantity or No.
1	2	3	4	5	6
Rate	Value	F.T. Bill No. & Date	Details of short acknowledgement	Date of which consigner was reminded	
7	8	9	10	11	
Date on which the consignee has Acknowledged the receipt of the stores		Reference to stock book page No. of receiver		Initials of the Superintendent	
12		13		14	

Form No.119**Register of Bill Books used and Unused**

Sl.No	Date	From whom Received	No. of bill books received	Bill Book Nos assigned to each book
1	2	3	4	5
Total No. of Books on stock		No. of books issued and bill book No.	Date of issue and to whom issued	Acknowledgement in token of having received the books
6		7	8	9

Form No. 120**Register of Immovable Government property in respect of Government buildings under
Administrative charge of _____ Department.**

(Appendix 30 of Department Manual)

Sl.No.	Description with details of every detached structure including Survey No., door No. and village etc.			Walls floor Nos of stories	Superficial plinth area including verandahs		Cubical contents
1	2			3	4		5
Year of construction or purchase of transfer to and from the department		Original cost of building including the cost of sites		Subsequent additions or deductions	Progressive total		Constructed or purchased
6		7		8	9		10
Maintained	Original	How used from time to time	By whom or how occupied	Under FR 45A	Under FR 45B	Remarks	Signature & designation of the officer
11	12	13	14	15	16	17	18

Form No.121**Register of Agreements**

(Appendix 29 of Department Manual)

Name of the party with whom agreement is made 1	Date of signing of the agreement 2	Date from which agreement takes effects 3	Date in which the agreement is in force 4	Details of agreement	
				Unit	Rate per unit 5
Advance Security deposit collected with date 6	Initials of the head of the office 7	Date when the agreement ceases 8	Advance security deposit refund with date 9	Other particulars if any 10	
Initials of the head of office 11		Remarks 12			

Form No. 122**Register showing the results of review off R.Dis files to be destroyed**

(Form No.XVII of Appendix B of TNGOM)

Sl.No.	No. & date of the R.Dis file	Short tile	Remarks of the Head clerk	Personal orders of head of office (destroy/retain for another year review again)	Orders of the Inspecting officer (test check)
1	2	3	4	5	6

Form No. 123**Register of waste paper accumulation.**

(Govt. letter No.29377/E2/80-2 Transport Department. Dt.26.7.1980)

Month	Opening balance in MT/Kg	Accumulation during the month	Total	Disposed	Balance
1	2	3	4	5	6
Amount realized towards actual cost/ST, Sc on ST	Contractors Signature (for having purchased the qty of waste paper)	Chalan No. & date /Name of treasury	Initial with date of clerk or Head Ministerial staff	Remarks	
7	8	9	10	11	

Form No. 124**Training Register**

Sl.No	Name of the Training	Venue		Period of Training	
		Organization	Place	From	To
1	2	3	4	5	6
Duration in days	No. of slots	Name of Dist. from Nomination called for	Level of officers	Cut-off date given in the call letter	
7	8	9	10	11	