

कार्यालय रुक्मा लेखा प्रधान नियंत्रक, (सीमा सड़क भवन), रिंग रोड,

नारायणा, दिल्ली छावनी -110010

O/o PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (BORDER ROADS), RING ROAD,

NARAINA, DELHI CANTT-110010

File No: Insp/BR/O&M/Updation of Manual

Date: 03.11.2014

To

The

(i) CDA(BR), Guwahati.

(ii) Jt.CDA(BR) ,Chandigarh,

(iii)PAO(Gref),Pune.

**Sub:** List of Registers to be maintained in Sub-offices & their Proformae.

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The task of Standardization of Registers to be maintained in various AOs(P)/AOs TF has been taken up by this office with the objective of achieving uniformity in their maintenance as well as to ensure that they contain the requisite information. Accordingly, the approved List of all Registers required to be maintained in AOs(P)/AOs TF, as mentioned in Para 31 of OM Part-XIII,Vol-III, have been standardized by formulating their proforma,wherever possible and have been listed in Annexure 'A' enclosed.

You are requested to go through the list & their proposed proformae and offer your suggestions/comments on the same before their circulation to lower formations. Your reply/comments may be sent through fax/email within 15 days of receipt of this letter so that the follow up action do not get delayed. Further, the Registers other than those mentioned in the list, if required to be maintained may also be intimated to this office for better appreciation of the case.

This may please be accorded top priority.

PCDA (BR) has seen.

Encl: As stated 14(fourteen) sheets

  
AO (O & M Cell)

## Annexure 'A'

### (1) Establishment Register [For Both AOs (P)/AOs TF]

Sl No	Name , Rank & A/c No	Date of Birth	Date of Appointment	Office from where posted	Date of Joining the Office	Whether SC/ST	Educational Qualification	Whether EDP trained	Present address with Phone. No	Permanent Home Address	Full Signature	Initial	Remarks

### (2) Master Note Book [For Both AOs (P)/AOs TF]

[ IAF A-487] Para 457, OM Pt-I

Sl No	Subject	Order in Brief	Authority	From Whom received	Letter No & date under which received	Order file No/Page No	Initials of Adr/SA	Initials of AAO	Remarks

### (3) Register of Specimen Signature [For Both AOs (P)/AOs TF]

[ Para 743 OM –II ,Vol-I]

Item No	Name of officer preparing bills or submitting demands	Specimen signatures	Remarks as to transfer ,etc	Date of assumption of charge	Date of Relinquishing of charge	Remarks

### (4) Register of Registers [For Both AOs (P)/AOs TF]

Sl No	Name of Register	Control No. allotted	Date of Opening	Date of closing	Remarks

**(5) Register of Files [For Both AOs (P)/AOs TF]**

SI No	File No:	Subject	Date of Opening	Date of closing	Initials of Auditor/A AO	Remarks

**(6) Register of Books & Regulations [For Both AOs (P)/AOs TF]**

SI No	Name of the Book /Regulation	Control No	No of Copies	Date of issue	Year of Edition	Name of Official to whom issued	Signature of the Receiver with date	To whom handed over		Remarks
								Name	Signature with date	

**(7) Register of Time expired Records [For Both AOs (P)/AOs TF]**

[ IAF A 492] Para 487 of OM-I & Para-61 of OM-II, Vol-I

SI No	Name of the Record	Date of opening	Date of Closing	Required life of records	Date of Weeding out w.e.f	Remark

**(8) Register of Requisitions [For Both AOs (P)/AOs TF]**

SI No	Voucher No & Date	Amount (in Rs)	On account of	Date of receipt	Remarks

**(9) TA /DA demand Register [For Both AOs (P)/AOs TF]**

**{A} INWARD**

Sl No	Unit	Name, No. and rank of the individual	Amount of advance (in Rs)	Nature of Demand	Letter No & Date under which demand received/intimated	Name of the Office from where received/unit where served	No & date of acknowledgement	Remarks
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**{ B } OUTWARD**

Sl No	Unit	Amount of advance (in Rs)	Nature of Demand	Letter No & Date under which demand intimated	Name of the Office /unit where served	No & date of acknowledgement	Remarks
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**(10) LTC Demand Register [For Both AOs (P)/AOs TF]**

Sl No	Name ,Rank & No	Voucher No & date	Amt of adv (Rs)	Unit	Block Year	Details of family (with age) against whom advance claimed	Voucher No & date of adjust claim	Amt passed (Rs)	Balance payment/ recovery due (Rs)	Initials of Auditor/AAO	Remarks
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**(11) Medical Advance Register [For Both AOs(P)/AOs TF]**

Sl No	GO/GS No, Rank & Name	Unit	Voucher No & Date	Voucher No	Amt of adv. Paid(Rs)	Payment made in favour of	No & date of adjust. Claim	Amt. passed	Remarks
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**(12) Medical Bill Register [For Both AOs (P)/AOs TF]**

SI No	Name/rank of Official	Unit	From whom received	Advance paid/drawn	Amount claimed	Amount Paid	Balance of payment/recovery	Name of the Patient & relationship	Duration of treatment	Nature of Disease	Initial of Adr/AAO	Remarks

**(13) Ration Money Register [For Both AOs (P)/AOs TF]**

SI No	GO/GS No. Rank & Name	Unit	Voucher No & date	Nature of Leave/Period	No of days	Rate of RM	Amt(Rs)	BR No.	DOPT II O.O.No & date	Remarks

**(14) Outfit Allowance Register [For Both AOs (P)/AOs TF]**

SI No	GO No. Name & Rank	Unit	Voucher No & date	Whether Initial or Renewal claim	Period		Amt (Rs)	DOPT II O.O.No & date	Remarks
					From	To			

**(15) Rum, Cigarette Allowance Register [For Both AOs (P)/AOs TF]**

SI No	AO/AP No., Name & Rank	Unit	Voucher No & date	Period for which Claim preferred	Amt (Rs)	DOPT II O.O.No & date	BR No.	Remarks

**(16) Bill Register [For Both AOs (P)/AOs TF]**

SI No	Date	Voucher No & date	Subject	Unit	Amt. Claimed	Amt. Passed	Name of the Task Holder	Signature	Date of passing the Bill	Sig of the Cashier (E5 Cash)	CBI No. & date	Remarks

**(17) Register of Recurring payment (RCs) [For Both AOs (P)/AOs TF]**

SI No	Voucher No & date	BR No & date	Unit	Nature of claim	Period of claim	Amt passed	Sign of Adr/AAO
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**(18) Register of Non Recurring payment (NRC) Register [For Both AOs (P)/AOs TF]**

SI No	Voucher No & date	BR No & date	Unit	Nature of claim	Period of claim	No & date of sanction	Amount	Sign of Adr/AAO
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**(19) Register of terminal Compensation Claims [For Both AOs (P)/AOs TF]**

SI No	GO/GS No. Rank & Name	Voucher No & date	Nature of claim	Amt (Rs)	BR No & Date	Letter No & Date under which demand intimated to PAO ( GREF )	No & Date of acknowledgement From PAO (Gref)	Remarks
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**(20) Register of Provisional Payment [For Both AOs (P)/AOs TF]**

**Para 794-Om-II, Vol-I**

Item No	Name of Individual	Period of provisional payment	Details of payment	Reasons for payment	Remarks	Initials of the Adr/AAO
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**(21) Contractor's Ledger [For AOs TF only]**

Contract Agreement No & Year	Name of the Task Force	Description of the work	Name of the contractor	Contract amount	Percentage above or below SSR, (in case of term contract & handling contract)	Period of the contract	Whether tendered through open Competition	Whether lowest Tender was accepted	Date of Acceptance

Details of SD/SSD/ASD/ISD	Date of receipt of contract agreement in AO(P)/AO TF for post scrutiny	Date of the return of the attested copy of the contract agreement to the CE(P)/Cdr TF/AO TF	Initials of Adr/AAO	Initials of AO (P)/AO TF	Remarks

**(22) Register for payment of freight charges for Conveyance of Cement by road [For AOs TF only ]**

SI No	Conveyance of cement		Distance (Km)	Qty transported	Amt of freight charges paid (Rs)	Order/Authority	Remarks
	From	To					

**(23) Register of Sanctions [For Both AOs (P)/AOs TF]**

SI No	No & Date of sanction	Particulars of sanction	File No in which recorded	Date up to which sanction accorded	Remarks
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**(24) Register of Admin Approval [For Both AOs (P)/AOs TF]**

SI No	No & Date of Admin approval	Amt (Rs)	Major Head	Job No	Item of Work	Signature of Adr/AO	Remarks
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**(25) Register of Tech. Sanctions [For Both AOs (P)/AOs TF]**

SI No	No & Date of Tech. sanction	TS Amt (Rs)	Job No	AA No & Date	AA Amt (Rs)	Item of work	Name of RCC/BCC	Signature of Adr/AO	Remarks
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**(26) Register of Supply Orders [For Both AOs (P)/AOs TF]**

SI No	SO No & Date	Amt (Rs)	Name of the Firm	Job No(s)	Category of item	Date of Delivery	Extension of any	Actual date of delivery	CRV No & date	Remarks
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**(27) CA Scrutiny Register [For Both AOs (P)/AOs TF]**

SI No	CA No	Brief description of work	CA Amt (Rs)	Letter No & date under which CA received for scrutiny	To whom forwarded	Observations raised (In brief)	Attested Copy Issued on/received on	Remarks

**(28) USR Control Register [For AOs TF only]**

USR SI No	Controll allotted	To whom Issued	CA NO	Remarks

**(29) Register of Master Rolls [For AOs TF only]**

SI No	M/R No	Job No	VR No	BR No	Amount passed	Mate	Mazdoor	MSN	CP DVR	CP CARPENTER	Letter no & date of sanction	Remark

**(30)(A) Register of Measurement Books [For Both AOs (P)/AOs TF]**

SI No	MB No	No of pages	Unit	Issued To	Signature	Returned vide letter no & date	Remarks

**(30)(B) Measurement Books Control Register [For Both AOs (P)//AOs TF]**

SI No	MB No	To whom issued	Date of issue	Sig of the recipient	CA No	Date of return back	Sig of AO/O-I-C	Remarks
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**(31) MRO Register [For Both AOs (P)//AOs TF]**

SI No	MRO No. & date	TR No. & date	Name of the treasury	Amt (Rs)	On account of	TE No & month of Adjustment	Remarks
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**(32) Suspense Register [For Both AOs (P)//AOs TF]**

SI No	Opening Balance		Compiled during the Month	TE No. & Month	Closing balance		Remarks
	CR	DR			Receipt	Charge	

**(33) TBO (Outward/Originating) Register [For Both AOs (P)//AOs TF]**

Month:.....

SI No	TBO on A/c of	Name of the office against whom raised	TE No & Month	Amt (Rs)	Job Nos in which credited	Responding TE No & Month	Remarks
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**(34) TBO (Inward/Responding) Register [For Both AOs (P)/AOs TF]**

Month:.....

SI No	From Whom Received	TBO on A/c of	Name of the office from where received	TE No & Month of originating office	Amt (Rs)	Responding TE No & Month	Job Nos against which adjusted	Remarks
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**(35) CP Voucher Register [For Both AOs (P)/AOs TF]**

Month:.....

SI No	Received vide MOs letter no. & date	DGS&D supply order against which received	No. of Vrs	DV No & date	Amt (Rs)	Name of the firm	Code Head operated by DAD cell	Code Head allocated by the executives	TE No & month	Remarks
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**(36) TE Register [For Both AOs (P)/AOs TF]**

Month .....

TE No	Particulars	Code Head	(+) Receipt	(-)Receipt	Code Head	(+)Charge	(-)Charge	Remarks (Job details)
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**(37) DID Schedule Register [For Both AOs (P)/AOs TF]**

**{A} [INWARD] Month:.....**

SI No	Received under letter no & date	DID No	Vr No	Date	On Account Of	Originating Controller	TE No & month under which originated	Responding TE No & month	class of voucher operated	Remarks
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**{B} [OUTWARD] Month:.....**

SI No	Letter no & date of originating	DID No	Vr No & date	On Account of	Amt (Rs)	Responding Controller	TE No & month through which originated	Responding TE/No & month	Class of Voucher under which responded	Remarks
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**(38) PBD Register [For Both AOs (P)/AOs TF]**

**Month:.....**

SI No	Received under letter no & date	No of Vouchers	Amt (Rs)	Received from	Adjusted vide TE No & month	Job No(s)	Acknowledged vide letter no & date	Remarks
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**(39) Register of Deposit Works [For Both AOs (P)/AOs TF]**

**Month:.....**

SI No	Name of Work	Job No(s)	Name of the Agency	Six digit Code Head	Amount Deposited(Rs)	MO's TE No & month under which MRO adjusted	Letter No & date under which TE No intimated by MO	Expenditure booked at the end of FY (Rs)	Balance available at the end of FY	Remarks
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**(40) Register of Rentable buildings [For Both AOs (P)/AOs TF]**

SI No	Building No	Whether Temp or Permanent	Rate of LF charges fixed per month (Rs)	Rate of elect charges per month (Rs)	Rate of water charges per month (Rs)	Authority under which rate of rental charges fixed	Purpose for which utilized	Remarks
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**(41) Revenue Ledger [For Both AOs (P)/AOs TF] (IAF00 2240)**

SI No	Type of building	Name of occupant	Rate of LF Charges fixed per month (Rs)	Mode of Recovery	Revenue collection per month (Rs)	Date of Occupation	Date of vacation	Remarks
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**(42) License fee Assessment Ledger [For Both AOs (P)/AOs TF] (IAF00-2239)**

Performa –As per printed proforma maintained in AAO/AO GE Offices.

**(43) Allotment Register [For Both AOs (P)/AOs TF]**

FY: .....

SI No	Major Head	Code Head	Description of Head	Letter No & date of allotment	Amount of Allotment (Rs)	Revised Allotment (if any)	Remarks
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**In addition to the above the following Registers will also be maintained by both AOs (P)/AOs TF as per existing proforma:**

44. EL/HPL Register (Both).
45. CL/RH Register (Both).
46. Attendance Register (Both).
47. Section Order Register (Both).
48. Register of Appropriation (Both).
49. Register of Re-appropriation of Fund (Both).
50. In-ward DAK Register (Both).
51. Out-ward DAK Register (Both).
52. Register of Losses (Both)
53. Register of Security Deposit (Both)
54. Register of Inward Scheduling of Vrs (Both)
55. Register of Outward Scheduling of Vrs (Both)
56. Dead Stock Register (Both).
57. Audit program Register (Both).
58. Register of complaints /Grievances (Both).
59. Register of RTI cases (Both).
60. Register of Court cases (Both).
61. Register of Arbitration cases (Both).

- 62. Register of Financial Advice(Both).**
- 63. Register of MFAI (Both).**
- 64. Register of monthly Conference/Meeting (Both).**
- 65. Inward/Outward Dak Register for IFA proposals/cases (Both).**
- 66. IFA Control Register (AON) (Both).**
- 67. IFA Control Register (FIN) (Both).**
- 68. Control Register of UO No(Both).**
- 69. Register of PNC/TPC (Both)**
- 70. Register of Receipts books [For AOs TF only]**