FORM NO. 1

(See Chapter III, paragraph 26)

Receipts for payment to Government

Book no_____Receipt no. _____Place_____

Date_____, 19 _____

Department and
office_____

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

Signature of Government servant granting the receipt.

Rs._____ Designation_____

Cashier or Accountant.

Form 1-A

FORM NO. 1-A

(See Chapter III, paragraph 31)

Receipts for the price of service postage stamps No.

Received from_____

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

by cheque on account of _____ in _____payment of

Accountant Signature _____

Treasurer Designation_____

Rs._____

FORM NO. 1-A

(See Chapter III, paragraph 31)

Receipts for the price of service postage stamps No.

Received from_____

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

by cheque on account of _____ in _____payment of

Accountant Signature _____

Treasurer Designation_____

Rs._____

FORM NO. 1-B

(See Note below paragraph 26)

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

Book no._____Receipt no._____

Office of the Regional Transport Officer _____(place)

Date_____

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

Full Signature of Government servant granting the receipt.

Rs._____ Designation_____

Cashier/Accountant.

FORM NO. 2

(See Chapter III, paragraph 68)

CASH BOOK OF THE OFFICE OF THE_____

Receipts Expenditure

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

Opening balance	Total expenditure
Total receipts	Closing balance
GRAND TOTAL	GRAND TOTAL

FORM NO. 2-A

(PARAGRAPH 69)

Form of Security Bond for a particular Post

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

WHEREAS the above bounden AB_____was on the_____day of_____, appointed to and now holds and exercises the office of_____;

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

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

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

*To be struck out if there are no sureties.

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS to the above written bond and to all the terms and the conditions hereinbefore contained I/We have hereunto set my/our hands this_____day of _____19 . corresponding to Saka Samvat_____.

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

The Schedule herein referred to

Signed by AB_____in the presence of_____
and of _____

Signed by CD_____in the presence of_____
and of _____

Signed by EF _____in the presence of_____
and of _____

FORM NO. 2-AA

(See Chapter I, paragraph 27-A)

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

Office of_____ Month of_____

Receipts Payments

Contingencies Contingencies

Date	Number of receipt	Particulars	Pay	Allowances	Contingencies	Miscellaneous	Tota

where necessary	In recoupment of payment advance	Advance payments

FORM NO. 2-B

(PARAGRAPH 69)

Form of (General) Security Bond

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

WHEREAS the above bounden AB_____was on the_____day of_____ 19, appointed to and anqve hods and exercises the office of_____;

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

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

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

*To be struck off if there are no sureties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Schedule herein referred to

Signed by A B_____in the presence of_____ and of_____.

Signed by C D_____in the presence or_____ and of _____

Signed by E F_____in the presence of_____ and of _____

FORM NO. 2-C

(PARAGRAPH 69-B)

Temporary Personal Bond

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FORM NO 2-D

(PARAGRAPH 71-A)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signed by*————————in the presence of————————and of————.

Signed by †————————in the presence of————————and of————.

Signed by ‡————————in the presence of————————and of————————.

*Principal

†1st Surety

‡2nd Surety

FORM NO. 2-E

(PARAGRAPH 71-A)

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

Bond no.————————date of Expiry———————— First premium Rs.———————— Sum Guaranteed Rs.————————Annual premium Rs.————————

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

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

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

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

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

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

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

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

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

For the

Examined…..

Entered————————

FORM NO. 2-F

(Paragraph 71-B)

Register of securities taken from Government accountants

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

FORM NO. 2-G

(Paragraph 71-A)

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

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

FORM NO. 2-H

(PARAGRAPH 71-C)

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

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

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

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

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

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

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

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

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

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

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

Attached to and forming part of policy no._____

Signed on behalf of the Company.

By authority of the Board.

FIDELITY GUARANTEE POLICY

Agency : Policy No.

THE SCHEDULE

The Company :

The Employer :

Name—

Address—

Business—

The Employed :

Name—

Address—

His occupation and duties—

The amount guaranteed	The annual premium Rs. day of in each year.
The first premium Rs.	
The renewal date. The	
The currency of this insurance:	The period from the date hereof to the first renewal date and any year thereafter in respect of which the Company shall agree to accept and the Employer or Employed shall pay the annual premium.
Signed on The	Examined. Entered.

Policy no.—

Employes—

Employed—

Renewal date—

Agency—

Branch—

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

FORM 2-I

(See PARAGRAPH 71, NOTE 4)

Assignment of Policy by endorsement

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

Signed by

Designation and address

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

FORM NO. 3

(See Chapter IV, paragraph 92)

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

Name of Division _____ Name of Canal, etc._____

Major Head to be credited_____

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

Date_____ Divisional Officer.

Completed and returned to the officer-in-charge_____division.

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

Dated_____ Treasury Officer.

FORM NO. 3-A

[See PARAGRAPH 99 (b)]

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

KNOW ALL MEN BY THESE PRESENTS that I,_____ (a)_____widow/husband/son/daughter of Shri/Shrimati_____ (b) _____, residing at_____(c)_____ (hereinafter called "the Obligor" which expression shall unless

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

Dated this _____day of _____19_____

WHEREAS the aforesaid Shri/Shrimati_____ (b) _____was at the time of his/her death in the employment of receiving a pension of Rs. _____from the Government.

AND WHEREAS the said Shri/Shrimati _____ (b) _____died on the _____day of _____19 _____ and there was due to him/her the sum of Rs._____ (f)_____ (Rupees_____) for pay and allowances in respect of his/her said employment /in respect of his/her said pension.

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

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

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

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

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

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

*_____ Signed by the above named

Signed by the above named Surety/Sureties in the presence.

Obligor in the presence of—

of—

(1) **_____(1st surety)

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

Witnesses—(1) _____

(2) _____

*Signature of the obligor.

**Signature of the First Surety.

***Signature of the Second Surety.

Accepted for and on behalf of the Governor of Uttar Pradesh by_____†_____in the presence of ‡_____

NOTES—(a) Full name of the claimant.

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

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

(d) First Surety.

(e) Second Surety.

(f) Amount of the claim.

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

‡†Name and designation of witness.

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

FORM NO—4-A

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

SALARY BILL OF MEMBERS OF THE LEGISLATURE

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

Name of Member_____

District_____

1. Major head_____ Voucher no._____of

Audit no. 2. Minor head_____Voted List of payments

3. Primary and secondary unit of appropriation for_____19 .

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

Less—Deductions as follows:

1. Under rule 14 of the Uttar Pradesh Legislative Chamber

(Members Emoluments) Rules

2. _____

3. _____

Total deductions

Net amount payable

Passed for Rs. (_____) Rs._____

Secretary, Legislative Assembly

_____

Legislative Council

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

Rupees_____

Please pay to_____

The_____19 . Signature (Signature of member)

DIRECTIONS FOR NOTE

1. A paybill may be presented at a District Treasury five days before the last working day of the month for which pay is earned.

2. Paybill may, if desired, be enfaced for payment to a Banker or Agent and submitted for collection through such Banker or Agent. This will ellviate the necessity of the member’s attendance in person or by messenger as payment may then be made direct to the Bank or Agent.

(A) IN CASE OF A PAYMENT AT THE TREASURY

Pay Rs.( )_____

Examined and entered.

Accountant

Dated _____19 . Treasury Officer,

(B) IN CASE OF PAYMENT AT THE BANK

To

THE AGENT, STATE BANK OF INDIA_____:

Please pay Rs. ( )_____Treasury :

Date_____, 19 . Treasury Officer._____

PAYEE'S DISCHARGE TO THE BANK

Received payment

Name_____

Office_____

For use in Accountant-General's Office

Admitted, for Rs.

Objected to, Rs. _____

Auditor.

Superintendent

FORM NO. 5

PAY BILLS OF GAZETTED GOVERNMENT SERVANTS

(See Chapter VI, paragraph 108)

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

NAME OF GAZETTED GOVERNMENT SERVANT _____DISTRICT_____

PAY BILL

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

Voucher no. _____ of list of payment for_____, 19

	Monthly rate		Amount	
Received for the month of _____, 19	Rs.	p.	Rs.	p.

My substantive pay as_____

_____

_____

_____

_____

_____

Gross Claim

Less Fund deduction as follows :

I.C.S. Provident Fund

Postal Insurance and Life Annuity Fund

Bengal Uncovenanted Service Family Pension Fund

Bengal and Madras Service Family Pension Fund

General Family Pension Fund

Hindu Family Annuity Fund

Bengal Christian Family Pension Fund

General Provident Fund

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

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

Net claim

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

Less abatement on Rs. paid for Life

Insurance (premium receipts or attested copies thereof for Rs.

attached)

Deductions on account of advances and recoveries as detailed below_____

Advance of pay_____

House rent

_____overdrawn

Net amount payable

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

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

_____

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

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

Objected, to Rs._____, _____

Accountant Treasury Officer.

Incorporated in Sadar Treasury account,

Auditor, Senior Accountant, Accountant,

Directions for note

1. A pay bill may be presented at the district Treasury five days before the last working day of the month by the labour of which the pay is earned.

2. A Pay bill may, if desired, be enfaced for payment to a banker or agent and submitted for collection through such banker or agent; this will obviate the necessity of the officer's attendance in person or by messenger as payment may then be made direct to the banker or agent.

3. When exemption is claimed in respect of any amount paid to an insurance company the original receipt of the company for the amount paid or an attested

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

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

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

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

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

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

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

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

FORM NO. 5-B

(See Chapter VI, paragraph 116-A)

(To be printed on foolscap folio)

(Obverse)

CERTIFICATE OF TRANSFER OF CHARGE OF THE DISTRICT

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

Station_____ Signature of relieved Government servant.

Date_____, 19 . Designation_____

Signature of relieving Government servant.

Designation _____

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

†Treasury balances—

Cash—

Opium stores—

Stamp stores—

Permanent advance—

†For details, see overleaf.

Relieved Government servant.

Relieving Government servant.

Forwarded to_____

(Reverse)

Details of Treasury Balances

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

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

Cheque Forms
(Number)

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

Station_____ Relieved Government servant. Relieving Government servant.

Date_____, 19 .

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

FORM NO. 6

(See Chapter VI, paragraph 118)

Travelling Allowance Bill of Gazetted Government servants

Instructions for preparing travelling allowance bills

(1) Journeys of different kinds and journeys and halts should not be entered on the same line.

(2) Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the Government servant and not in travelling allowances bills.

(3) Fractions of a Kilometer in the total of a bill for any one journey should not be charged for.

(4) When the first item of a travelling allowance bill is a halt, the date of commencement of this halt should be stated in the "Remarks" column.

(5) Against each entry in column 13 there should be a corresponding entry in column 14.

(6) A certificate of attendance given by the court or authority should be attached to the bill if travelling allowance is drawn under paragraph 59, Financial Handbook, Volume III.

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

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

For use in Accountant-General's Office

Head of service chargeable—

Admitted for Rs._____

Objected to Rs._____

Reason of objection—

Senior Accountant G. O.

Travelling allowance bill

(Gazetted Government servants)

District _____

Headquarters _____

Name _____

Designation _____

Pay _____

Particulars of journeys and halts						Kind of journey i.e. by rail (mail or passenger) steamer, road or trolley	Railway/Steamer fare			Dista or by
Departure			Arrival				Class	Number of fares	Amount	For v mile adm
Station	Date	Hour	Station	Date	Hour					At ordi
1	2	3	4	5	6	7	8	9	10	11

Head of service chargeable

Month of____

Voucher no. _____of_____list of p

Number of days for which daily allowance is claimed	Actual expenses		Purpose of jou halt
	Particulars	Amount	
14	15	16	17

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

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

Rs. p. Contents received

Railway and steamer fares (Col. 10)

Road mileage—

Kilometers at (Col. 11)

Kilometers at (Col. 12)

_____days for which daily allowance is claimed

(Col. 14) at

Actual expences (Col. 16)

Total Signature of the officer who travelled.

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

Deduct—hire due to Government Date

(paragraph 29, Financial Handbook, Volume III).

Memo.

Other deductions—

Rs. p.

Net claim

(a) Appropriation for 19—19—

Expenditure including this bill

Rupees

Balance

Passed for rupees ( ) _____ Controlling Officer.

Date _____

Pay rupees _____ Treasury Officer.

Date _____

Certificates.

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

FORM No. 6-B

(See CHAPTER XI, PARAGRAPH 251)

Bill for advance to non-gazetted Government servants

Voucher No.

Office of the ——— first

District——— of———list of

second

Payments for———

19 .

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

Total net amount

(Net amount to be written in words) Rupee _____

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

Certified :—

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

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

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

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

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

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

CONTENTS RECEIVED

NOTE—Strike off the certificates not required.

Dated signature of the Drawing Officer———

Designation_____

(A) IN CASE OF PAYMENT AT THE TREASURY

Pay Rs.*( )———

Examined and entered.

Accountant

Dated———19 . Treasury Officer.

(B) IN CASE OF PAYMENT AT THE BANK

To

THE AGENT, STATE BANK OF INDIA,———

Please Pay Rs.*( )———

———TREASURY.

Treasury Officer.

Dated———19 .

PAYEE'S DISCHARGE TO THE BANK

Received Payment.

Name———

Office———

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Admitted for Rs.

Objected to Rs.

Auditor. Superintendent.

*To be stated in words and figures.

FORM 6-C

(This form should be in pink colour)

(See CHAPTER XI, PARAGRAPH 251)

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

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

Name of gazetted servant———

Designation———

District———

G.P.F. Account no.———

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

Received———

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

dated———duly authenticated copy of which is enclosed.

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

dated———(copy enclosed)

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

vide no.———dated———(copy enclosed).

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

(copy enclosed)

Total Amount

—

Amount to be written in words) Rupees———

Please pay to———

Dated Signature Signature.

Certified that :-

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

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

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

Dated, Signature of the Officer_____

Designation_____

(A) IN CASE OF PAYMENT AT THE TREASURY

*Pay Rs. ( )_____

Examined and entered.

Accountant

Dated_____19 . Treasury Officer.

(B) IN CASE OF PAYMENT AT THE BANK

To

THE AGENT, STATE BANK OF INDIA_____

Please pay *Rs. ( )_____Treasury.

Dated_____ Treasury Officer.

_____

PAYEES' DISCHARGE TO THE BANK

Received payment.

Name_____

Officer_____

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Admitted for Rs.

Objected to Rs.

Auditor Superintendent.

*To be stated in words and figures.

FORM 6-D

(This form should be in pink colour)

(See Chapter XI, Paragraph 251)

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

Head of Account "805-State Provident Funds—A—Civil—General/Contributory Provident/Fund."

Voucher no._____

first

of_____

second

list of Payment

dated_____

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

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

Total amount_____

In words (Rupees_____).

_____
_

Sanctioned by____in_____dated_____duly authenticated (copy enclosed).

Signature of the Drawing Officer_____

Designation_____

Certified that :—

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

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

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

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

Dated Signature of the Drawing Officer

Designation_____

(A) IN CASE OF PAYMENT AT THE TREASURY

Pay *Rs. ( )_____

Examined and entered.

Accountant

Dated_____19 . Treasury/Officer.

(B) IN CASE OF PAYMENT AT THE BANK

To

THE AGENT, STATE BANK OF INDIA_____

Please pay *Rs. ( )_____

_____Treasury.

Dated_____19 . Treasury Officer.

PAYEES' DISCHARGE TO THE BANK

Received payment

Name_____

Office_____

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Admitted for Rs.

Objected to Rs.

Auditor Superintendent

*To be stated in words and figures.

FORM No. 7

(See Chapter VII, paragraph 129)

Statement of proposition of revision of establishment

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

*Money columns.

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

FORM NO. 8

(See Chapter VII, paragraph 129)

Statement of proposition of revision of establishment

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

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

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

Accountant General.

FORM No. 9

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

Register of Court Attachments of pay etc.

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

FORM NO. 10

(See Chapter VII, Paragraph 134)

ABSENTEE STATEMENT

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

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

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

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

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

Dated_____19 . Signature and designation of Drawing Officer.

FORM NO. 11

(See CHAPTER VII, PARAGRAPH 131)

Bill no.

PERMANENT

(DETAILED PAY BILL OF _____ ESTABLISHMENT OF

TEMPORARY

The _____FOR THE MONTH OF _____19

DISTRICT_____

Space for classification. Stamp or manuscript entries of classification to be filled in by Disbursing Officer. Names of detailed heads and corresponding amounts should be recorded by him in adjacent columns

Voucher no. _____

List_____

For_____ 19

Major head.

Minor head.

Sub-head.

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

Pay of permanent Establishment. Rs. p.

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

Pay of temporary Establishment.

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

Allowances and Honoraria. Conveyance allowance.

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

Horse allowance. House rent allowance. Grain

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

compensation allowance.

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

Fixed travelling allowance

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

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

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

Total

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

Deduct†

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

General Provident Fund†

P.L.I. Fund Other Funds.

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

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

House rent.

other documents submitted with pay bills :

Leave on average pay ... ... LAP

Recoveries of

Leave on Half Average pay ... ... LHP

Leave on Quarter Average pay L1/4P

On other duty ... ...OD

Leave salary ... ... LS

Conveyance allowances ... ... CA

Under suspension ... ... SP

On Foreign Service ... ... FS

Vacant ... ... Vac.

Postal Life Insurance ... ... PLI

Last-pay Certificate ... ... LPC

Subsistence Grant ... ... Sub Grant

Transit pay ... ... TP

advances

Total deductions.

Net Total

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

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

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

Admitted for Rs.

Objected to Rs.

Superintendent.

eneral rovident und	P.L.I. Premia and other Fund deduction (Specify Fund).	Net after deducting Fund subscription, etc.	Income-tax	Miscellaneous recoveries (fines and advance house rent, etc.)	Not payable	Acquittance	Remarks
	10	11	12	13	14	15	16

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

(Total column 7) Rs. p.

Rs. p.

Deduct—Undisbursed pay as detailed below

,, General Provident Fund (column 9)

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

,, Income-tax (column 12)

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

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

Total deductions.

Net amount required for payment (in words) Rupees_____

Pay to the_____

DETAILS OF PAY OF ABSENTEES REFUNDED

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

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

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

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

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

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

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

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

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

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

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

1.	4.
2.	5.
3.	6.

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

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

Station_____

Dated_____19 . Signature and Designation of the Drawing Officer

Pay Rs._____ Rupees_____

_____as follows_____

in cash Rs._____

Deduct—By transfer credit to personal Deposit Rs._____

Taxes on Income Rs._____

Civil Works Rs._____

Examined and entered.

Treasury Accountant Treasury Officer.

Dated_____19 .

FORM NO. 11-A

(See CHAPTER VII, PARAGRAPH 137)

Periodical Increment Certificate

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

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

Name of incumbent	Where substantive or officiating	Scale of pay of post	Present pay	Date from which present pay is drawn	Date of present increment	Future pay	Suspended for misconduct		Leave pay an case o holdi po offic capa other le
							From—	To—	From–
1	2	3	4	5	6	7	8	9	10

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

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

Signature and designation of Drawing Officer.

FORM NO. 11-B

(See CHAPTER VII, PARAGRAPH 138)

ACQUITTANCE ROLL

Permanent

Acquittance Roll of _____ establishment of the Temperory pay

for _____for the month of_____ 19 .

Travelling allowances

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

Total

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

_____

Travelling Allowance bill of_____ for _____

Cashier. Drawing Officer.

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

Paying Officer

FORM No. 11-C

(See CHAPTER VII, PARAGRAPH 139)

Bill Register of the office of_____

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

Travelling Allowances Bill of Establishment

FORM NO. 12

(See CHAPTER VII, PARAGRAPH 145)

Instruction far preparing travelling allowance bills_____. Voucher no._____of_____list_____of payments for_____19 ._____

1. Journeys of different kinds, and journeys and halts should not be entered on the same lines. Only one kind of allowance should, therefore, be filled in on the same line and its amount, carried out separately into the last money column.

2. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the Government servant and not in travelling allowance bills.

3. Fractions of a Kilometer in the total of a bill for any one journey for each person should not be charged for.

4. When the first item of a travelling allowance bill is a halt the date of commencement of that halt should be stated in the "Remarks" column.

5. If daily allowance is claimed in respect of a road journey the number of Kilometer travelled should be entered in column 14 and the daily allowance in columns 17 to 19.

6. When travelling allowance is claimed in respect of a journey to or from a hill station it should be mentioned in the remarks column whether or not the halt has exceeded ten days.

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

For use Accountant General's office

Head of service chargeable :

Admitted for Rs._____

Objected to Rs._____

Reason of objection :

Senior Accountant G.O.

Travelling allowance bill of the establishment of_____for the month of_____19 .

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

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

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

14	15	16 Rs p	17	18	19 Rs p	20	21 Rs p	22	23

Total

Deduct
Undisb
travelli
allowa
refund
detaile
the rev
Net su
require
payme

Station_____(in words)

Dated_____ 19 .

Contents received.

Head of Office.

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

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

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

CERTIFICATES

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

1 month*

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

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

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

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

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

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

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

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

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

Details of travelling allowance refunded

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

Passed for Rs.

Dated 19 . (Head of Office).

Pay Rupees ( )

‡From Sub-Treasury

Examined and entered (Controlling Officer).

Accountant.

Dated 19 . Treasury Officer,

Incorporated in the district Accounts on— — _____

Sub-Treasury Officer.

Accountant

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

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

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

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

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

NOT PAYABLE AT THE TREASURY

FORM NO. 12-A

TRAVELLING ALLOWANCE BILL OF ESTABLISHMENT

(See CHAPTER VII, PARAGRAPH 146)

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

INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE CLAIMS

1. Journeys of different kinds and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately in the last money column.

2. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the Government servant and not in travelling allowance bills.

3. Fractions of a kilometer in the total for any one journey should not be charged for [Rule 23(13) (3) of Financial Handbook, Volume III.]

4. When the first item of travelling allowance claim is a halt, the date of commencement of that halt should be stated in the "Remarks" column.

5. If daily allowance is claimed in respect of a road journey the number of kilometers travelled should be entered in column 11 and the daily allowance in columns 14 to 16.

FOR PUBLIC WORKS DEPARTMENT AND AGRICULTUREAL DEPARTMENT

†CERTIFICATES

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

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

†Here state conveyance used.

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

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

Dated_____19 . Head of Office.

Passed for Rs._____

Name and designation———

Headquarters ————

Actual pay ————

Travelling allowance journal of ————————

Particulars of journeys and halts						Kind of journey by rail (mail or passenger), steamer road* or trolley	Railway ———fare Steamer		
Departure			Arrival						
Station	Date	Hour	Station	Date	Hour		Class	Number of fare	Amount Rs p.

Total (in handwriting of drawing officer)

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

Station———

Dated———19 .

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

_____

Division

Circle for the month of 19 .

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

(Signature) ————

Passed for Rupees ( ) ————

_____

Dated ————19 . Controlling Officer.

PAYABLE AT THE TREASURY

FORM NO. 12-B

(See CHAPTER VII, PARAGRAPH 146-A)

FOR PUBLIC WORKS AND AGRICULTURAL DEPARTMENTS ONLY

1. Major Head————Voucher no.———

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

Voted.

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

Division or office———

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

CERTIFICATES

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

_____
2 months*

_____
3 months

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

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

Contents received.

Dated———19 . Head of Office.

*One line to be used and others scored out.

Passed for payment of Rs.————

Dated————19 . Controlling Officer.

(A) IN CASE OF PAYMENT AT THE TREASURY

Pay Rs. ( )————

†from————sub-treasury.

Examined and entered.

Accountant. Treasury Officer.

Dated————————19 .

†Pay Rs. ( )————

Accountant. Sub-Treasury Officer.

Dated————————19 .

(B) IN CASE OF PAYMENT AT THE BANK

To

THE AGENT, STATE BANK OF INDIA————

Please pay Rupees ( )————————TREASURY.

Dated————19 . Treasury Officer.

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

PAYEES DISCHARGE TO THE BANK

Received payment

Name———

Office———

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

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Travelling allowance register page.

Admitted for Rs.

Objected to Rs.

For reasons below.

Auditor. Superintendent.

Abstract travelling allowance bill of the establishment of———

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

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

Station———

Dated———19 . Divisional Accountant.

for the month of————— 19 .

Charge	Total for each person	Total for each class	Voucher accompanying	Remarks
Actual expenses				
9	10	11	12	13
Rs. p.	Rs. p.	Rs. p.		
				Under Rs.—
				Rs. p.
				(a) Appropriation for 19-19 Expenditure including this bill
				Balance

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

Signature and designation of the Controlling Officer

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

CLASSIFICATION

————————CIRCLE

————————CANAL————————UNIT

Head of Account.

State————————Voted.

Working expenses to be deducted from receipts

†(1) Productive works

†(2) Unproductive works

DIRECTION :

Allowance Rs.

CONSTRUCTION:

Allowance Rs.

GENERAL :

Executive Rs.

Medical Rs.

PURELY REVENUE:

Revenue Rs.

TOTAL Rs.

CREDIT :

Objection Book advances T. Rs.

NET Rs.

————————CIRCLE

————————CANAL————————UNIT

Construction of Irrigation works charged to revenue.

State————————Non-voted.

A—Financed from Famine Insurance grants.

CONSTRUCTION :

Allowance—

GENERAL :

Executive Rs.

Medical Rs.

TOTAL Rs.

CREDIT :

Objection Book Advances T. Rs.

NET Rs.

State————————Voted.

B—Financed from ordinary revenues.

CONSTRUCTION :

Allowance Rs.

GENERAL :

Executive Rs.

†Score out the head not required.

——————CIRCLE

Central

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

(ii) Work for which neither Capital nor Revenue accounts are kept.

——————*Special Surveys.

CONSTRUCTION : T.A. GENERAL—

Executive Rs.

Medical Rs.

PURELY REVENUE :

TOTAL Rs.

CREDIT :

Objection Book Advances T. Rs.

NET Rs.

Medical Rs.

TOTAL Rs.

CREDIT :

Objection Book Advance T. Rs.

NET Rs.

——————CIRCLE

——————CANAL——————UNIT

Construction of Irrigation works not charged to revenues.

State——————voted.

†A—Productive.

†B—Unproductive.

DIRECTION :

Allowance Rs.

CONSTRUCTION :

Allowance Rs.

GENERAL :

Executive Rs.

Medical Rs.

TOTAL Rs.

CREDIT :

Objection Book Advances T. Rs.

†Score out the head not required.

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

NET Rs.

FORM NO. 12-C

(See PARAGRAPH 146)

PAYABLE AT THE TREASURY

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

1. Major Head————————————————

2. Minor Head————————————————

3. Primary and Secondary unit of appropriation.

Division of Office————————

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

CERTIFICATES

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

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

3 months*

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

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

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

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

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

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

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

Contents received.

Dated————————, 19 . Head of Office.

Passed for payment of Rs.————————

Dated————————, 19 . Controlling Officer.

(A) IN CASE OF PAYMENT AT THE TREASURY

Pay Rupees ( )————————

**From————————Sub-Treasury.

Examined and entered.

Accountant.

Dated————————, 19 . Treasury Officer.

Pay Rupees ( )————————

Accountant.

Dated————————, 19 . Sub Treasury Officer.

*One line to be used and others scored out.

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

(B) IN CASE OF PAYMENT AT THE BANK

To

THE AGENT, STATE BANK OF INDIA————————

Please pay Rupees ( ) ————————————Treasury.

Dated————————, 19 . Treasury Officer.

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

Payee's discharge to the Bank.

Name ————————

Received payment.

Office ————————

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Travelling Allowance register, page.

Admitted for Rs.

Objected to Rs.

For reasons below :

Auditor Superintendent.

Abstract Travelling Bill of the Establishment of———————— for the month of————————19 .

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

Rs. p.

(a) Appropriation for 19 .

Expenditure including this bill

Balance

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

Station————————

Dated————————

Divisional Accountant

Signature and designation of the Controlling Officer

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

CLASSIFICATION

————CIRCLE

————CANAL————UNIT

Head of Account.

State—Voted.

Working expenses to be deducted from receipts.

†(1) Productive works

†(2) Unproductive works

DIRECTION—

Allowance Rs.

CONSTRUCTION—

Allowance Rs.

GENERAL—

Executive Rs.

Medical Rs.

PURELY REVENUE—

Revenue Rs.

Total Rs.

CREDIT—

Objection Book Advances T. Rs.

Net

†Score out the head not required.

———CIRCLE

———CANAL———UNIT

Other Revenue Expenditure financed from ordinary revenues

State—Voted.

Central

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

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

———*Special Surveys.

CONSTRUCTION—T.A. GENERAL—

Executive Rs.

Medical Rs.

PURELY REVENUE—

Revenue Rs.

Total Rs.

CREDIT—

Objection Book Advances T. Rs.

Net Rs.

———CIRCLE

———CANAL———UNIT

Construction of Irrigation Works charged to Revenue.

STATE—Charged.

†Score out the head not required.

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

A—Financed from Famine Insurance grants

CONSTRUCTION—

Allowance Rs.

GENERAL—

Executive Rs.

Medical Rs.

Total Rs.

CREDIT—

Objection Book Advances T. Rs.

Net Rs.

State—Voted.

B—Financed from ordinary revenues

CONSTRUCTION—

Allowance Rs.

GENERAL—

Executive Rs.

Medical Rs.

Total Rs.

CREDIT—

Objection Book Advances T. Rs.

Net Rs.

———CIRCLE

——— CANAL ———UNIT

Construction of Irrigation Works not charged to Revenue.

State—Voted.

†A—Productive

†B—Unproductive

DIRECTION

Allowance Rs

CONSTRUCTION—

Allowance Rs.

GENERAL—

Executive Rs.

Medical Rs.

Total Rs.

CREDIT—

Objection Book Advances T. Rs.

Net Rs.

†Score out the head not required.

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

FORM NO. 12-D

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

FORM OF CERTIFICATE OF ATTENDANCE

In the court of the———————————————————————————

Certified that———————————————————————————————

Office

of——— ————————attended this court on 19 .

Department

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

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

Rs. p.

(1) Travelling expenses

(2) Subsistence allowance

Total

Due under the rules of this court.

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

Name of parties———

Nature of claims———

Station———

Date———

Signature of the Presiding Officer.

Designation————————————

FORM NO. 13

(See Chapter VIII, paragraph 173)

[To be printed on open royal]

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

Left-hand page.

DETAILED HEADS OF BUDGET

Date	To whom paid	Sub-Voucher	Conitnge abstract.	DETAILED HEADS OF BUDGET

Sub-divisions of detailed heads as may be convenien
appropriation be not ordinarily allotted among the su
of a detailed head, they should be linked by a brace
amount placed below. Each of these spaces represen
column.

Appropriation for each head

No. of

Right-hand page.

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

Description Amount

FORM NO. 14

(See CHAPTER VIII, PARAGRAPH 178)

Fully vouched contingent bill no.———

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

HEAD OF SERVICE

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

Total (in words)

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

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

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

Pay Rs.———

Examined.

Accountant.

Dated———, 19 .

Treasury Officer.

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

(4) Certified that—

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

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

Received contents. Rs. p.

Appropriation for current year

Signature and designation of Drawing Officer. Rs. p.

Expenditure including this bill amount of work bills annexed

Balance available

FORM NO. 15

Detailed bill of contingent charges regulated by scale

(See Chapter VIII, paragraph 180)

PAYABLE AT THE TREASURY

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

(c) Feed of cattle

C—LABOUR AND EMIGRATION—

Emigration, Registration fees

Number of Emigrants @ per head

D—CONTINGENCIES—

Liveries

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

Clothing or process-servers (Dehra Dun)

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

Carried over

Brought forward

E—Cost of enlistment of recruits

Total Rs. (words)

Received payment.

Dated_____ 19 .

Name_____

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

To be given when the charge for orphans is drawn.	A—Certified that the orphans for whom charge has been drawn in this bill have been actually maintained and that their age does not exceed the prescribed maximum limits of 16 for boys and of 18 for girls.
To be given	B— (1) Certified that the animals for which the rewards have been

when reward for destruction of animals is drawn.	drawn were actually destroyed and produced before me and that their skulls have been broken up as ordered by Government to prevent double payment.
To be signed when diet allowance is charged.	B—(2) and (3) Certified that the diet-money charged for in this bill has been paid before the presiding officers of the court, and that it is or has been certified to be in accordance with the sanctioned scale.
To be given when fees for emigrants are charged.	C—Certified that the emigrants for whom fees have been charged were actually registered.
To be given when cost of enlistment of recruits is charged	E— I declare that the amount drawn represents the actual cost of the clothing supplied; that the allowance of Rs. 22.50 per recruit has not been exceeded in any case ; that the recruits for whom clothing has been purchased have actually been enlisted; and that the allowance has not previously been drawn for them.

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

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

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

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

Name_____

Dated_____, 19 . Office_____

Rs. p.

Appropriation of 19— 19

Expenditure including this bill amount of work bill annexed.

Balance available

Pay rupees _____

Examined. Officer-in-charge of Treasury.

Accountant.

Dated_____19 .

FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE

CONTINGENT AUDIT REGISTER PAGE.

Admitted for Rs.

Objected to Rs.

for reasons below :

Auditor. Superintendent.

FORM NO. 16

Abstract Bill of Contingencies Countersigned after Payment

(See Chapter VIII, paragraph 182)

Abstract contingent bill no._____

Detailed bill will be sent for countersignature on_____

District Bill of contingent charges of Month in which presented for payment at_____

Treasury_____, 19 .

Head of service

Vouchers no. of list of payments for 19 .

Details of numbers of sub-vouchers	Detailed head of charge (with description where necessary) and quotation of authority for charges requiring special sanction.	Amount	
1	2	3	
		Rs.	p.
	Carried over		
	Brought forward		
	Total Rs.		
	Deduct—		
	Amount disallowed by the controlling officer in bill, no._____ dated_____ for Rs.		
	Net amount payable.		

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

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

Received contents.

Dated_____, 19 Drawing Officer.

Pay Rupees ( ) _____

Examined and entered.

Officer-in-charge.

Accountant Treasury Dated_____, 19 . Treasury

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

For use in Accountant General's Office.

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

Superintendent.

FORM NO. 17

(See Chapter VIII, paragraph 183)

Detailed countersigned contingent bill no.————————

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

Not payable at Treasury

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

District————————Monthly detailed bill of contingent charges of————————for the month of————————, 19 .

Head of service

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

Rs.	p.	Rs.	p.

Carried over

Brought forward

Total

(1) I certify that the expenditure charged in this bill could not, with due regard to the interest of the public service, be avoided. Certified that to the best of my knowledge and belief, the payment entered in this bill have been duly made to the parties entitled to receive them. Vouchers for all items of expenditure above Rs. 1,000 in account and all work bills are attached to the bill. I have, as far as possible, obtained vouchers for other sums and I am responsible that they have been so defaced or mutilated that they cannot be used again.

Drawn on abstract bill no— dated___

Ditto

Ditto

Ditto

Add—

Amount of this allowance from bill no. dated— refunded

		by deduction form contingent no. dated— and reallowed as per.
(2)	*Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the stock register.	Total of this bill
(3)	Certified that the purchases billed for have been received in good order, that their quantities are correct and their quality good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments	Contingencies

Certified that—

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

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

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

Appropriation...for 19 —19 . Rs. p.

Expenditure including this bill

Amount of work bills annexed

Balance available

Signature of disbursing officer

Dated————————, 19 .

For use of Controlling Officer

Rs.

Disallowed from sub-voucher no.

Ditto

Ditto

Total of this bill

Passed for rupees.

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

Dated————————, 19 . Signature of the Controlling Officer.

(Correction Slip no 38 dated 19.01.1984)

[Vitta (Lekha) Anubhag-1 File No.15(5)78]

FORM NO. 18

(See Chapter VIII, paragraph 187)

Bills of contingencies countersigned before payment No.

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

District of	Detailed bill of contingent charges of for the month of , 19 . Head of service	Voucher no. of list of payments for, 19 .

Number of sub-vouchers	Description of charge and number and date of authority for all charges requiring special sanction	Amount	
1	2	3	
		Rs. p.	Rs. p.

Total Rs.

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

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

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

(4) Certified that—

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

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

RECEIVED CONTENTS Contingencies

Appropriation for current year.

Expenditure including this bill.

Amount of work bills annexed.

Signature and designation of Drawing Officer.

Balance available.

For use of Controlling Officer

Passed for Rupees (in words).

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

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

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

Dated————————19 . Controlling Officer. (Signature) Designation

_____

Pay Rupees ( ) ————————————————————

Examined and entered. Dated the————————19 .

Accountant Treasury. Officer-in-charge Treasury.

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

For use in Accountant General's Office

Head of service chargeable

Admitted for Rs.

Objected to Rs.

Reasons for objection.

Auditor. Superintendent.

FORM NO. 18-A—[Deleted]

FORM NO. 19

(See Chapter IX, paragraph 194)

Voucher for Refunds

District of Head of service chargeable

Refunds of Revenue

Deduct–Refunds (name of revenue head)

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

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

(2) Passed for payment under sanction given in

(3) Sanctioned and passed for payment.

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

Received payment.

Claimant's signature. Magistrate or other officer

Dated_____, 19 Pay rupees_____ only

Examined Accountant Officer-in-charge of Treasury

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

FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE

Refund noted in fine statement.

Admitted, for ... Rs.

Objected, to ... Rs.

Auditor, Superintendent,

FORM NO. 21-A

(See Paragraph 240-A)

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

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

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

FORM NO.21-B

(See Paragraph 240-B)

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

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

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

FORM NO. 22

(See CHAPTER XI, PARAGRAPH 244-E)

Form of Mortgage

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

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF the mortgagor hath hereunto set his hand day and year first above written.

The Schedule herein referred to1

Rs. on or before.

Rs. on or before.

Signed by the said (mortgagor).

In the presence of—

1st witness :

Address :

Occupation :

2nd witness :

Address :

Occupation :

(The deed should be registered)

NOTE—There must be two witnesses to a mortgage.

1 Delete the schedule if advance is not to be made by instalment.

FORM NO. 22-A

(See CHAPTER XI, PARAGRAPH 241-N)

Form of Agreement to be executed at the time of drawing an advance for the purchase of land on which to construct a house

AN AGREEMENT MADE———day of ——— one thousand nine hundred and———corresponding to Saka Samwat———BETWEEN ———son of ——— resident of——— (designation)————(hereinafter called ‘the Borrower’ which expression shall include his legal representatives and assigns) of the one part and

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

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

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

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

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

Signed by the said in the presence of:

(1) ——————————————————address

occupation

(2) ——————————————————address

occupation

FORM NO. 22-B

(See CHAPTER XI, PARAGRAPH 244-N)

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

THIS INDENTURE made the———day of————one thousand nine hundred and–———corresponding to Saka Samvat————BETWEEN————son of———— resident of————(designation)————(hereinafter called "the Mortgagor" which term shall where not repugnant to the context include his heirs, executors and administrators and assigns) of the one part and THE GOVERNOR OF UTTAR PRADESH (hereinafter referred to as "the mortgagee" which term shall where not repugnant to the context include his successors and assigns)of the other part.

WHEREAS by the Agreement, dated the———day of————19 and made between the mortgagor of the one part and the mortgagee of the other part the mortgagee advanced and lent to the mortgagor the sum of Rs.————for the purpose of purchasing the piece of land hereinafter described and intended to be hereby transferred and assured and as security for such loan the mortgagor agreed to execute a mortgage in favour of the mortgagee in the form of these presents AND WHEREAS the mortgagor on the———day of————19 duly purchased the said piece of land and is absolutely seized and possessed of or otherwise well entitled to the said piece of land AND WHEREAS the mortgagor has applied to the mortgagee for a further advance of the sum of Rupees————for the purpose of enabling him to defray the expenses of erecting on the said piece of land a suitable residence for his own use AND WHEREAS under the provisions contained in Paragraph 244 of the Account Rules of the Government of Uttar Pradesh (hereinafter referred to as "the said Rules" which expression shall where the context so admits, include any amendment thereof or addition thereto for the time

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

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

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

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

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

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

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

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

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

*The Schedule herein referred to

Signed by the mortgagor

In the presence of :–

1st witness.

Address.

Occupation.

2nd witness.

Rs.———on or before———

Rs.———on or before———

Address.

Occupation.

(The deed should be registered)

NOTE—There must be two witness to a mortgage.

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

FORM NO. 22-C

(See CHAPTER XI, PARAGRAPH 244-O)

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

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

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

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

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

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

Signed by the Borrower————————————

In the presence of————————————————

1. ————————address————————Occupation

2. ————————address————————Occupation

Insert the following Form after the Form 22-C.

FORM NO. 22-D

(See Paragraph 244)

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

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

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

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

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

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

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

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

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

NOW THIS INDENTURE WITNESSETH as follows:

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

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

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

North

South

East

West

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

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

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

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

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

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

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

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

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

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

THE SCHEDULE HEREIN REFFERED TO

Rs.....on or before

Rs.....on or before

Signed by:

Witness:

1. ———— (1) Mortgagor

(Address)

Occupation (2) Surety (Ist Surety)

2. ———— (3) (IInd Surety)

(Address)

Occupation

**Where only two joint owners of the property*

†Where more than two joint owners of the property.

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

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

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

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

Insert the following Form after the Form 22-D.

FORM NO. 22-E

(See PARAGRAPH 244-E)

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

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

THIS AGREMENT made this.....day of.....

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

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

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

AND, WHEREAS, the First Party has under the provisions of the rules framed by the Government of Uttar Pradesh (hereinafter called "the Government") to regulate the grant of advances to the State Government servant for building houses, etc., (hereinafter referred to as "the said Rules" including any modifications thereof) applied to the Government for an advance of Rs.....to purchase a house under the said Scheme and the Government have sanctioned an advance of Rupees .....to the First Party vide letter no .....dated.....of ..... (sanctioning authority) a copy of which is annexed to these presents for the purpose aforesaid on the terms and conditions set forth therein.

NOW THIS DEED WITNESSES AS FOLLOWS:–

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

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

As provided in the said scheme—

(1).....

(2).....

(3).....

(4).....

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

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

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

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

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

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

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

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

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

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

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

(ii) On next @ %p.a.

(iii) On next @ % p.a.

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

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

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

(Signature of First Party)

First Witness :

Address

Occupation

Second Witness :

Address

Occupation

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

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

1.

2.

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

SCHEDULE OF THE PROPERTY

All that house no.....

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

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

FORM NO. 22-F

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

AN AGREEMENT made this.....day of ..... One thousand Nine hundred..... corresponding the Saka Samvat the..... day of..... one thousand nine hundred.....
BETWEEN..... son of..... resident of .....(designation)..... (hereinafter called "The Mortgagor" which term shall unless repugnant to the context include his heirs, executors and administrators and assigns) of the first part AND the Governor of Uttar Pradesh (hereinafter referred to as "the

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

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

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

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

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

AND WHEREAS this deed is supplement to the principal deed.

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

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

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

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

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

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

Delete which ever is inaplicable.

THE SCHEDULE

Signed by:-

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

For and on behalf of the Mortgage Mortgagor

Witness: Witness:

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

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

Witness- Signed by-

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

2..... Financial Institution.

(The deed should be registered)

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

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

FORM NO. 23

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

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

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

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

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

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

1 Date of end of lease.

2 Mensum or annum.

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

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

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

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

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

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

The Schedule herein referred to—

Rs.———————— on or before————————

Rs.———————— on or before————————

Signed by the Mortgagor

In the presence of—

First witness

Address

Second witness

Address

Occupation

Occupation

(the deed should be registered).

NOTE—There must be two witnesses to a mortgage.

FORM No. 23-A

(See Paragraph 244-H)

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

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

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

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

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

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

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

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

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

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

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

The Schedule herein referred to—

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

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

Signed by

the Mortgagor

In the presence of— the Surety

First Witness Second Witness

(Address) (Address)

Occupation Occupation

(the deed should be registered)

Note—There must be two witnesses to a mortgage.

**Where only two joint owners of the property.*

†Where more than two joint owners of the property.

1. Date of end of lease

2. Mensum or annum

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

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

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

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

FORM NO. 24

(See CHAPTER XI, PARAGRAPH 244-E)

Form of Re-conveyance for House-Building Advances

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

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

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

IN THE PRESENCE OF—

(l)————————————address————————————

occupation

(2)————————————address————————————

occupation

FORM NO. 24-A

(See CHAPTER 11, PARAGRAPH 244-E)

Form of Re-Conveyance for House-Building Advances

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

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

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

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

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

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

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

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

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

In the presence of :-

1. ..... Address. Occupation.

2. ..... Address. Occupation.

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

FORM NO. 25

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

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

THIS INDENTURE made this _____day of_____ one thousand, nine hundred and_____corresponding to Saka Samvat_____BETWEEN_____son of _____ resident of_____(designation)_____ (hereinafter called "the Borrower") of the one part and THE GOVERNOR OF UTTAR PRADESH (hereinafter called "the Governor") of the other part.

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

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

---

Personal Computers Motor Car/Boat/Cycle/Scooter to the Governor as security for the amount lent to the Borrower AND WHEREAS the Borrower has purchased with or partly with the amount so advanced as aforesaid the Personal

Computers Motor Car/Boat/Cycle/Scooter particulars whereof are set out in the Schedule hereunder written.

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

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

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

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

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

THE SCHEDULE

Description of Motor Car/Boat/Cycle/Scooter

Maker's name.

Description.

Number of cylinders.

Engine number.

Chassis number.

Cost price.

Signed by the Borrower.

Two witness—(1) In the presence of

Address _____

Occupation _____

(2) and of

Address _____

Occupation _____

FORM 25-A

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

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

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

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

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

Signed by the said

In the presence of—

(1) _____ address_____

occupation_____

(2) _____ address_____

occupation_____

FORM NO. 25-C

FORM OF AGREEMENT

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

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

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

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

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

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

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

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

IN WITNESS to the above written bond and to all the terms and conditions hereinbefore contained we have signed hereunder this_____day of_____, nineteen hundred and_____

Signed by_____ Principal_____

Surety_____

In the presence of (1)_____

Address_____

and of (2)_____

Address_____

Form No 25-D

(See PARAGRAPH 242)

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

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

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

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

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

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

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

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

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

NOW THIS DEED WITNESSES as follows:—

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

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

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

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

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

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

**Delete whichever not applicable*

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

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

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

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

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

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

The Schedule herein referred to

Signed by the Borrower:

in the presence of—

1.

Address:

2.

Address:

Signed by the First Surety:

In the presence of—

1.

Address:

2.

Address:

Signed by the Second Surety:

In the presence of—

1.

Address:

2.

Address:

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

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

FORM NO. 25-E

(See PARAGRAPH 244-E)

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

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

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

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

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

NOW THIS DEED WITNESSES as follows:—

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

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

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

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

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

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

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

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

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

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

The schedule herein referred to—

Signed by the Borrower:

In the presence of—

1.

Address:

2.

Address:

Signed by the First Surety:—

In the presence of—

1.

Address:

2.

Address:

Signed by the Second Surety:—

In the presence of—

1.

Address:

2.

Address:

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

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

FORM No. 26

[See Chapter XIII, paragraph 265]

Register of land

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

land is situated

1	2	3	4	5	6	7

FORM No. 27

(See Chapter XIII, paragraph 265)

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

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

				rent has been calculated			
1	2	3	4	5	6	7	8

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

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

FORM No. 28

[See Chapter XIII, paragraph 265]

Register of buildings

DISTRICT_____DEPARTMENT_____

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

FORM No. 29

Register of rents of building and lands

[See Chapter XII, paragraph 278]

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

Total

Dated initials of the Local Officer

Abstract of

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

Total

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

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

Total Realization

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

	July, 19			August, 19		
Assessments	Realizations	Balances	Assessments	Realizations	Balances
Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.	Rs. p.

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

September, 19						October, 19					
Assessments		Realizations		Balances		Assessments		Realizations		Balances	
Rs.	p.	Rs.	p.	Rs.	p.	Rs.	p.	Rs.	p.	Rs.	p.

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

November, 19				December, 19			
Assessments		Realizations		Balances		Assessments		Realizations		Balances	
Rs.	p.	Rs.	p.	Rs.	p.	Rs.	p.	Rs.	p.	Rs.	p.

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

January, 19			February, 19			
Assessments	Realizations	Balances	Assessments	Realizations	Balances	Assessments	R

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

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

FORM no. 29-A

[See Chapter XIII, paragraph 281]

Register of cost of additions and alterations to residential buildings

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

FORM no. 30

[See Chapter XIII, paragraph 287]

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

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

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

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

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

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

FORM no. 30-A

(CHAPTER XIII, PARAGRAPH 307)

Annual Repairs to Buildings

GOVERNMENT OF UTTAR PRADESH

————————DEPARTMENT

NOTICE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Dated———

The———19 .

TENDER FORM

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

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

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

Signature of tenderer———

Address———

Date———

Signature of witness (1)———

Address———

Date———

Signature of witness (2)———

Address———

Date———

GOVERNMENT OF UTTAR PRADESH

————————DEPARTMENT

Lumpsum Contract

Form of Agreement

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

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

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

NOW IT IS HEREBY AGREED AS FOLLOWS:

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

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

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

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

————————

Contractor.

In the presence of (1) ———————— address————————

(2) ———————— address————————

Signed for and on behalf of ————————
the Governor by

In the presence of (1) ———————— address————————

(2) ———————— address————————

Conditions of Contract

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

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

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

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

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

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

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

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

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

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

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

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

5. In the following cases, viz. :

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

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

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

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

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

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

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

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

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

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

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

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

FORM no. 30-B

(CHAPTER XIII, PARAGRAPH 307)

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

GOVERNMENT OF UTTAR PRADESH

————————DEPARTMENT

NOTICE

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

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

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

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

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

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

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

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

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

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

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

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

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

Dated_____,

The_____19 .

TENDER FORM

Schedule of Works

Serial no.	Description of work	Lumpsum tendered
	Total	

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

Signature of tenderer _____

Address_____

Date _____

Signature of witness (1) _____

Address_____

Date _____

Signature of witness (2) _____

Address_____

Date_____

GOVERNMENT OF UTTAR PRADESH

_____DEPARTMENT

Lumpsum Contract

Form of Agreement

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

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

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

NOW IT IS HEREBY AGREED AS FOLLOWS :

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

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

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

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

Contractor

In the presence of :

(1) _____

(2) _____

Signed for and on behalf of the Governor by_____

In the presence of :

(1) _____

(2) _____

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

Conditions of Contract

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

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

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

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

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

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

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

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

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

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

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

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

5. In the following cases, viz. :

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

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

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

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

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

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

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

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

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

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

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

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

FORM no. 30-C

(CHAPTER XIII, PARAGRAPH 307)

(Petty works for which plans or drawings are prepared)

GOVERNMENT OF UTTAR PRADESH

———DEPARTMENT

NOTICE

TENDERS are invited for———

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

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

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

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

6. Each tender must be accompanied by a treasury chalan in support of a deposit of earnest money equal in amount to 1 per cent of the lumpsum tendered for the whole work. Tenders which are not accompanied by treasury chalans for the correct amount will nor be considered.

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

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

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

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

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

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

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

Dated———

The———19 .

PETTY WORKS

TENDER FORM

Bill of Quantities

Serial no.	Item of work	Quantity	Unit

TENDER FORM

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

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

Signature of tenderer ———

Address———

Date ———

Signature of witness (1) ———

Address———

Date ———

Signature of witness (2) ———

Address———

Date ———

GOVERNMENT OF UTTAR PRADESH

———DEPARTMENT

Lumpsum Contract

Form of Agreement

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

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

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

NOW IT IS HEREBY AGREED AS FOLLOWS :

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

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

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

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

Contractor.

In the presence of (1) ———— address————

(2) ———— address————

Signed for and on behalf of the Governor by ————

In the presence of (1) ———— address————

(2) ———— address————

Conditions of Contract

In these conditions the following expression have the following meaning :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(c) when roof is being put on, and

(d) when the work has been completed.

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

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

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

25. If the work is held up for more than a fortnight on account of delay by the Executive Engineer in inspecting the work at any of the stages mentioned in clause 23, the Contractor shall report the matter to the Local Officer who shall extend the time for the completion of the work if it is at stage (a) or (b) mentioned in clause 23 but shall permit the Contractor to proceed with the work without waiting for the Executive Engineer's inspection if is at stage (c) mentioned in clause 23.

(Clauses 22, 23 and 24 should be deleted if the Contract is for petty work).

26. Any dispute or difference between the parties hereto as to the rights or liabilities of the parties hereto or as to any matter or thing whatsoever arising under this Contract concerning its construction whether such dispute or difference arises during the continuance of this Contract or after its determination by completion or

breach or otherwise howsoever shall be referred to an arbitrator who will be the Chief Engineer, Public Works Department, Uttar Pradesh or his nominee not below the rank of a Superintending Engineer. The decision of the arbitrator shall be final and binding on both the parties and upon every such reference the costs of and incidental to the reference, and arbitration respectively shall be in the discretion of the arbitrator, who will determine the amount thereof and shall by direct whom and to whom and in what manner the same shall be borne and paid. The arbitrator may from time to time with the consent of the parties, enlarge the time for making and publishing the award.

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

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

FORM No. 30-D

(See Chapter XIII, paragraph 307)

NOTES

COMPARATIVE STATEMENT OF TENDERS

On the line set apart for 'contractor's qualifications', in this form it will suffice simply to enter any of the letters (a), (b), (c) according to the following qualifications :

(a) The contractor's name is not in the circle black book.

(b) The contractor has carried out three works each amounting to Rs. 20,000 or more.

(c) The contractor has carried out three works each amounting to Rs. 2,000 or more.

2. If contracts are tendered for in detail for each item of work the items will be entered in column 1, but if tenders are for a percentage below estimated rate, details need not be given.

Rank,

————————District.

Rank,

————————District.

Comparative statement of tenders for_____

Date of calling for tenders,_____ Date of opening tenders_____ Number of tenders received_____

Name of work	Estimated rate	Names of contractors tendering and their rates	Amount of part of estimate tendered for

Contractor's qualifications

State which tender is recommended and reasons for rejecting lowest tenders, if rejected.

FORM No. 30-E

(See Chapter XIII, paragraph 307-A)

MUSTER ROLL

Name of work_____

Cash Book voucher no._____

Dated_____

MUSTER ROLL

Part I—Nominal Roll

Description	No.	Name (grouped according to classes)	Father's name		Total	Rate
				DATED_____19 .		

Rs. p.

Daily Total

Initials of persons marking the daily attendance

Initials of Inspecting Officer.

Total

Grand total for this Muster Roll Rs. p.

Passed for Rs. ( )

Deduct—Payment not made as per details transferred to Register of Arrears, Part II

Signature_____

Balance paid

Add—Arrears of previous Muster Roll now paid off as per details of Register of Arrears, Part II

Total amount paid (in words) Rupees ____ Rank_____

Signature_____

Dated_____ Rank_____

FORMS

Part II—Registers of arrears of wages due to work people

Month and period to which the arrears relate	Serial number as per nominal muster roll	Name	Father's name	Amount due	Amount paid	Acquittance	Dated initials and remarks of paying officer	Serial number as per nominal muster roll	Nam
Arrears of previous muster rolls brought forward				Rs. p.	Rs p.			Brought forwa	
								Arrears as per roll	
								Total	
								Grand Total	
								Deduct amoun	

of arrears of pr
muster rolls.

Total

Carried over

Balance arrear
next nominal r

NOTE—When wages are not claimed within three months a report of this fact should be made to the Divisional Officer.

FORM No. 30-F

[See Chapter XIII, paragraph 307-A]

Hand receipt

Block

Payee _____

Name of work _____

Amount—Rs. ( ) _____

Initials of officer authorizing the payment _____

Date of payment _____

Voucher no. _____dated_____, 19 .

Initials of officer making the payment_____

To be used as a simple form of voucher for all miscellaneous payments and advances.

Cash Book Voucher no. _____ dated_____, 19 .

cheque*

(1) Pay by_____Rupees ( ) _____to

cash*

(2) Paid by me† _____

Received from the _____ in charge of_____ _____the sum of Rs. (_____)

Name of work‡ or purpose for which payment is made_____

Stamp

The_____, 19 . _____*Amount in words

**Witness_____

Signature of

payee.

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

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

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

**Payment should be attested be some known persons when the payee's acknowledgment is given by a mark, seal or thumb-impression.

FORM No. 30-G

Impreset account

[See Chapter XIII, paragraph 307-A]

Statement showing the expenditure on account of repairs to—from—to—

Date	Detail and number or quantity of articles purchased	Rate	Cost of articles purchased	Amount of wages paid to labourers	Total of wages and cost of articles	Remarks

Statement showing the e to

Date	Detail and number or quantity of articles purchased	Rate

FORM No. 30-H

(SEE ANNEXURE "A" TO CHAPTER XIII AND RULE 24 TO APPENDIX X)

[Standard lease for hiring private building for Government purposes]

THIS LEASE made on the_____day of_____19 . corresponding to Saka Samvat_____BETWEEN_____son of_____resident of_____(hereinafter called "the lessor") of the one part AND the Governor of Uttar Pradesh (hereinafter called "the lessee") of the other part.

WITNESS as follows :

1. In consideration of the rent hereinafter reserved and of the covenants on the part of the lessee hereinafter contained the lessor hereby demises to the lessee for the purpose of the residence or office or both of _____all that land with the buildings and trees thereon fully described in the Schedule hereto together with all rights of easements and appurtenances whatever belonging or in any way appurtenant thereto TO HOLD the same to the lessee for a term of _____years from the_____day of_____paying therefor during the said term to the lessor or his authorized agent the monthly rent of_____(Rs._____) on the_____day of the months succeeding that for which the rent is due, the first of such payments to be made on the_____day of_____19 .

2. The lessee hereby convenants with the lessor as follows :

(1) That he shall, during the term hereby granted, pay to the lessor the monthly rent hereby reserved on the day and in the manner hereinbefore appointed. PROVIDED that no rent shall also be payable to the lessor for the period the premises are rendered uninhabitable by reason of special or such other repairs being in progress or from any other cause.

(2) That he shall not at any time carry on or permit to be carried on the said premises any trade or business whatsoever or use the same for any other purpose than as the residence or office or both of the_____without the consent in writing of the lessor first had and obtained.

(3) That he shall at the expiration of the said term or sooner determination thereof peaceable and quietly surrender to the lessor the said premises. PROVIDED ALWAYS that if any part of the said rent shall be in arrear and unpaid for the space of three calendar months, whether the same shall have been lawfully demanded or not, or if there shall be a breach or non-observance of any of the convents by the lessee hereinbefore contained, then and in any such case the lessor may, notwithstanding the waiver of any previous cause or right of re-entry, re-enter upon the said premises and thereupon this demise shall absolutely determine.

3. The lessor hereby covenants with the lessee as follows :

(1) That the lessee paying the rent hereby reserved may hold and envoy the demised premises during the said term without any interrupt on by the lessor or any person whomsoever;

(2) That he shall during the said term pay all rates, taxes (including tax for water meter which will be provided and repaired by him), assessments and charges whatsoever, except those of a service character such as water, drainage and lighting taxes, scavenging tax and tax for the cleaning of latrines and privies, now payable or hereafter to become payable in respect of the demised premises,

(3) That he shall execute at his own expenses all structural repairs and carry out such additions, alterations and repairs as are necessary to render the building habitable for the purpose for which it is required before the demised premises are occupied and shall during the said term keep at all times the demised premises in good and substantial repairs both externally and internally and also the boundary and other walls, approach roads, water-channels, sewers, drains, rails, gates, fences and fixtures on or connected with the same and shall in particular keep the roofs of all buildings watertight and shall whitewash or colour-wash such buildings both in side and outside in_____each year and shall every_____year paint all doors, windows and other wooden structures, and renew broken glass-panes, doors, bolts, etc.

(4) That he shall maintain the electric installation, fans, water connection and such other fittings provided by him in proper working order and shall renew the electric installations wholly or in part, should the officer of the Public Works Department, Uttar Pradesh, whose opinion in the matter shall be final and binding on the parties hereto, so advise. The lessor shall also supply bulbs and shades in the first instance and subsequent renewals shall be made by the lessee.

(5) That in case any special repairs, additions and such alterations which do not substantially change the building are at any time desired by the lessee to be made to the demised premises, the lessor shall either get them done himself within the period specified by the lessee or allow the lessee to have them done at the expense of the lessor provided that the amount which the lessor would be bound to spend in such repairs shall not exceed two months' rent for the premises during a year.

(6) That the lessor shall at the request and cost of the lessee at the end of the term of years hereby granted execute to the lessee a new lease of the demised premises by way of renewals on the terms and conditions hereinbefore contained :

PROVIDED that if any time the lessor shall fail to execute such repair and white or colour-wash or to maintain the electric and water connections as are specified in sub-clauses (3) and (4) above, the lessee after giving fourteen days, notice in writing to the lessor may execute the same and deduct the cost thereof from the rent payable by the lessee.

4. The parties hereto hereby further mutually agree as follows :

(a) That the lessee shall be entitled to enjoy and utilize for his one use or in any way he likes the fruits and produce of the trees and compound of the demised premises which will be maintained by the_____at his expense but the timber of the trees shall belong to the lessor.

(b) that the tenancy hereby created shall be determinable at the option of the lessee by giving to the lessor two calendar months notice in writing.

(c) That the expressions "the lessor" and "the lessee" hereinbefore used shall unless such an interpretation be inconsistent with the context, include in the case of the former his heirs, successors, executors, administrators, representatives and assigns and in the case of the latter, his successors and assigns.

(d) that any demand for payment or notice requiring to be made upon or given to the lessee shall be sufficiently made or given if sent by the lessor or his agent through the post by registered letter addressed to the_____of_____and that any notice requiring to be given to the lessor shall be sufficiently given if sent by the lessee through the post by registered letter addressed to the lessor at his usual or last known place or residence or business (or at_____) and that any demand or notice sent by post in either case shall be assumed to have been delivered in the usual course of post.

IN WITNESS WHEREOF the lessor and_____for and on behalf of lessee have signed this deed on the day and year first above written.

The Schedule herein referred to

(Full particulars of the land and building hereby demised should be given).

Signed by

(the lessor)

In the presence of

(1)_____

Address_____

(2)_____

Address_____

Signed by

(the lessee)

For and on behalf of the lessee.

In the presence of

(1)_____

Address_____

(2)_____

Address_____

FORM No. 31

(See Chapter XIII, paragraph 309)

Register of expenditure on works and repairs

Name of work and authority_____

Amount of estimate_____

Appropriation for year_____

Name of Contractor (see also page †).

(†To be filled in when more than one contractor is employed.)

Months, etc.	Total expenditure up-to-date		Dated initials of Local Officer
Expenditure of previous year brought forward	Total value of work done	Suspense accounts	
	Rs. p.	Rs. p.	
April			
Total			
May			
Total			
June			
Total			

July

Total

August

Total

September

Total

October

Total

November

Total

December

Total

January

Total

February

Total

March

Total

Supplementary account as per Accountant General's no. , dated

Total

FORM No. 32

(See Chapter XIII, paragraph 310)

Abstract Bill of Works Expenditure

PAYABLE AT THE TREASURY

This bill should be used for all advance payments in connection with the execution of works the cost of which does not exceed Rs. 20,000. The advances should be accounted for as soon as the amounts drawn are spent on the works concerned, any unspent balance being immediately refunded into the Treasury.

DISTRICT MONTH OF 19 .

MAJOR HEAD

MINOR HEAD—WORKS.

DETAILED HEAD Petty works Maintenance and Repairs

No. OF VOUCHERS

HEAD OF SERVICE

Name of the work, amount of estimate, number and date of sanction.	Description of charge and date of authority (where special sanction is necessary)	Amount
		Rs. p.

Total Rs. (in words, in the handwriting of drawing officer)

Dated_____, 19 .

Received Payment

Pay Rupees_____

Name _____

Office _____

Dated_____

Examined_____ Accountant

Officer in-charge of Treasury.

N.B.—A second advance should not be drawn unless the previous advance in respect of the same work has been accounted for.

For use in Accountant General's Office

F.A.R. Page

Admitted for	Rs.
Objected to	Rs.
For reasons below :	
Sub-auditor,	Superintendent.

FORM No. 33

(See Chapter XIII, paragraph 310)

Detailed Bill of Works Expenditure

NOT PAYABLE AT THE TREASURY

NOTE—Advances drawn in connection with the execution of works the cost of which does not exceed Rs. 20,000 should be accounted for this bill.

DISTRICT OF MO

19 .

Head of service

Major head — Name of work.

Minor head—Works — Amount of estimate.

Detailed head Petty works/Maintenance and repairs — Reference to agreement.

Serial nos. of sub-vouchers	Quantity executed	Description of charge, and date of authority (where special sanction is necessary), items of works	Rate

Carried o

1. I certify that the expenditure charged in this bill could not, with due regard to the interest of th avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouche expenditure above Rs. 25 in amount, all work bills are attached to the bill. I have as far as possibl vouchers for other sums, and am responsible that they have been so destroyed, defaced or mutilat be used again.

2. If certify that in the case of stores purchased all articles detailed in the vouchers attached to thi retained in my office have been duly received in good order and accounted for in the register,-and are correct, the quality is good, the rates paid are not in excess of the accepted and market rates a notes of payment have been recorded against the indents and invoices to prevent double payment

†3. I certify that special circumstances have rendered the excess expenditure over the monthly pr grant under the head_____ necessary, and that a report of the circumstances has been sent to the

4. I certify that before the payment of the final bill in respect of the above work a certificate has b the Architect

regarding the correctness of the account in the form prescribed in paragraph 314 of the Account

Dated_____19 . Total, Rs. (words)

Deduct—amount disallowed from sub-voucher no._____

,, ,, no.

†This certificate is to be scored out when this form is to be used by officers who have no Controlling Officers.

Passed for Rs. _____

1. I certify that in support of every charge of more than Rs. 25 made in this bill a receipt or other voucher has been given to me and is now in my possession. The receipts and voucher for items in excess of Rs. 1000 are attached to the bill, and I am responsible that the receipts and vouchers for all other items of more than Rs. 25 are in proper form and order and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended.

Alternative certificates one of which must be scored out.

2. I certify that I have satisfied myself that special circumstances have rendered the temporary excess expenditure over the monthly proportionate budget grant under the head_____necessary.

3. I certify that there has been no excess expenditure over the monthly proportion of the budgetg rant.

Name _____

Dated_____19 . Office _____

Memorandum reconciling the sums drawn during the month from the Treasury with those included in this bill

Drawn on Abstract Contingent Bill no._____, dated

,, ,, no._____, dated

,, ,, no._____, dated

,, ,,

no._____, dated

Add amount of disallowance refunded

Total of Bill

For use in A.G.'s Office

Allotment of 19—19—

C.A.R. Page

Expenditure including this bill.

Admitted, for Rs.

MEMO

Objected to, Rs.

Amount of work bills annexed.

For reasons noted below

Balance available

Auditor Superintendent,

FORM No. 33-A

NOT PAYABLE AT THE TREASURY

(See Chapter XIII, paragraph 310, Financial Handbook, Volume V)

Detailed Bill of Works Expenditure

NOTE—Advances drawn in connexion with the execution of works, the cost of which do not exceed Rs. 2,0000 should be accounted for in this bill.

DISTRICT OF

MONTH OF 19

Name of work.

Amount of estimate.

Reference to agreement.

Serial nos. of vouchers	Article	Quantity of Number	Rate	Amount	Remarks

1	2	3	4	5	6
				Rs	p.
	Number of days labourer's wages				
	Allahabad tiles				
	Country tiles				
	Lime				
	Sand				
	Wood				
	Bricks				
	Cement				
	Payment to contractors				
	Ballis				
	Bamboos				
	Number of days of raj-mistries wages				
	Coaltar				
	Cloth				
	Rope, etc.				
	Moonj				
	Kerosene oil				
	Paint				
	Mustard oil				
	Baskets				

Tools etc.

Matting

Nails

Varnish

A—(1) I certify that the expenditure charged in this bill could not, with due regard to the interest of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouchers for all items of expenditure above Rs. 25 in amount all work bills are attached to the bill. I have, as far as possible, obtained vouchers for other sums, and these are attached to the bill also.

(2) I certify that in the case of stores purchased, all articles detailed in the vouchers attached to this bill have been duly received in good order and accounted for in the register and that the quantities are correct, the quality is good, the rates paid are not in excess of the accepted and market rates and that suitable notes of payment have been recorded against the indents and invoices to prevent double payments.

(3) Certified that the labourers were actually entertained and paid.

Dated_____, 19 .

Name _____

Office _____

Total Rs. _____(in words)_____

Deduct amount disallowed from sub-vouchers no._____ Passed for Rs. _____.

B—(1) I certify that in support of every charge of less than Rs. 25 made in this bill a receipt or other voucher has been given to me and is now in my possession. The receipts and vouchers for items in excess of Rs. 1000 are attached to the bill and I am responsible that the receipt and vouchers for all other items are in proper form and order and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended.

(2) I certify that I have satisfied myself that special circumstances have rendered

Alternative certificates one of which must be scored out.

the temporary excess expenditure over the monthly proportionate budget grant under the head_____ necessary.

(3) I certify that there has been no excess expenditure over the monthly proportion of budget grant.

(4) I certify that before the payment of final bill in respect of the above work, a

Architect

certificate has been obtained from the Consulting Engineer regarding the

Divisional Engineer.

correctness of the account in the form prescribed in paragraph 314 of the Account Rules.

Dated_____19.

Name _____

Office _____

Memorandum reconciling the sums drawn during the month from the Treasury with those included in this bill

Drawn on Abstract Contingent Bill no._____dated_____

Ditto no._____dated_____

Ditto no._____dated_____

Ditto no._____dated_____

Add amount of disallowance refunded

Total of bill

For use in A.G.'s office C.A.R. page

Allotment of 19—19—

Admitted, for Rs.

Expenditure including this bill.

MEMO

Objected to, Rs.

For reasons noted below

Amount of work bills annexed.

Auditor. Superintendent. Balance available

FORM No. 34

Running Account Bill

(See Chapter XIII, paragraph 311)

(To be used for intermediate payments to contractors on lumpsum contracts)

Cash-book Voucher no. , dated 19 .

Name of Contractor—

Name of work—

Serial number of this Bill—

Number and date of his previous bill for this work—

Reference to Agreement no.

1—ACCOUNT OF WORK

	Amount Rs.	p.
1. Approximate value of work done up-to-date		
2. Deduct amount to be with held per cent on Rs.		
3. Balance, i.e., "up-to-date" intermediate payments (Items 1-2) K		
Deduct intermediate payments already made as per entry "K" of the Last Running Account Bill		
Intermediate payment now to be made (Items 3-4)——D		

Advance now proposed to be made (in words) Rupees

II—CERTIFICATES AND SIGNATURES

I have satisfied myself by comparison with drawings and estimates that the value of work done up-to-date is not less than Rs._____conformably with the contractors' agreement and that with the exception of authorised additions and alterations the work has been done according to the prescribed specifications and drawings.

Signature of contractor_____Dated signature of the_____

Certifying Officer Rank_____

*Pay Rs. (Rupees only) E.

Dated Signature of_____

Officer authorizing payment

Rank_____

III—ACQUITTANCE

Received Rs. (Rupees) only, as an intermediate payment in connexion with the contract referred to on page 1.

Date_____

Stamp

†Witness_____

Full signature of contractor,

PAID BY ME BY

IV—REMARKS

*Here specify the net amount payable.

†Payments should be attested by some known person when payee's acknowledgment is given by a mark, seal or thumb-impression.

FORM No. 35

(See Chapter XIII, paragraph 311)

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

Cash Book Voucher no. , dated , 19 .

Name of Contractor—

Name of work—

Serial number of this Bill—

Number and date of his previous bill for this work—

Reference to Agreement no.

1—ACCOUNT OF WORK EXECUTED

Sub-work, sub-head or item of work	Amount		Remarks
1	2	3	4
	Rs.	p.	
A—Value of work done up-to-date on lumpsum excluding additions and alterations.			

Lumpsum

Total-A

Carried over

Total brought forward.

B—Value of additions and alterations.

Lumpsum

1—Additions

Deduct II—

Commissions—

Total value of work done to date (A and B) (in words) F.

II—CERTIFICATES AND SIGNATURES

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

Dated Signature of the Certifying Officer_____

Dated signature of contractor_____ Rank_____

III—MEMORANDUM OF PAYMENTS

Rs. p.

1. Total value of work done up-to-date as per entry "F" of Account I of this Bill

*2. Dedect—(1) Up-to-date intermediate payment already made as per entry "K" of account I of last Bill no. dated

(2) Ten per cent of total value of work done [see rule (2) paragraph 311]

Balance payable

3. Payment now to be made as detailed below :

(a) By recovery of amounts on account of liquidated and ascertained damages

(b) By recovery of amount due under clause _____of the contract (vide details attached)

In cash

*This entry may be kept blank in cases where a 10 per cent deduction is not stipulated in the terms of the Contract, or intermediate payment are not admissible.

Pay Rs. (Rupees only) _____

(Dated signature and rank of officer authorizing payment.)

IV—ACQUITTANCE

Received Rs. (Rs. only) as above, in full settlement of all demands on account of the contract referred to on reverse.

Date_____

Stamp

†Witness_____

Full signature of contractor

Paid by me _____

Dated initials of person actually making payment.

V—REMARKS

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

FORM No. 38

(See Chapter XV, paragraph 346)

(To be printed on foolscape breadthways)

Register of Repayment of_____Deposit at_____Treasury

Detail of original deposit			Date of Present repayment	Number of repayment vouchers	To whom repaid	Amount repaid		Initials of	
Date of receipt	Number as per register of receipt	Amount balance of deposit				In cash	By transfer	Accountant	Trea or disb offi
						Rs.	Rs.		

FORM No. 39

[See Chapter XV, paragraph 347, note]

(Bill for Repayment of deposits)

_____ Treasury month of_____, 19 .

HEAD OF SERVICE CHARGEABLE _____DEPOSITS

VOUCHER NO._____ LIST OF OF PAYMENTS

Original Number ___ Date of Deposit ___

Name of Depositor

Amount originally deposited Rupees

In this space a translation of the receipt form into Hindi should be given.

Examined and entered.

Accountant

Treasury

Pay Rupees

Treasury Officer.

Received this _____, day of_____, 19 , the sum of rupees _____ paise_____ being the amount payable_____

on account of the deposit described above Claiment's Signature

Stamp, if required.

Passed for payment

Rs._____

Judge, Magistrate or Collector

FORM No. 41

(See Chapter XV, paragraph 351)

Statement of lapsed* _____deposit of the_____

Treasury for the year 19 .

PARTICULAR OF DEPOSIT

FOR USE IN ACCOUNTANT-GENERAL'S OFFICE

Remarks

Y	No.	Balance lapsed		Number and date of refund order	Amount of refund sanctioned		Initials
		Rs.	p.		Rs.	p.	

*Civil, Criminal Courts or Revenue.

FORM No. 42

(See Chapter XV, paragraph 353)

Refund of Lapsed Deposits

To

THE ACCOUNTANT GENERAL/TREASURY OFFICER*

SIR,

THE following refunds of lapsed deposits aggregating Rupees_____ (in words) have been claimed by_____of whose identity and title to the money I have

satisfied myself. I request your sanction to the refund.

that the amount may be refunded.*

Class of deposit	Particulars of original deposit		Balance credited to Government	Date of lapsed statement	Amount claimed	Remarks
	Year	No.				
			Rs. p.		Rs. p.	

(Signature)

The_____, 19 . Judge Magistrate or other Officer.

* Delete which ever not applicable.

REVERSE OF FORM No. 42

Accountant General's no.————————,dated————————

Sanctioned

Received payment. Receipt Stamp. Accountant General.

Claimant

Pay rupees ( )————————————only.

The————, 19 . Examined. Accountant.

Treasury Officer.

NOTE—The signature of the claimant should be obtained on this form and the form should be returned as a voucher in support of the debit.

FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE

Admitted for /objected to Auditor-Superintendent.

Noted in the Number book of order Superintendent.

FORM no. 42-A

(See Chapter VIII, paragraph 166 II)

INDENT FOR SERVICE POSTAGE STAMPS

(To be used only in cases in which value of stamps is paid by cheque under paragraph 166 II, Account Rules).

No.————OFFICE OF THE————

Dated————the————, 19 .

To

THE TREASURY OFFICER,

Number	Description	Value
	Service Postcards—	

INDENT FOR SERVICE POSTAGE STAMPS

(To be used only in cases in which value of stamps is paid by cheque under paragraph 166 II, Account Rules).

No.————OFFICE OF THE————

Dated————the————, 19 .

To

THE TREASURY OFFICER,

Please supply this office with service postage stamps, etc. of the value of Rs. ( )————as detailed below :

Number	Description	Value
	Service Postcards—	

Paise service postage stamps		Paise service postage stamps	
	Ditto		Ditto
	Ditto		Ditto
	Ditto		Ditto
	Ditto		Ditto
Denomination wise	Ditto	Denomination wise	Ditto
	Ditto		Ditto
	Ditto		Ditto
	Ditto		Ditto
	Ditto		Ditto
	Ditto		Ditto
1 Rupee	Ditto	1 Rupee	Ditto
2 Rupees	Ditto	2 Rupees	Ditto
5 Ditto	Ditto	5 Ditto	Ditto
10 Ditto	Ditto	10 Ditto	Ditto
15 Ditto	Ditto	15 Ditto	Ditto
25 Ditto	Ditto	25 Ditto	Ditto
	Total Rs		Total Rs

Cheque no. _____ dated_____,

Cash Book voucher no. _____ dated_____,

Accountant.

Signature and designation of the Indenting Officer.

Certified that the stamps are required for paying the postage on communications which are bona fide on the India Government Service or are otherwise covered by the list in rule 167 of the Indian Post Office Rules.

A receipt for the amount sent herewith by cheque no.——dated————is requested.

Signature and designation of Indenting Officer.

FORM No. 42-B

(See Chapter XVIII, paragraph 385)

SCHEDULE OF GENERAL PROVIDENT FUND DEDUCTIONS

Important Instructions

(1) This form should not be used for transactions of other provident funds for which separate forms have been provided.

(2) The account numbers should be arranged in serial order. The guide letters, e.g. G.A. (for General Administration), P. (for Police) L. J., (for Law and Justice) should be invariably prefixed to account numbers.

(3) In the remarks column give reasons for discontinuance of subscriptions such as "Proceeded on leave," "Transferred to——— Office ————District," "Quitted service," "Died" or "Discontinued under Rule 7 or 11 of the General Provident Fund Rules, as the case may be."

(4) In the remarks column write description against every new name such as "New subscriber," "Came on transfer from———— Office ————District" "Resumed subscription."

(5) Separate schedule should be prepared in respect of persons whose accounts are kept by different Accountants General.

Office of the ———

(Here write the designation of the Drawing Officer and Station).

Deductions made from the salary for————————payable on 1st ————————

Name of Accounts Officer who maintains these accounts————————

(See instruction 5)

Account no.	Name	Payor/and leave salary this month	Monthly subscription	Refund of withdrawal amount	No. of instalments	Total realised	Remarks
1	2	3	4	5	6	7	8
0.6"	2.0''	0.7''	0.6''	0.5''	0.4''	0.6''	1.11''
		Rs.	Rs.	Rs.		Rs.	

If interest is paid on advance, mention it in the remarks column.

Figures in columns 3, 4, 5 and 7 should be rounded to whole rupees.

Account Nos. may be written thus :

GA	AV
1200	47

Do not waste space. Use smaller form if the names are few.

The total of the schedule should be written both in figures and words.

REVERSE

Account no.	Name	Payor/and leave salary this month	Monthly subscription	Refund of withdrawal amount	No. of instalments	Total realised	Remarks
1	2	3	4	5	6	7	8
		Rs.	Rs.	Rs.		Rs.	

Station———————— Legible signature of Drawing Officer————————

Date———————— Designation————————

FOR USE IN THE AUDIT OFFICER

Voucher ————————Date of encashment————————

1. Certified that the name, amount of individual deduction and the total shown in column 7 have been checked by reference to the bill vide paragraph 224 of the Audit Manual.

2. Certified that the rates of pay as shown in column 3 have been verified with the amounts actually drawn in the bill.

Dated initial of the Auditor————————

Department Audit Section————————

FORM No. 42-B-1

(See Chapter XVIII, paragraph 385)

(To be printed on pink paper)

SCHEDULE OF*———————— PROVIDENT FUND DEDUCTIONS

Important Instructions

(1) This form should not be used for transactions of the General Provident Fund and the Contributory Provident Pension Fund under the U.P. Contributory Provident Fund Pension Insurance Rules, 1948, for which separate forms have been provided.

(2) In column 1 quote account numbers unfailingly. The account numbers should be arranged in serial order. The guide letters, e.g. Ay. (for I.C.S. Provident Fund), Cy. (for Contributory Provident Fund), should be invariably prefixed to account number.

(3) In the remarks column give reasons for discontinuance of subscriptions such as "Proceeded on leave," "Transferred to——— Office ———District," "Quitted service," "Died," or "Discontinued under Rule 7 of the Contributory Provident Fund Rules, (U.P.) or Rule 3 of the I.C.S. Provident Fund Rules, as the case may be."

(4) In the remarks column write description against every new name such as "New subscriber," "Came on transfer from——— Office ———District" "Resumed subscription."

(5) Separate schedules should be prepared in respect of persons whose accounts are kept by different Accountants General.

Office of the——————

(Here write the designation of the Drawing Officer and Station).

Deductions made from the salary for—————— payable on 1st ——————

Name of Accounts Officer who maintains these accounts————————————

(See instruction 5)

Account no.	Name	Pay or/and leave salary this month	Monthly subscription	Refund of withdrawal amount	No. of instalments	Total realised	Remarks
1	2	3	4	5	6	7	8
		Rs.	Rs.	Rs.		Rs.	

*Please fill in the name of the Provident Fund here.

If interest is paid on advance, mention it in the remarks column.

Figures in columns 3, 4, 5 and 7 should be rounded to whole rupees. Account nos. may be written thus :

AY	CY
47	1200

Do not waste space. Use smaller form if the names are few.

The total of the schedule be written both in figures and words.

(REVERSE)

Account no.	Name	Pay or/and leave salary this month	Monthly subscription	Refund of withdrawal amount	No. of instalments	Total realised	Remarks
1	2	3	4	5	6	7	8
		Rs.	Rs.	Rs.		Rs.	

Station————— Legible signature of Drawing Officer—————

Date————— Designation—————

FOR USE IN THE AUDIT OFFICER

Voucher —————Date of encashment—————

1. Certified that the name, amount of individual deduction and the total shown in column 7 have been checked by reference to the bill vide paragraph 224 of the Audit Manual.

2. Certified that the rates of pay as shown in column 3 have been verified with the amounts actually drawn in the bill.

Dated initial of the Auditor—————

Department Audit Section————————

FORM No. 42-B-2

(See Chapter XVIII, paragraph 385)

(To be printed on yellow paper)

SCHEDULE OF CONTRIBUTORY PROVIDENT PENSION FUND DEDUCTIONS

(Under the U. P. Contributory Provident Fund Pension Insurance Rules, 1948)

Important Instructions

(1) This form should be used solely for the record of transactions for the Contributory Provident Pension Fund in respect of the permanent pensionable employees of the U.P. Government. It should not be used for transactions of other Provident Funds for which separate forms have been provided.

(2) The account numbers should be arranged in serial order. The guide letter, e.g. Con-GA/39, should be invariably prefixed to account numbers.

(3) In the remarks column give reason for discontinuance of subscriptions such as "Proceeded on leave," "Transferred to————Office ————District," "Quitted service," "Died" or "Discontinued under Rule 7 of the Contributory Provident Fund Rules (U.P.) read with Rule 15 of the U.P. Contributory Provident Fund-Pension Insurance Rules, 1948."

(4) In the remarks column write description against every new name such as "New subscriber," "Came on transfer from———— Office ————District," "Resumed subscription."

Office of the————————

(Here write the designation of the Drawing Officer and Station).

Deductions made from the salary for————payable on 1st————.

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

1	2	3	4	5	6	7	
Account no	Name of subscriber	Month's emoluments†	Amount realised as C.P. Fund subscription	Amount of Insurance premium payable to U.P. State Insurance Fund	No. of Policies of the U.P. State Insurance Fund	[(4)—(5)] Net amount of C.P. Fund subscription	Re wit

If interest is paid on advance, mention it in the remarks column.

*The figures in columns 7 and 8 should be in whole rupees, vide clause (a) of Rule 7 of the U.P. Contributory Provident Fund-Pension Insurance Rules, 1948.

Account nos, may be written thus : Con. GA/139.

Do not waste space. Use smaller form if the names are few.

The total of the schedules should be written both in figures and words.

If the pay is drawn in arrears, the date of the encashment of the bill should be mentioned in the remarks column.

†For definition of emoluments see clause 2 of Rule 8 of the C.P. Fund Rules, U.P.

(REVERSE)

1	2	3	4	5	6	7*	8	9	10

Station_____ Legible signature of the Drawing Officer———

Date——— Designation———————

FOR USE IN THE AUDIT OFFICE

Voucher ..... date of encashment .....

1. Certified that the name, amounts of individual deduction and the net amount shown in column 7 has been checked by reference to the bill vide paragraph 224 of the Audit Manual.

2. Certified that the rates of pay as shown in column 3 have been verified with the amounts actually drawn in the bill.

Dated initials or the Auditor.....

Department Audit section.....

FORM No. 42-C

(See Chapter XVIII, paragraph 385)

————————Department.

————————————Office.

Schedule of deductions on account of subscriptions to Postal Life Insurance for the month of————————

Number of policy	Number of subscriber	Period of pay bill	Amount recovered	Remarks
1	2	3	4	5

Signature————————

Designation————————

FORM No. 42-D

(See Chapter XVIII, paragraph 385)

Schedule of deduction on account of the Family Pension Fund / Widows and Orphans Fund realized during the month of* 19 , through the

Ledger folio†	Office through which paid‡	Subscribers					Wife		
		Name	Designation	Period of pay bill	Promotion donation	Marriage donation	Excess age donation	Disparity donation	S
1	2	3	4	5	6	7	8	9	
					Rs p	Rs p	Rs p	Rs p	

*Month of realization.

†For use in the Fund section.

‡Accountant General will use this column for entering the names of the Treasuries.

Station———— Signature————

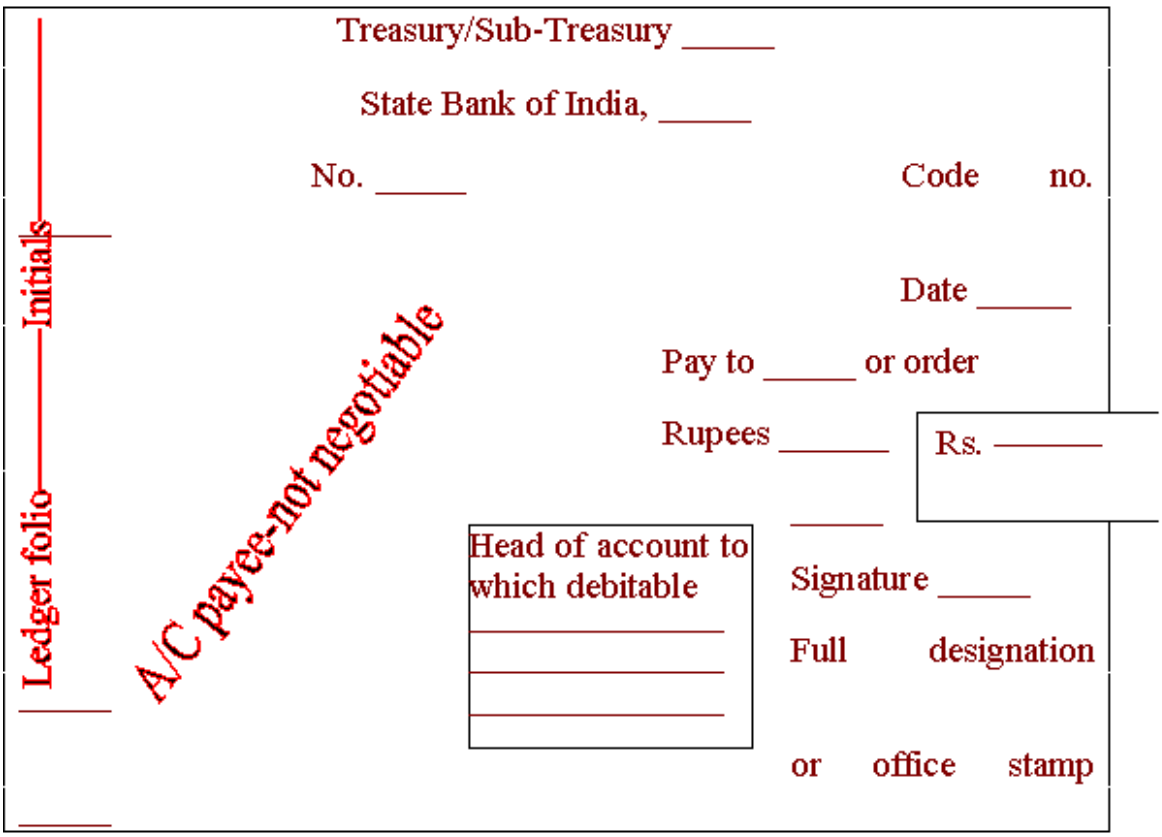
Date————19 . Designation————

NOTE—Separate lists should be rendered for deduction on account of Indian Military Service Family Pensions of the old Presidencies.

FORM No. 42-E

(See CHAPTER III PARAGRAPH 64—B)

Form of Cheque



FORM no. 42-F

(See Chapter XV, paragraph 340-A)

Form of cheque book for Personal ledger Accounts

COUNTERFOIL

BOOK NO. Place _____

CHEQUE NO. Date _____

To THE TREASURY/SUB-TREASURY OFFICER_____

Under Rupees——
_____

GOVERNMENT OF UTTAR PRADESH

PERSONAL LEDGER ACCOUNT

BOOK NO. Place _____

CHEQUE NO. Date _____

Pay to ————————

Rupees ———————— by debit to the Personal Ledger Account of

Rs.————————

Signature of Administrator.

TO THE TREASURY/SUB-TREASURY OFFICER_____

Pay to————or order

Rs._____

Rupees————————

by debit to the Personal Ledger Account of————————

Drawer's Signature,

Designation.

N.B.—This cheque is current for three months only from the month of issue, thus a cheque issued on any date of January will be payable by 30th April.

This amendment made vide C. S. no. 98 dated 16-03-1992.

FORM No. 42-G

(See Paragraphs 209 and 223)

Grant-in-aid/Loan Bill

No. _____

Head of Account ————————

Received the sum of Rs. ———————— (————————) being the grant-in-aid/loan for the period ———————— sanctioned by ———————— in his letter no. ————————, dated ———————— (copy enclosed).

Signature.

Dated ————————

Designation

Countersigned for Rs. ————————

Signature

Dated ———————— Designation.

For use in Treasury

Pay Rs. ———————— (————————)

Treasury Officer.

Treasury Accountant.

For use in Accountant General's Office

Admitted Rs. _____

Objected to Rs. _____

Reason of objection _____

Auditor Superintendent. Gazetted Officer_____

FORM No. 42-H

(See Chapter XI, paragraph 250-A)

Bill for the refund of excess amounts paid by a loan in repayment of the principal of loan or/and interest thereon.

_____Treasury Month of_____19 .

Heads of service chargeable

1. Major Head

2. Minor and Sub-Head

3. Primary and Secondary units of payment for the appropriation.

Voucher no.———List of

Month of———19

Received the sum of Rs. _____ (_____ being the refund of amount paid in excess in respect of the principal of loan_____(Give details of loan and its amount) and/or interest thereon sanctioned) by _____ in his letter no. _____ , dated _____ (attested copy enclosed).

Dated _____ 19 .

Signature

Designation

(A) In case of payment at the Treasury.

Passed for payment of Rs. ——————

Examined ——————

Dated —————— 19 .

Treasury Officer.

(B) In case of payment at the Bank.

To

THE AGENT, STATE BANK OF INDIA ——————

Please pay Rs.* ——————

*To be stated in words and in figures.

—————— Treasury.

Dated —————— 19 .

Treasury Officer.

Payee's Discharge to the Bank

Received Payment.

Name——————

Office——————

For use in Accountant General's Office.

Admitted.

Rs.

Objected to Rs.

Reasons of objection————————

Auditor Section Officer Gazetted Officer.

FORM No. 42-I

(See Paragraph 369-H)

FORM OF UTILISATION CERTIFICATE

Serial no. letter no. amount and date	Certified that out of Rs.————of Grants-in-aid sanctioned during the year————in favour of————under this office/Department letter no., given in the margin and Rs.————————on account of unspent balance of the previous year, a sum of Rs.————has been utilised for the purpose of————————

Total

for which it was sanctioned and that the balance of Rs..... remaining unutilised at the end of the year has been surrendered to Government (vide no.———————— dated ————————)/ will be adjusted towards the grant-in-aid payable during the next year————————

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of check exercised :

1.

2.

3.

4.

5.

Signature————————

Designation————————

Date————————

FORM NO. 42-J

(SEE PARAGRAPH-184)

Register of detailed bills of contingent expenditure
Countersigned by.....

Designation of the Drawing and Disbursing Officer.....year.....

Serial No.	*Number and date of the Abstract Contingent bill*	*Amount of the Abstract Contingent bill*	*Brief description of the purpose for which amount is drawn*	*Vouchers no. and date*	*Date of receipt of detail contingent bill in the office*
1	*2*	*3*	*4*	*5*	*6*

Details of Head of Account	*Appropriation for each head of Accountant*	*Total*	*Description of disallowed (—) re-allowed (—) sub-vouchers alongwith no. etc.*	*Amount*	*Net Amount Allowed*	*Initials of the Controlling Officer*	*Date of despatch to the Accountant General*

Form 42-J inserted vide C. S. no. 91 dated 06-04-1989

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la[;k&,.1.78/nl. 92. 10 [14]/85

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lqxe fof/k izLrkfor djus vkfn gsrq ’kklu }kjk ,d lfefr dk xBu fd;k x;k Fkk ftlus izi=ksa dk lw{erk ls v/;;u dj vko’;drkuqlkj mudh la[;k dks de ls de djus dk fu.kZ; fy;k rFkk bl ij Hkh /;ku dsfUnzr j[kk fd dks"kkxkjksa esa dEI;wVj dk iz;ksx fd;s tkus dh fLFkfr esa ;g u;s ns;d izi= gh buiqV dk Hkh dk;Z dj ldssa vkSj MsVk bUVªh djus gsrq i`Fkd ls dksbZ MsVk bUVªh ’khV yxkus dh vko’;drk u jgsA lfefr }kjk orZeku izpfyr lHkh ns;d izi=ksa ds LFkku ij dsoy fuEukafdr 6 ns;d izi=ksa dk iz;ksx fd;s tkus dh laLrqfr dh x;h %&

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[2] ;k=k HkRrk ns;d izi=	" "	102
[3] vkdfLed ns;d izi=	" "	103
[4] fu{ksi] fu{ksi okilh] {kfriwfrZ ns;d izi=	" "	104
[5] lkekU; ns;d izi=	" "	105

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ykHk ns;d izi=

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fnukad 1–4–1992 ls iwoZ miyC/k djkuk lqfuf’pr djsa rFkk leLr dks"kkf/kdkjh] mRrj izns’k dks vko’;d izzf’k{k.k ,oa ekxZn’kZu dh O;oLFkk djus dk d"V djsaA bu u;s ns;d izi=ksa dks ykxw djus ds QyLo:i foRrh; fu;eksa esa la’kks/ku djuk gksxkA vr% os — i;k foRrh; fu;eksa esa visf{kr la’kks/ku gsrq foLr`r lqLi"V izLrko ,d ekg ds vanj ’kklu dks miyC/k djkus dk Hkh d"V djsaA

4– funs’kd] foRrh; la[;dh;] funs’kky;] tokgj Hkou] y[kuÅA

5–leLr dks"kkf/kdkjh] mRrj izns’kA

6–lfpoky; ds leLr izeq[k lfpo@lfpo dks [muds vf/k"Bku vuqHkkx ds iz;ksxkFkZ]

7–leLr ftykf/kdkjh] mRrj izns’kA

8–fo/kku lHkk@ifj"kn lfpoky; [ys[kk vuqHkkx]A

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3 - ns;d dh vof/k [dc ls —— dc rd—]

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5 [d] dks"kkxkj
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6 - ns;d
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dk dksM

7 - okmpj
la[;k

8 -
okmpj
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fnukad

9 -
vk;kstukxr/vk;kstusrj/ erns;/ikfjr

[dks"kkxkj }kjk Hkjk tkuk gS]

[dks"kkxkj }kjk Hkjk tkuk gS]

[tks vuqeU; gks lgh djsa] ’ks"k dkV nsa]

1 0 - ys[kk’kh"kZd
dk 1 3 vadksa dk
dksM + 1 psd vad

[4 eq[; ys[kk’kh"kZd + 2 mieq[;
ys[kk’kh"kZd + 3 y?kq’kh"kZd + 2 mi

1 1 - vk-
fo- v- dk

———————

1 2 - vk- fo-
v- dk dksM

’kh"kZd + 2 C;ksjsokj ’kh"kZd] inuke

[Øe
la0 1 3 ds
vf/kdkfj;ksa
dks
NksM+dj]

1 3 - Lo;a ds fy;s vkgj.k gsrq vf/k—r vf/kdkjh dk uke————————————————————————————

1 4 - vf/k"Bku dk uke————————————————————————

[eqgj yxkbZ tk ldrh gS]

1 5 - vuqnku la[;k	1 6 - lkslZ dksM	1 7 - lsDVj dksM	1 8 - psd ys[kkdkj dk dksM	1 9 - [d] ns;d dk izdkj

1 9 - [[k] Loh—fr vkns’k [;fn vko’;d gks izfrfyfi layXu djsa] ————————————————————————

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- 8 0 0 5 0 1 1 0 2 0 0 0 0 0 0 va’knk;h Hkfo";

fuf/k;k¡

0 3 - eagxkbZ HkRrk

- 8 0 0 5 6 0 1 0 2 0 0 0 0 0 0 vU; Hkfo"; fuf/k;k¡

0 5 - vU; HkRrs

- 8 0 1 1 0 0 1 0 3 0 1 0 1 0 0 iqfyl foHkkx ls fHkUu deZpkfj;ksa dh chek fuf/k

3 2 - varfje lgk;rk

- 8 0 1 1 0 0 1 0 3 0 1 0 2 0 0 iqfyl foHkkx ds deZpkfj;ksa dh chek fuf/k

fuxZr psd dk fooj.k %& [dsoy psd }kjk Hkqxrku fd;s tkus dh fLFkfr esa Hkjk tkuk gS]

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- 7 6 1 0 0 0 2 0 1 0 1 0 0 0 0 x`g fuekZ.k ds fy, vfxze

- 7 6 1 0 0 0 2 0 1 0 2 0 0 0 0 x`g ejEer/foLrkj ds fy, vfxze

- 7 6 1 0 0 0 2 0 2 0 0 0 0 0 0 eksVj okgu ds fy, vfxze

- 7 6 1 0 0 0 2 0 3 0 0 0 0 0 0 vU; xkfM+;ksa dh [kjhn ds fy, vfxze

- 7 6 1 0 0 0 2 0 4 0 0 0 0 0 0 ,e-,y-,- dks vfxze

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- 0 0 4 9 0 4 8 0 0 0 3 0 2 0 0 eksVj okgu vfxze ij C;kt

- 0 0 4 9 0 4 8 0 0 0 3 0 3 0 0 vU; lokfj;ksa ds fy, vfxze ij C;kt

- 0 0 4 9 0 4 8 0 0 0 3 0 4 0 0 ,e-,y-,- dks fn;s x;s vfxze ij C;kt

- 8 6 5 8 0 0 1 2 3 0 0 0 0 0 0 vf[ky Hkkjrh; lsok esa chek ;kstuk

- 8 6 5 8 0 0 1 1 2 0 0 0 0 0 0 lzksr ij vk;dj dh dVkSrh

- 8 7 8 8 0 0 1 0 1 0 0 0 0 0 0 Mkd thou chek

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vU;
dVkSfr;k¡%&

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7 7 dqy dVkSfr;k¡

9 9 ’kq) /kujkf’k [6 6 – 7 7]

uksV%– iqjkus izi= la[;k&5 ,oa izi= la[;k& 1 1 ds LFkku ij vc ;g izi= iz;ksx fd;k tk;sxkA

Øe la0	vf/k"Bku ,oa izkIrdrkZ dk uke	osru/oS;fDrd osru ,oa vU; osru Hkh vyx ls n’kkZ;sa		eagxkbZ HkRrk		edku fdjk;k HkRrk	uxj izfrdj HkRrk				varfje lgk;rk	fcy dh ldy /kujkf’k	Hkfo"; fuf/k uEcj	prqFkZ Js.kh Hkfo"; fuf/k	prqFkZ Js.kh ls fHkUu lkekU; Hkfo"; fuf/k
1	2	3		4		5	6	7	8	9	10	11	12	13	14	15
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ldy ;ksx

vfxze dk
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dksbZ gks]

vafre ;ksx

lkewfgd chek ;kstuk	Hkou fuekZ.k vfxze	eksVj Ogsfdy vfxze	vU; vfxze [uke fy[ksa]	fy;s x;s m/kkj ij ns; C;kt	edku fdjk;k	vk;dj	Mkd thou chek	vf[ky Hkkjrh; lkewfgd chek	vU; dksbZ dVkSrh	dqy dVkSrh	ns;d dh ’kq) /kujkf’k

chek cpr ;kstuk
fuf/k fuf/k

Hkou okgu

17 18 19 20 21 22 23 24 25 26 27 28 29 30

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——————— ns; gS rFkk iwoZ esa vkgfjr ugha fd;k
——————— x;k gSA laxr fu;eksa rFkk vkns’kksa dh
——————— leLr vkSipkfjdrk;sa iwjk djus ds ckn
——————— ns;d izLrqr fd;k tk jgk gSA ns;d ds
——————— vo;oksa dh izkfIr Lohdkj dh tkrh gSA
———————
jsosU;w LVkEi
———ds
vUrxZrA

Lo;a ds fy, vkgj.k gsrq vf/k—r vf/kdkjh ds gLrk{kj ,oa eqgj [;fn vko’;d gks]		vkgj.k vf/kdkjh ds gLrk{kj [inuke ,oa dk;kZy; dh eqgj]
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[[k] [1] dsoy fcy ij Hkqxrku djus okys dks"kkxkjksa ds iz;ksx gsrqA

IzcU/kd] Hkkjrh; LVsV cSad/midks"kkf/kdkjh/

cSad

:i;s [vadksa esa] [’kCnksa esa]Hkqxrku djsa

dks"kkf/kdkjh/ midks"kkf/kdkjh ds gLrk{kj

[1 1] dsoy psd }kjk Hkqxrku djus okys dks"kkxkj gsrqA

:i;s [vadksa esa] [’kCnksa esa]Hkqxrku gsrq ikfjr fd;k tkrk gSA

dks"kkf/kdkjh/ midks"kkf/kdkjh ds gLrk{kj

[x] Hkqxrku izkIr fd;k vf/k—r O;fDr dk uke irk

[izkIrdrkZ ds gLrk{kj]

[?k] i`"Bk¡du [;fn dksbZ gks]

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izi= la[;k&12 [la’kksf/kr]

;k=k O;; @ LFkkukUrj.k ;k=k O;; ns;d izi=

foRrh; fu;e laxzg [k.M&ikWp] Hkkx&1

[ns[ksa v/;k; Ng] izLrj 118] v/;k;&lkr&izLrj 145,146&,]

1.tuin dk uke---------- 2– dks"kkxkj dk uke ---------- 3– ns;d dh vof/k (dc

ls----------dc rd --------
--)

4. fjdkMZ dksM | 1 | 0 | 2 | 5 [d] dks"kkxkj dk dksM | 6– ns;d iath dh dze la[;k

5-[[k] mi dks"kkxkj dk dksM

7. ckmpj la[;k | 8– ckmpj dk fnukad | 9– vk;kstukxr@vk;kstusrj@erns;@ikfjr

[dks"kkxkj }kjk Hkjk tkuk gS] | [dks"kkxkj }kjk Hkjk tkuk gS] | [tks vuqeU; gks lgh djsasa] 'ks"k dkV nsa]

10. ys[kk'kh"kZd dk 13 vadks dk dksM + 1 psd vad

11– ----- vk.fo. v dk inuke

12– vk. fo. v. dk dksM

(4 eq[; ys[kk'kh"kZd +2 mi eq[; ys[kk'kh"kZd +3 y?kq 'kh"kZd +2 mi'kh"kZd + 2 C;ksjsokj 'kh"kZd)

[dze la[;k 13 ds vf/kdkfj;ksa dks NksM+dj]

13. Lo;a ds fy;s vkgj.k gsrq vf/k—r vf/kdkjh dk uke----------

14. vf/k"Bku dk uke----------

[eqgj yxk;h tk ldrh gS]

15. vuqnku la[;k | 16 lkslZ dksM | 17. lsDVj dksM | 18. psd ys[kkdkj dk dksM

19. Loh—r vkns'k la[;k [;fn vko';d gks izfrfyfi Hkh layXu djsa]----------

20. Loh—fr dh frfFk----------

ys[kk'kh"kZd laca/kh fooj.k dh eqgj

eq[; ys[kk'kh"kZd %&

mi eq[; 'kh"kZd %&

y/kq 'kh"kZd %&

mi 'kh"kZd %&

C;ksjsokj 'kh"kZd %&

psd dk fooj.k %&[dsoy psd }kjk Hkqxrku fd;s tkuss dh fLFkfr esa Hkkjk tkuk gS]

04—;k=k O;; gsrq 'kq) /kujkf'k :0 iS0

05— LFkkukUrj.k ij O;;

ctV dh orZeku fLFkfr

ekud en | dqy vkoafVr c ctV | bl fcy dks lfEefyr djrs gq;s dqy O;; | ctV vo'ks"k | vH;qfDr

:0 iS0 | :0 iS0 | :0 iS0

04 ;k=k

O;;05 LFkkukUrj.k
ij O;;

dze la[;k	psd ftlds uke fuxZr	psd dh la[;k	psd dhaw /kujkf’k :0 iS0	psd fuxZr dh fnukad	[d] izekf.kr fd;k tkrk gS fd ns;d lgh ,oa fu;ekuqlkj ns; gS rFkk iwoZ esa vkgfjr ugha fd;k x;k gSA laxr fu;eksa rFkk vkns’kksa dh leLr vkSipkfjdrk;sa iwjk djus ds ckn ns;d izLrqr fd;k tk jgk gSA ns;d ds vo;oksa dh izkfIr Lohdkj dh tkrh gSA

[d] layXud dh lwph [;fn dksbZ gks] %&

Hkqxrku gsrq :0----------
[vadksa esa]

[’kCnksa esa]

ikfjr fd;kA

vkgj.k forj.k vf/kdkjh

[inuke ,oa dk;kZy; dh eqgj]

fu;a=d vf/kdkjh

[inuke ,oa dk;kZy; dh eqgj]

[[k] [1] [dsoy fcy ij Hkqxrku djus okys dks"kkxkjksa ds iz;ksx gsrq]

izcU/kd Hkkjrh; LVsV cSad@cSad@mi dks"kkxkj@----------

:0----------[vadksa esa]----------[’kCnksa esa]Hkqxrku djsa]

dks"kkf/kdkjh@mi dks"kkf/kdkjh

[11] [dsoy psd }kjk Hkqxrku djus okys dks"kkxkjksa gsrq]

:0----------[vadksa esa]----------[’kCnksa esa] Hkqxrku gsrq ikfjr fd;k tkrk gS]

dks"kkf/kdkjh@mi dks"kkf/kdkjhA

[x] Hkqxrku izkIr fd;k [?k] vf/k—r O;fDr dk uke----------irk----------

[izkIrdrkZ ds gLrk{kj] gLrk{kj

---

egkys[kkdkj dk;kZy; gsrq %&

Loh—r :0----------

vLoh—r :0----------

lEizs{kd lEizzs{kkf/kdkjh

fVIi.kh %&iqjkus izi= l0 6,12,12,]12ch, 12lh ,oa 12Mh ds LFkku ij vc ;g izi= iz;ksx fd;k tk;sxkA---------

;k=k HkRrk ns;d ekg----------o"kZ----------ds fy;s

uke----------inuke----------osru :0---------- eq[;ky;----------

;k=k dk fooj.k						fdlls ;k=k dh x;h mnk gkj. kkF kZ jsy] cl] LVh ej] isVz ksy vkfn	fdjk;k		ns; nwjh [lM +d ls]			vuq;ksfxd O;; [bUlh MsUVy]			nSfud HkRrk		okLrfo d O;;		lEiw .k Z ;k sx	;k =k dk m n~ ns ’; v H; qf Dr
;k=k izkjEHk		;k=k lekIr					J s. k h	;k f= ;k sa dh la 0	/k uj kf ’k	d q y f d 0 e h 0	i z f r f d 0 e h 0	ns ; /k uj kf ’k	n w j h	n j i z f r f d 0 e h 0	ns ; /k uj kf ’k	fn u k sa d h la [; k	v u q e U ; nj	ns ; /k uj kf ’k	f o o j. k	/k uj kf ’k		
L V s’ k u	fn u k a d	l e ;	LVs ’ku	fn u k a d	l e ;																	
1	2	3	4	5	6	7	8	9	: 0 iS0 10	1 1	1 2	: 0 iS0 13	1 4	1 5	: 0 iS0 16	17	18	: 0 iS0 19	20	: 0 iS0 21	22	23

lEiw.kZ ;ksx

;k=k HkRrk dk vfxze [;fn
dksbZ gks]

’qk) ns; /kujkf’k

;k=k djus okys ds gLrk{kj

[Lo;a ds fy;s vf/k—r vkgj.k gsrq]

izi= la[;k– 1 4 [la’kksf/kr]

vkdfLed ns;d izi=

foRrh; fu;e laxzg [k.M ikap Hkkx– 1

(nsf[k;s v/;k;– vkB] izLrj 1 7 8] 1 8 0] 1 8 2] 1 8 3] 1 8 7)

1 - tuin dk uke &&&&&&&&&&&& 2 - dks"kkxkj dk uke &&&&&&&&&&& 3 - ns;d dh vof/k [dc ls &&&&&&&&&&dc rd&&&&&&&&&&&]

4 - fjdkMZ dksM 1 0 3 5 &d- dks"kkxkj dk dksM 6 - ns;d iath dh Øe&la[;k

5 &[k- midks"kkxkj dk dksM

7 - okmpj la[;k 8 - okmpj dk fnukad 9 - vk;kstusrj/ vk;kstukxr/ erns;/ ikfjr

[dks"kkxkj }kjk Hkjk tkuk gS] [dks"kkxkj }kjk Hkjk tkuk gS] [tks vuqeU; gks lgh djsa] ’ks"k dkV nsa]

1 0 - ys[kk’kh"kZd dk 1 3 vadksa dk dksM + 1 psd vad 1 1 - vk-fo-vk- dk&&&&&&&&&& inuke

[4 eq[; ys[kk’kh"kZd + 2 mi eq[; ’kh"kZd + 3 y?kq’kh"kZd + 2 mi’kh"kZd + 2 C;ksjsokj ’kh"kZd] 1 2 - vk-fo-vk- dk dksM

1 3 - vf/k"Bku dk uke &&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&

[eqgj yxk;h tk ldrh gS]

1 4 - vuqnku la[;k 1 5 - lkslZ dksM 1 6 - lsDVj dksM 1 7 - psd ys[kkdkj la[;k

1 8 - Loh—fr vkns’k la[;k [;fn vko’;d gks izfrfyfi Hkh layXu djsa] &&&&&&&&&&&&&&&&&&&&&
1 9 - Loh—fr dh frfFk &&&&&&&&&&&&&&&&

2 0 - Loh—r vkns’k drkZ dk inuke
&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&

ys[kk’kh"kZd lEcU/kh fooj.k dh eqgj

Hkqxrku dk fooj.k

ekud en dk dksM ,oa uke

/kujkf’k

:0

iS0

eq[; ys[kk’kh"kZd&

mi eq[; ys[kk’kh"kZd &

y?kq’kh"kZd &

mi’kh"kZd &

C;ksjsokj ’kh"kZd &

ctV dh orZeku fLFkfr %&

ekud en dk uke ,oa dksM	vkoafVr dqy ctV		bl fcy dks ’kkfey djrs gq;s dqy O;;		vo’ks"k ctV		6 6 ldy /kujkf’k
	:0	iS0	:0	iS0	:0	iS0	[vfxze lek;kstu ds ckn]
							dVkSfr;ksa dk dksM lfgr fooj.k
							1 -
							2 -
							3 -
							lEiw.kZ dVkSfr;ka
							9 9 ’kq) ns; /kujkf’k [6 6– 7 7]

fuxZr psd dk fooj.k %– [dsoy psd }kjk Hkqxrku fd;s tkus dh fLFkfr esa Hkjk tkuk gS]

Øe&la0	fdlds uke psd fuxZr	psd la[;k	psd dh /kujkf’k		psd fuxZr dh fnukad	
			:0	iS0		

vkgj.k forj.k vf/kdkjh ds inuke lfgr gLrk{kj [eqgj]

egkys[kkdkj dk;kZy; ds iz;ksx gsrq%&

Loh—r :0 &&&&&&&&&&&&&&&&&&&&&&&&& iS0 &&&&&&&&&&

vLoh—r :0&&&&&&&&&&&&&&&&&&&&&&&&& iS0 &&&&&&&&&&

lEizs{kd lEizs{kkf/kdkjh

fVIi.kh % iqjkus izi= la[;k 1 4] 1 5] 1 6] 1 7 ,oa 1 8 ds LFkku ij vc ;g izi= iz;ksx fd;k tk;sxkA

Øe&la[;k	O;; lEcU/kh fooj.k	/kujkf’k vH;qfDr :0 iS0
6 6	ldy /kujkf’k [vfxze lek;kstu ds ckn] dVkSfr;ksa dk fooj.k 1 - 2 -	
7 7	lEiw.kZ dVkSfr;ka	
9 9	’kq) ns; /kujkf’k	

d& izekf.kr fd;k tkrk gS fd bl ns;d esa izLrqr fd;k x;k nkok lgh ,oa fu;ekuqlkj ns; gS rFkk iwoZ esa vkgfjr ugha fd;k x;k gSA laxr fu;eksa rFkk vkns’kksa dh leLr vkSjpkfjdrk;sa iwjk djus ds ckn ns;d izLrqr fd;k tk jgk gSA ns;d ds vo;oksa dh izkfIr Lohdkj dh tkrh gSA

Hkq xrku gsrq :0& && && && && && &&[vad ksa esa]

& & & & & & & & & & &

&&&&&&&&&[,kCnksa esa]

vkgj.k forj.k vfk/kdkjh dk gLrk{kj ikfjr fd;kA

[inuke ,oa dk;kZy; dh eqgj]

fu;a =.k/ izfrg Lrk{ kjdr kZ vf/k dkjh ds gLr k{kj

[ds oy dkm UVj daV htsal h ds izdj. k esa gh ykx w gksx kA

[inu ke ,oa

dk;k
Zy;
dh
eqgj
]

[k& [1] dsoy fcy ij Hkqxrku djus okys dks"kkxkjksa ds iz;ksx gsrqA

Hkkjrh; LVsV cSad

izcU/kd]&&&&&&&&&&&&&&&&&&&&&&&&& / midks"kkf/kdkjh/ &&&&&&&&&&&&&&&&

cSad

:0&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&[vadksa esa] &&&&&&&&&&&&&&&&&&&&&&&&&&['kCnksa esa] Hkqxrku djsaA

dks"kkf/kdkjh/ midks" kkf/kdkjh

[1 1] dsoy psd }kjk Hkqxrku djus okys dks"kkxkjksa gsrqA

:0&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&[vadksa esa] &&&&&&&&&&&&&&&&&&&&&&&&&&['kCnksa esa] Hkqxrku gsrq ikfjr fd;k tkrk gSA

dks"kkf/kdkjh/ midks" kkf/kdkjh

x& Hkqxrku izkIr fd;k ?k& vf/k—r O;fDr dk uke&&&&&&&&&&&&&&&&&&&&&&&&&&irk&&&&&&&&&&&&&&&&&&&&&&&&

[izkIrdrkZ ds gLrk{kj]

M-& layXud dh lwph [;fn dksbZ gks] 1 -&&&&&&&&&&&&&&&&&& 2 -&&&&&&&&&&&&&&&&&& 3 -&&&&&&&&&&&&&&&&&&

izi= la[;k– 1 9 [la'kksf/kr]

fu{ksi] fu{ksi okilh/ {kfriwfrZ ns;d izi=

(O;;xr fu{ksiksa dks NksM+dj)

foRrh; fu;e laxzg [k.M ikap] Hkkx– 1

(v/;k; ukS] izLrj&1 8 4] v/;k;&iUnzg] izLrj– 3 4 7)

1 - tuin dk uke

2 - dks"kkxkj dk uke

3 - ns;d dh vof/k (dc ls&&&&&&&&&&& dc

rd&&&&&&&&&&&&

4 - fjdkMZ dksM 1 0 4 1 0 4 5 &d- dks"kkxkj dk dksM 6 - ns;d iath dk Øe&la[;k

5 &[k- mi dks"kkxkj dk dksM

7 - okmpj la[;k 8 - okmpj dk fnukad 9 - vk;kstusRrj/vk;kstuk xr/erns;/ ikfjr

[dks"kkxkj }kjk Hkjk tkuk gS] [dks"kkxkj }kjk Hkjk tkuk gS] [tks vuqeU; gks lgh djsa] ’ks"k dkV nsa]

1 0 - ys[kk’kh"kZd dk 1 3 vadksa dk dksM +1 psd vad 1 1 - vk-fo-v- dk inuke

[4 eq[; ys[kk’kh"kZd + 2 mi eq[; ’kh"kZd + 3 y?kq’kh"kZd + 2 mi ’kh"kZd + 2 C;ksjsokj ’kh"kZd] 1 2 - vk-fo-v- dk dksM

1 3 - vf/k"Bku dk uke———————————————————————

[eqgj yxk;h tk ldrh gS]

1 4 - vuqnku la[;k 1 5 - lkslZ dksM 1 6 - lsDVj dksM 1 7 - psd ys[kkdkj la[;

1 8 - Loh—fr vkns’k la[;k [;fn vko’;d gks izfrfyfi Hkh layXu djsa]———————— 1 9 - Loh—fr dh frfFk———————

ys[kk’kh"kZd lEcU/kh fooj.k %& Hkqxrku dk fooj.k

eq[; ys[kk’kh"kZd %& fooj.k rFkk [dksM] ;fn vko’;d gks /kujkf’k

mi eq[; ys[kk’kh"kZd %& :0 iS0

y?kq ’kh"kZd %&

mi ’kh"kZd %&

C;ksjsokj ’kh"kZd %&

orZeku esa vo’ks"k dh fLFkfr

O;; dh izkFkfed bdkbZ miyC/k /kujkfk’k ,sls O;; dks ’kkfey djus ds ckn O;; vo’ks"k /kujkf’k ldy /kujkf’k;ka [vfxze lek;kstu ds ckn]

:0 iS0 :0 iS0 :0 iS0 dVkSfr;ksa dk dksM lfgr fooj.k

dqy dVkSfr;ka

fuxZr psd dk fooj.k [dsoy psd }kjk Hkqxrku fd;s tkus dh fLFkfr esaa Hkjk tk;s] fcy ij vafdr jkf’k ds fy;s /kujkf’k miyC/k gS rFkk lkFk dqy O;; dh jkf’k dh eSus Lo;a tkap dj yh gS vkSj og lgh gSA

Øe&la0 psd uEcj fdlds psd dh cSad fuxZr

}kjk psd /kujkf’k dk fnukad fuxZr

:0 iS0

izek.k&i=/ feyku/ dks"kkxkj dh mi;qfDr egkys[kkdkj dk;kZy; ds iz;ksx gsrq fnukad dks"kkf/kdkjh ds gLrk{kj lEizs{kd

Øe&la0	fu{ksi dk izdkj	ewy fu{ksi dk fooj.k			/kujkf’k rFkk ys[kk’kh"kZd fcy ls tek fd;k x;k		fu{ksi yqIr djus dh	nkok dh x;h /kujkf’k
		tekdrkZ dk uke	pkyku la[;k	fnukad] ekg ,oa o"kZ	/kujkf’k	/kujkf’k	ys[kk’kh"kZd fooj.k	frfFk
					:0 iS0	:0 iS0		

6 6 – ldy /kujkf’k [vfxze lek;kstu ds ckn]

dVkSfr;ksa dk fooj.k

1 -

2 -

7 7 &dqy dVkSfr;k¡

9 9 &’kq) ns; /kujkf’k

izekf.kr fd;k tkrk gS fd bl ns;d esa izLrqr fd;k x;k nkok lgh ,oa fu;ekuqlkj ns; gS rFkk iwoZ esa vkgfjr ugha fd;k x;k gSA laxr fu;eksa ,oa vkns’kksa dh leLr vkSipkfjdrk;sa iwjk djus ds ckn Hkqxrkukns’k fuxZr fd;k tk jgk gSA

:0&&&&&&&&&&&&[vadksa eas] &&&&&&&&&&&&&&&&&[’kCnksa esa]

jsosU;w
LVkEi

U;k;k/kh’k/ eftLVªsV ;k vU; l{ke vf/kdkjh ds gLrk{kj ,oa eqgj

/kujkf’k&&&&&&&&&&&&&&[vadksa esa] &&&&&&&&&&&&&&&&&[’kCnksa esa] izkIr fd;kA

[d] layXud [;fn dksbZ gks] 1 -&&&&&&&&&&&&&&&&&2 -&&&&&&&&&&&&&&&&&3 -&&&&&&&&&&&&&&&&&&&

[[k] dsoy fcy ij Hkqxrku djus okys dks"kkxkjksa ds iz;ksx gsrq&

izcU/kd Hkkjrh; LVsV cSad/mi dks"kkf/kdkjh

cSada

:0&&&&&&&&&&[vadksa esa] &&&&&&&&&&&&&&[’kCnksa esa] Hkqxrku djsaA

dks"kkf/kdkjh/ midks"kkf/kdkjh ds gLrk{kj

[x] [dsoy psd }kjk Hkqxrku djus okys dks"kkxkjksa ds iz;ksx gsrq]

:0&&&&&&&&&&&&&&&&[vadksa esa] &&&&&&&&&&&&&&&&&[’kCnksa esa] Hkqxrku gsrq ikfjr fd;k tkrk gSA

dks"kkf/kdkjh/ mi dks"kkf/kdkjh ds gLrk{kj

[?k] Hkqxrku izkIr fd;k&&&&&&&&&&&&&vf/k—r O;fDr dk uke&&&&&&&&&&irk&&&&&&&&&&&&&&

[izkIrdrkZ ds gLrk{kj]

[.k] i`"Bkadu [;fn dksbZ gks]

vkgj.k forj.k vf/kdkjh ds gLrk{kj

dks"kkxkj izi= la[;k – 2 9 4 [la’kksf/kr]

lkekU; ns;d&izi=

foRrh; fu;e laxzg [k.M ikWap Hkkx–1

[orZeku v/;k;–X;kjg izLrj 250 ,, 251, 209,223]

1.tuin dk uke———————— 2. dks"kkxkj dk uke ———————— 3. ns;d dh vof/k[dc ls]————dc rd——

4. fjdkMZ dksM 1 0 5 5. dks"kkxkj dk dksM 6.ns;d iathdh dze la[;k

5 [[k] mi dks"kkxkj dk dksM

7. okmpj la[;k 8. okmpj dk fnukad 9. vk;kstukxr@vk;kstusRrj@erns;@ikfjr

[dks"kkxkj }kjk Hkjk tkuk gS] [dks"kkxkj }kjk Hkjk tkuk gS] [tks vuqeU; gks lgh djsa] 'ks"k dkV nsa]

10. ys[kk'kh"kZd lEca/kh 13 vadks dk dksM + 1 psd vad

[4 eq[; ys[kk'kh"kZd + 2 mieq[; 'kh"kZd + 3 y?kq'kh"kZd + 2 mi'kh"kZd + 2 C;ksjsokj 'kh"kZd]

11. vkgj.k forj.k vf/kdkjh dk inuke————————————12. vk. fo. vf/kdkjh dk dksM

[dze la[;k 13 ds vf/kdkfj;ksa dks NksM+dj]

13. Lo;a ds fy, vkgj.k gsrq vf/k—r vf/kdkjh dk uke————————————————————

14. vf/k"Bku dk uke————————————————

15. vuqnku la[;k 16. lkslZ dksM 17. lsDVj dksM 18. psd ys[kkdkj la[;k

19. vkgj.k ls tqM+s ys[kk'kh"kZd [djsfDVax lfoZl gsM]

dk 13 vadks dk dksM

[dsoy Hkfo"; fuf/k vfxze ,oa _.k rFkk vU; vfxzeksa ls lEcfU/kr Hkqxrku gsrq Hkjk tk;s]

20. Loh—fr vkns'k la[;k [;fn vko';d gks izfrfyfi layXu djsa] ———————— 21. vkns'k dk fnukad————————

22. Loh—rdrkZ dk inuke ,oa dk;kZy; ————————————————————————————————

ys[kk'kh"kZd lEcU/kh fooj.k dh eqgj

eq[; ys[kk'kh"kZd&

mieq[; ys[kk'kh"kZd&

y/kq'kh"kZd&

C;ksjsokj 'kh"kZd&

Hkqxrku dk fooj.k

ekud in dk dksM ,oa uke /kujkf'k

:0 iS0

ctV dh orZeku fLFkfr%&[dsoy ml fLFkfr esa Hkjk tk;s ftlesa ctV dk vkoaVu gksuk gS]

ekud en dk uke	vkoafVr dqy ctV		bl fcy dks 'kkfey djrs gq, dqy O;;		vo'ks"k ctV	
	:0	iS0	:0	iS0	:0	iS0

66 ldy /kujkf'k

[vfxze lek;kstu ds ckn]

dVkSfr;ksa dk dksM lfgr fooj.k

1.

2.

3.

77. lEiw.kZ dVkSfr;ka

99. ’kq) ns; /kujkf’k [66–77]

fuxZr cSad dk fooj.k [dsoy psd }kjk Hkqxrku fd;s tkus dh fLFkfr esa Hkjk tkuk gS]

dze la0	fdlds uke psd fuxZr	psd la[;k	psd dh /kujkf’k :0 iS0	psd fuxZr dk fnu

vkgj.k forj.k vf/kdkjh ds inuke lfgr gLrk{kj [eqgj]

egkys[kkdkj dk;kZy; ds iz;ksx gsrq

——————————— iS0——————— lEizs{kd lEizs{kkf/kdkjh

——————————— iS0———————

uksV%–iqjkus izi= la[;k 6–,] 6ch] 6lh] 6–Mh] 42–th] 42–,p ,oa vU; fcy izi=ksa ds LFkku ij vc bl izi= dk iz;ksx fd;k tk;sxkA

vfHknkrk dk uke ,oa inuke rFkk Js.kh	[dsoy Hkfo"; fuf/k vfxze ds fy,]								vU; vfxze @vU; Hkqxrku d		
	th0 ih0 ,Q0 ys[kk la[;k	vLFkkbZ vfxze		LFkkbZ vfxze		thou chek fuxe dh ikfylh gsrq vfxze		vfUre fu"dklu	vU; vfxze@vU; Hkqxrku dk iw.kZ fooj.k	/kujkf’k	vH
		:0	iS0	:0	iS0	:0	iS0	:0 iS0		:0	iS0

88–vfxze
lek;kstu [;fn
dksbZ gks]

66–ldy
/kujkf’k [vfxze
lek;kstu ds ckn]

dVkSfr;ks dk fooj.k

1.

2.

77. lEiw.kZ dVkSfr;ka

99. ’kq) ns; /kujkf’k

d– izekf.kr fd;k tkrk gS fd bl ns;d esa izLrqr fd;k x;k nkok lgh ,oa fu;ekuqlkj ns; gS rFkk iwoZ esa vkgfjr ugha fd;k x;k gSA laxr fu;eksa rFkk vkns’kksa dh leLr vkSipkfjdrk;sa iwjk djus ds ckn ns;d izLrqr fd;k tk jgk gSA ns;d ds vo;oksa dh izkfIr Lohdkj dh tkrh gSA

vkgj.k forj.k vf/kdkjh dk gLrk{kj fu;a=d@izfrgLrk{kjdrkZ vf/kdkjh ds gLrk{kj

[inuke ,oa dk;kZy; dh eqgj] [inuke ,oa dk;kZy; dh eqgj]

———————

[k–[1] dsoy fcy ij Hkqxrku djus okys dks"kkxkjksa ds iz;ksx gsrqA

izcU/kd] Hkkjrh; LVsV cSad @midks"kkf/kdkjh———————————

cSad

:0———————[vadksa esa]———————[’kCnksa esa] Hkqxrku djsaA

[11] dsoy psd n~okjk Hkqxrku djus okys dks"kkxkjksa gsrqA

:0———————[vadksa esa]———————[’kCnksa esa] Hkqxrku gsrq ikfjr fd;k tkrk gSA

d
k
s

"kkf/kdkjh@midks"
"kkf/kdkjh

x& Hkqxrku izkIr fd;k————————————?k&vf/k—r O;fDr d uke————————irk————————————

[izkIrdrkZ ds gLrk{kj]

M& layXud dh lwph [;fn dksbZ gks] 1..... 2.....

dks"kkxkj izi=–359 d [la’kksf/kr]

lsok uso`fRrd ykHk ns;d izi=

1 &&tuin dk uke————————	2 &&dks"kkxkj dk uke————————	3 &&ns;d dh vof/k (dc ls——— dc rd————)
4 &&fjdkMZ dksM 1 0 6	5 &&(d) dks"kkxkj dk dksM	6 &&isa’ku Hkqxrkukns’k la[;k————————————
	5 &&([k) mi dks"kkxkj dk dksM	
7 &&isa’ku Hkksxh dk uke————————	8 &&lsokuSo`fRrd ykHk dksM	9 --Vªstjh bUMsDl ua0

Øe la0 1 0] 1 1 ,oa 1 2 dks"kkxkj }kjk Hkjk tkuk gSA

1 0 &&okmpj la[;k	1 1 &&okmpj dk fnukad
1 2 &&eq[; ys[kk’kh"kZd ls C;ksjsokj ’kh"kZd rd dk	

ns; /kujkf’k

Hkqxrku lEcU/kh vkx.ku %— (vko';drk iM+us ij izi= ds ihNs vkx.ku djsa)

iqufuZ;qfDr ,oa iqufoZokg lEcU/kh izek.k– i=

izekf.kr fd;k tkrk gS fd—

(1) esjs }kjk bl ns;d esa vkgfjr /kujkf'k dh vof/k esa ljdkjh ;k v/kZ ljdkjh laxBu esa lsokdj dksbZ osru ;k HkRrk ugha izkIr fd;k x;k gSA

isa'kuHkksxh dk gLrk{kj/ vaxwBk fu'kkuh

(2) esjs }kjk bl vof/k esa iqufoZokg ugha fd;k x;k gSA

dsoy ikfjokfjd isa'ku ds fy;sA

ias'kuHkksxh dk gLrk{kj/ vaxwBk fu'kkuh

psd dk fooj.k (dsoy psd }kjk Hkqxrku fd;s tkus dh fLFkfr esa Hkjk tkuk gS)

psd la[;k	psd dh /kujkf'k	psd fuxZr djus dk fnukad

lsok uSo`fRrd ykHk dk uke :0 iS0

6 6 ldy /kujkf'k

dVkSfr;ak

1 &&fofo/k iz'kklfud lsok;sa dksM

2 &&vk;dj dksM

3 &&vU; dVkSrh dksM

7 7 lEiw.kZ dVkSfr;ka

9 9 &&'kq) ns; /kujkf'k (6 6 &7 7)

thfor jgus dk izek.k i= (vko';drk iM+us ij)

izekf.kr fd;k tkrk gS fd Jh———————————vkt dh fnukad dks thfor gSaA

vf/kdkjh dk inuke ,oa fnukad

lfgr gLrk{kj

(lh0 ,l0 vkj0 ds vuqPNsn 2 4 6 ds vuqlkj)

(dsoy fcy ij Hkqxrku djus okys dks"kkxkjksa ds iz;ksx gsrq)

izcU/kd	Hkkjrh; LVsV cSad/ dks"kkxkj jksdfM+;k/ mi dks"kkxkj jksdfM+;k	cSad

:0———————————————————————————(vadksa esa) ———————————————————————('kCnksa esa)

Hkqxrku djsaA

dks"kkf/kdkjh/ mi dks"kkf/kdkjh ds gLrk{kj

dsoy psd }kjk Hkqxrku djus okys dks"kkxkjksa ds iz;ksx gsrqA

:0———————————————————— (vadksa esa) ———————————————————— (’kCnksa esa) Hkqxrku gsrq ikfjr fd;k tkrk gSA

dks"kkf/kdkjh/ mi dks"kkf/kdkjh ds gLrk{kj

:0———————————————— dk Hkqxrku izkIr fd;kA

Hkqxrku lEcU/kh vU; laLrqfr izkIrdrkZ dk gLrk{kj/ fu’kkuh vaxwBk

egkys[kkdkj ds iz;ksx gsrq %&&

Lohdkj :0

vkifRr :0

lEizs{kd lEizs{kkf/kdkjh