

# Book of Forms

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## Purchase Order Form

*[On Government Letter Head]*

To:

\_\_\_\_\_

\_\_\_\_\_

DDO Name:

Purchase Order No.:

Pre-printed Serial Number
------------------------------

DDO Reference No.:

Date:

Division/Department:

Serial Number	Description	Quantity	Price per Unit	Amount Rs
<b>Total</b>				

Special Conditions:

\_\_\_\_\_

\_\_\_\_\_

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Office Use Only</b>	
Account Code	<input style="width: 95%; height: 20px;" type="text"/>

### Budget Availability Review Clearance Form

Budget Head:

Budget Head Description:

Annual Budget Amount:

Revised Budget Amount:

	<u>Rs</u>
Budget balance before this claim	
Total amount of this claim	
Budget balance after this claim	

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Claim Voucher Form

**DAO/AG Use Only**

Claim Voucher No.

Claim Voucher No.:	Pre-printed Serial Number	DDO Name:	
Purchase Order No.:		DDO Reference No.:	
Date:		Division/Department:	

Items Claimed							
Serial Number	Description	Account Code					Amount Rs
		Entity	Object	Fund	Function	Project	
	Deductions (please specify)						
Total							

Prepared by: _____	Signature: _____	Date: _____
Approved by: _____	Signature: _____	Date: _____

Official Stamp:

**DAO/AG Use Only**

Certified by: _____	Signature: _____	Date: _____
Authorised by: _____	Signature: _____	Date: _____
Date Cheque Issued: _____	Cheque Number: _____	Cheque Amount: _____
Cheque Issued by: _____	Signature: _____	Date: _____
Date Entered into Sub Ledger: _____	Entered by: _____	Date: _____

**Acknowledgment / Receipt**

Claim Voucher No: \_\_\_\_\_

Received by: _____	Signature: _____	Date: _____
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### Commitment Advice Form

DDO :  Date:

DDO Reference No.:

Division/Department:

Purchase Order/  
Contract Number

Date of Purchase  
Order:

Committed Amount: Rs:

Rupees (in words): \_\_\_\_\_

**Account Code:**

*Entity*

*Object*

*Fund*

*Function*

*Project*

**Supplier/Contractor Details:**

*(Name & Address)*

\_\_\_\_\_  
\_\_\_\_\_

**Details of Goods /**

**Service under Commitment:**

\_\_\_\_\_  
\_\_\_\_\_

**Schedule of Payment:**

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Embossing  
Seal:



**DAO/AG Use Only**

Certified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**Sub-ledger - Payments**

Date:

Consolidated Fund

Bank Account:

DAO:

Account Code					Particulars						
Entity (Div/Att Dept/DDO)	Object	Fund (Grant)	Function	Project (where applicable)	Amount (Rs)	Payment Reference (cheque #)	Description	Payee	Source Reference (claim voucher #)	Entered by:	Journal Voucher #
<b>Total Payments</b>					<b>0</b>						

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Posted to General Ledger by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Journal Entry Voucher

Date:

DAO:

Voucher No:

Account Code		Description	Dr	Cr
Entity (Division)	Object (Major)			
	FA 101	Federal Consolidated Fund - Non Food		
	FA 101	Provincial Consolidated Fund - Non Food		
<b>Total</b>			0	0

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Journal Entry Voucher

Date: 7 / 10 / 97

DAO: LHVoucher No: J202

Account Code		Description	Dr	Cr
Entity (Division)	Object (Major)			
F	BA 1	Income tax		5,200
F	BB 1	Sea customs tax		3,500
F	BB 4	Sales tax		1,500
F	CA 2	Non tax income from state trading		6,650
A7	CB 5	Income from social services		10,500
B5	CB 5	Income from social services		2,450
-	BB 8	Provincial motor vehicle tax		1,250
-	BB 7	Provincial excise tax		4,100
P	FA 101	Punjab Consolidated Fund - Non Food	18,300	
F	FA 101	Federal Consolidated Fund - Non Food	16,850	
<b>Total</b>			35,150	35,150

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## General Ledger - Cash Account

**Bank Account:** Consolidated Fund - FA 101

**Month:**

**DAO:**

Date	Journal Voucher #	Description	Dr	Cr	Entered By: (Initials)
		Opening Balance			
		Closing Balance			
<b>Total</b>			<b>0</b>	<b>0</b>	

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### General Ledger - Payments

DAO:

Month:

Division/Department:

Date	Description	Posting Journal Voucher #	Total Amount	Account Code (Major Object)								Entered by: (Initials)
<b>Total</b>			0	0	0	0	0	0	0	0	0	

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Abstract**

The current Abstract forms, shall be used for this purpose.









### Cheque Register

DAO:

Month:

Detail of Cheque Issued					Detail on Return of Cheque		
Date	Cheque Number	Amount Rs	Payee	Entered by	Date Cheque Cleared/Rejected	Remarks	Entered by
<b>Total</b>		<input style="width: 60px; height: 15px; border: 2px solid black;" type="text"/>					

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Imprest Account Claim**

The Claim Voucher Form (4 B) shall be used to claim amount in relation to a particular imprest account.

Each category (type) of petty cash expenditure shall be shown separately on Form 4 B.

### Bank Advice Note

DAO :

Date:

*Please tick the appropriate box:*

Daily Advice Note

Payroll Advice Note

Pension Advice Note

Serial No.	Cheque Issued Date	Identity Card No.*	Name of Payee	Cheque No.	Amount Rs
<b>Daily Total</b>					<input style="width: 100px; height: 20px;" type="text"/>

*\*(For Salary personnel only)*

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

Sent to Bank by: \_\_\_\_\_

Date: \_\_\_\_\_

## Direct Credit Advice

DAO:

Date:

*Please tick the appropriate box:*

Payroll Credit Advice

Pension Credit Advice

GP Fund Credit Advice

Serial No.	Date of Credit	Employee's Identity Card No.	Name of Payee	Bank Drawn on	Bank Br. & Br. Code	Bank Account to be credited	Amount Credited (Rs)
<b>Daily Total</b>							<input style="width: 80px; height: 15px;" type="text"/>

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

Sent to Bank by: \_\_\_\_\_

Date: \_\_\_\_\_

## **Pension Application Form**

The current Pension Application Form, C.S.R. - 25, shall be used for pension application.

# GP FUND

## Application for Withdrawal of Advance/Final Payment

Name: \_\_\_\_\_

Identity Card No. (As in Computer Pay Slip): \_\_\_\_\_

GP Fund Account Number: \_\_\_\_\_

Date of Birth & Joining of Service: \_\_\_\_\_

GP Fund Balance:  
*(as verified from AG / AGPR / DAO)* \_\_\_\_\_

Advance: \_\_\_\_\_

(a) Recoverable \_\_\_\_\_

(b) Non recoverable \_\_\_\_\_

Final Payment: \_\_\_\_\_

Advance Last Drawn: \_\_\_\_\_

Amount of Previous Advance Outstanding: \_\_\_\_\_

Amount Applied For: \_\_\_\_\_

Reason for Drawing Advance:  
*(in case of non refundable advance)* \_\_\_\_\_

New Rate of Monthly Deduction:  
*(principal + interest)* \_\_\_\_\_

-----  
Signature of Applicant

\_\_\_\_\_  
Date:

<b><u>DAO/AG Use Only</u></b>	
Application Reference: _____	
Verified by: _____	Date: _____
Authorised by: _____	Date: _____





## **Contractor/Supplier Bill**

The following current forms shall be used for contractor/supplier bills.

Running Account Bill C - C.P.W.A. - 27

First and Final Bill - C.P.W.A. - 24

# Loans/Advances

## Application for Withdrawal of Advance

Please tick the appropriate box:

<b>Housing:</b>	<input type="checkbox"/>
<b>Motor Cycle:</b>	<input type="checkbox"/>
<b>Bicycle:</b>	<input type="checkbox"/>

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Basic Pay Scale & Current Pay:** \_\_\_\_\_

**Identity Card Number:** \_\_\_\_\_  
*(as in computer pay slip)*

**Date of Birth & Joining of Service:** \_\_\_\_\_

**Length of Service:** \_\_\_\_\_

**Principal Amount Applied For:** \_\_\_\_\_

**Any Previous Advance Taken:** \_\_\_\_\_

**Balance Amount Outstanding, if Any:** \_\_\_\_\_

**Adjustment of Previous Advance:** \_\_\_\_\_  
*(principal + interest)*

**Amount Payable for applied advance:** \_\_\_\_\_  
*(After adjusting balance of previous advance, if any)*

**Rate of monthly deduction:** \_\_\_\_\_  
*(principal + interest)*

-----  
**Signature of Applicant**

\_\_\_\_\_  
**Date:**

**Surety:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Designation & Office:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Designation & Office:** \_\_\_\_\_

**DAO/AG Use Only**

<b>Verified by:</b> _____	<b>Date:</b> _____
<b>Authorised by:</b> _____	<b>Date:</b> _____

## Mortgage Deed

THIS INDENTURE made the ..... day of ..... One / **Two** thousand nine hundred and ..... Between ..... of ..... a Civil Officer of ..... (hereinafter referred to as the mortgagor which term shall where the context so admits include his/**her** heirs, executors, administrators and assigns) of the one part and the PRESIDENT OF PAKISTAN (hereinafter referred to as the mortgagee which term shall where the context so admits include his successor and assigns) of the other part.

WHEREAS the mortgagor is absolutely seized and possessed of to otherwise well entitled to the land hereditaments and premises/**Motor Car/Motor Cycle** hereinafter described and expressed to be hereby conveyed transferred and assured (hereinafter referred to as the said hereditament).

AND WHEREAS the mortgagor has applied to the mortgagee for an advance of the sum of Rs ..... (**Rupees**) for the purpose of enabling him to defray the expenses of building a house on the said hereditaments as suitable residence / **purchase a Motor Car / Motor Cycle** for his/**her** own use.

AND WHEREAS under the provisions contained in *para* **4.10.5.4. / 4.10.6.5 of the Accounting Policies and Procedures Manual** (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 sum of Rs ..... (**Rupees**) payable on or before the execution of these presents.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and 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 doth hereby acknowledge) for the purpose of enabling the mortgagor to defray the hereinbefore recited expenses, the mortgagor hereby covenants with the mortgagee to repay to the mortgagee the said sum of Rs ..... [and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf] and interest thereon calculated according to the Rules on 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 convey transfer and assurance into the mortgage, **the Description of Motor Vehicle** ..... **Manufacturer's Name** ..... **Description** ..... **No. of Cylinders** ..... **Engine Number** ..... **Chassis Number** ..... **Registration Number** ..... / ALL that piece of land situated in the ..... district

..... a 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 all rights, easements and appurtenances to the said hereditaments or any of them belonging TO HOLD the said hereditaments with their appurtenances including all erections and buildings hereafter erected and built on the said piece of land 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 advances of rupees ..... [and of such further sums as may have been paid as aforesaid] made upon the security of these presents shall have been repaid and interest thereon calculated according to the said Rules by the deduction of monthly installments 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 re-convey, re-transfer or re-assure the said hereditaments unto and to the use of mortgagor or as he / she may direct AND it is hereby agreed and declared that if there shall be any breach by the mortgagor covenants on his part herein contained or if he/she shall die or quit the service before the said sum of rupees ..... [and any further sum as may have been paid as aforesaid 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 contract with power to buy in or rescind any contract for sale and re-sell without being responsible 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 the receipt of the mortgage for the purchase money of the premises / vehicle sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that the mortgagee shall hold 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 is hereby agreed and declared that the said Rules shall be deemed and taken to be part of these presents.

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

IN WITNESS where of the mortgagor, hath hereunto set his/her hand the day and year first above written.

**Signed by the said (Mortgagor)  
in the presence of**

**1<sup>st</sup>. Witness**  
Address:

**2<sup>nd</sup>. Witness**  
Address:

Occupation:

Occupation:

*(The deed should be registered)*

**4 S**

### **SURETY BOND**

Known all men by those presents that we (1) Mr./Ms. \_\_\_\_\_  
Son / Daughter of \_\_\_\_\_ resident of \_\_\_\_\_  
at present employed as \_\_\_\_\_ and (2) Mr./Ms. \_\_\_\_\_  
Son / Daughter of \_\_\_\_\_ resident of \_\_\_\_\_  
(hereinafter called the "Sureties") are firmly bound unto the President of Pakistan (hereinafter called "the President" which expression shall include his successors in office and assigns) in the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon for such payment to be well and truly made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators and representatives by these present s sealed with our seals this \_\_\_\_\_ day of \_\_\_\_\_ 19 /200 \_\_\_\_\_.

2. WHEREAS \_\_\_\_\_ son/daughter of \_\_\_\_\_ at present employed as a temporary \_\_\_\_\_ in the \_\_\_\_\_ office (hereinafter called "the Borrower") has been granted by the President a Loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) for building / purchasing a house; purchasing a Motor Cycle / Bicycle for his / her own use and that the said borrower has undertaken to repay the said amount in \_\_\_\_\_ equal installments of Rs. \_\_\_\_\_ each with interest at the rate from time to time fixed for the purpose by the President.
3. NOW the condition of this obligation is such that if the said borrower shall, while employed in the said \_\_\_\_\_ office duly and regularly pay or cause to be paid to the President the amount of the aforesaid loan by installments, with interest on the whole or such amount as shall from time to time remain owing on the first day of each calendar month, the first payment to be made on the first day of \_\_\_\_\_ 19/200 \_\_\_\_\_ until the said amount of Rs. \_\_\_\_\_ together with interest thereon shall be fully paid or until the house built/purchased; Motor Cycle/ Bicycle purchased; with the said amount has been mortgaged to the President until the Borrower has been confirmed in his service, then this bond shall be void, otherwise the same shall be and remain in force. But if the Borrower shall die or become insolvent, or at any time cease to be in service of the President, the whole or so much of the said principal sum of Rs. \_\_\_\_\_ as shall then remain unpaid, together with interest which shall have accrued due thereon, shall immediately become due and payable to the President and may be recoverable from the Sureties in one installment or as may be directed by the President by virtue of this bond.

**Signed by Sureties:**

Witness

Place

(1) Signature \_\_\_\_\_

Place \_\_\_\_\_

(2) Signature \_\_\_\_\_

Place \_\_\_\_\_

## Establishment Register

AG/DAO:

Posts	Sanctioned Strength	Posted Strength	Permanent	Temporary	Shortage		Post Vacant	Post
					Permanent	Temporary		
BS 22								
BS 21								
BS 20								
BS 19								
BS 18								
BS 17								
BS 16								
BS 15								
BS 14								
BS 13								
BS 12								
BS 11								
BS 10								
BS 9								
BS 8								
BS 7								
BS 6								
BS 5								
BS 4								
BS 3								
BS 2								
BS 1								

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Pension Register

**AG/AGPR:**

<b>Pension Payment Order (PPO) #</b>	<b>National Identity Card #</b> XXX-XXX-XXXXXX
<b>Name :</b>	<b>Father's / Husband Name :</b>
<b>Date of Birth : D .... M .... Y ....</b>	<b>Marital Status : (S / M / D /W)</b>
<b>Permanent Address :</b>	<b>Phone # :</b>
<b>Temporary Address :</b>	<b>Phone # :</b>
<b>Date of Retirement :</b>	<b>Designation &amp; BS on Retirement:</b>
<b>Length of Qualifying Service :</b>	<b>Class of Pension :</b>
<b>Monthly Average Emoluments Rs.</b>	<b>Gross Pension Rs :</b>
<b>1/4th Surrendered Portion Rs :</b>	<b>Gratuity of Rs :</b>
<b>Commuted Portion Rs :</b>	<b>Amount of Net Pension Payable :</b>
<b>Any Other Increase :</b>	

<b>Name of Bank :</b>	<b>Branch &amp; Branch Code :</b>
<b>Account Number :</b>	

<b>File No. &amp; Date of Sanction of Pension, Gratuity &amp; Commutation :</b>
---

## GP Fund Register

DAO:

<b>Name:</b>		<b>GP Fund Account Number:</b>				
<b>Identity Card No:</b> <i>(As in Computer slip)</i>		<b>Basic Scale:</b>	BS	BS	BS	BS
<b>Date of Birth &amp; Joining of Service:</b>		<b>Date:</b>				

Months	Opening Balance	Monthly Subscription	Refund of Withdrawals	Interest on Withdrawal	Withdrawals	Monthly Balance	Total	Non Refundable
July								
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
<b>Total</b>								

**Balance:**  
**Interest on Balance:**  
**Net Balance:**

Refundable Advance Drawn:	Amount	Interest Rate	Monthly Int. Recovery (Rs)	Monthly Instalments of Advance	Non Refundable Advance	Date Month Year	Age	Amount
					I			
					II			
					III			
<b>Final Payment:</b>					<b>Amount</b>	<b>Interest</b>		
					<b>Dt., Mnth., Yr.</b>			
					<b>Net Amount Paid:</b> <i>(Amount + Interest)</i>			

Posted by: \_\_\_\_\_ Designation: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Designation: \_\_\_\_\_ Date: \_\_\_\_\_

## Direct Credit Application

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note the following bank details in order to transfer my payroll through direct credit system.

**Bank Name:**

**Bank Branch:**

**Bank Branch Code:**

**Bank Account Type and Number:**

**Employee Name:**

**Employee Number:**

**Signature and Date:**

## **Last Pay Certificate**

The current Last Pay Certificate (LPC) forms (FTR Rule 230 - Appendix 4), shall be used for this purpose

## Receipt Voucher

Cash Deposited at: Post Office   
National Bank of Pakistan  at \_\_\_\_\_  
*(Please tick one)* State Bank of Pakistan  *(Specify Bank Branch & Branch Code)*

Receipt #	Name & Address of Payer / Department	Full Particulars / Description	Entity <i>(where applicable)</i>	*Detail Object	Amount Rs.	Signature & Date of Receiving Officer

*(In words) Rupees* ..... *\*(See on Obverse)*

**To be filled by DAO / TO**

Received at: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

*(Against Scroll)*

Verified by:  
 Stamp, Date & Initial of Manager of Branch / Post Master  
 General / Bank Branch & Code / Post Office & Area Code

**Daily Bank Scroll**

**The Main Branch of Bank (SBP/NBP) shall submit a daily bank scroll for each government bank account and for each of the followings:**

- 1 Expenditure - Federal Government
- 2 Expenditure - Provincial Government
- 3 Receipts - Federal Government
- 4 Receipts - Provincial Government
- 5 Adjustment between government departments
- 6 Adjustment between different government

**The following information (where applicable) shall be provided on the daily bank scroll.**

- 1 Serial number
- 2 Date of payment / receipt
- 3 Cheque number / Payment advice reference
- 4 Receipt number
- 5 Amount
- 6 Description
- 7 Payer name / Payee name

**Monthly Main Branch Statement**

Each Main Branch of the Bank (SBP/NBP) shall prepare a Monthly Main Branch Statement which shall provide the following information for each government bank account.

- 1 Date of the month
- 2 Daily total receipts for provincial government
- 3 Daily number of receipt vouchers for provincial receipts
- 4 Daily total receipts for federal government
- 5 Daily number of receipt vouchers for federal receipts
- 6 Daily total expenditures for provincial government
- 7 Daily number of cheques/payment advices for provincial payments
- 8 Daily total expenditures for federal government
- 9 Daily number of cheques/payment advices for federal payments
- 10 Daily total of adjustments made during the month
- 11 Daily number of adjustments

## **SBP Consolidated Monthly Report**

The SBP - HQ shall submit a monthly report to the concerned AG which shall consolidate the information it received from the NBP - HQ and SBP branches. The report shall include the followings.

- 1 Summary of receipts and payments, shown separately for provincial and federal government, for each province.
- 2 Detail monthly statement which include:
  - Date of the month
  - Bank branch name
  - Bank branch code
  - Daily totals of receipts and payments by bank branch and by bank account, shown separately for provincial and federal government.



## DAO/SE Monthly Reconciliation Statement

DAO:

Month:

<b>Expenditure</b>		
	Rs	Rs
Total expenditure as per DAO's General Ledger		X
Less: Unpresented cheques/payments:		
Item 1	X	
Item 2	X	
	X	(X)
		X
Add: Payments or transfers in bank statement/schedule but not in DAO's General Ledger:		
Item 1	X	
Item 2	X	
	X	X
<b>Adjusted total expenditure as per DAO's General Ledger</b>		X
<b>Total expenditure as per bank statement/schedule</b>		X

<b>Receipt</b>		
	Rs	Rs
Total receipts as per DAO's General Ledger		Y
Add: Receipts or transfers in bank statement/schedule but not in DAO's General Ledger:		
Item 1	Y	
Item 2	Y	
	Y	Y
<b>Adjusted total receipts as per DAO's General Ledger</b>		Y
<b>Total receipts as per bank statement/schedule</b>		Y

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### AG Consolidated Monthly Report

AG:

Month:

DAO Detail	Expenditures			Receipts		
	Total Expenditures as per DAO	Reconciling Items	Total Expenditure as per Main Bank Branch	Total Receipts as per DAO	Reconciling Items	Total Receipts as per Main Bank Branch
DAO # 1						
DAO # 2						
DAO # 3						
DAO # 4						
DAO # 5						
DAO # 6						
DAO # 7						
DAO # 8						
DAO # 9						
DAO # 10						
DAO # 11						
DAO # 12						
DAO # 13						
DAO # 14						
DAO # 15						
DAO # 16						
DAO # 17						
DAO # 18						
DAO # 19						
DAO # 20						
DAO # 21						
DAO # 22						
DAO # 23						
DAO # 24						
DAO # 25						
DAO # 26						
DAO # 27						
DAO # 28						
DAO # 29						
DAO # 30						
<b>Total</b>						

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Daily Balances Exception List

AG:

Month:

Bank Detail		Date	Bank Account Number	Receipts			Payments		
Bank Branch	Branch Code			Amount not in AG Record	Amount not in Bank Record	Date Amount Cleared	Amount not in AG Record	Amount not in Bank Record	Date Amount Cleared
<b>Total</b>				<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### AG Monthly Reconciliation Statement

Account:

AG:

Month:

	Rs		Rs
Cash balance as per Accountant General			X
Add: Unpresented cheques/payments:			
Items 1	X		
Items 2	X		
	X		X
Receipts in bank statement but not in AG's record:			
Items 1	X		
Items 2	X		
	X		X
			X
Less: Payments in bank statement but not in AG's record:			
Items 1	X		
Items 2	X		
	X		(X)
<b>Adjusted cash balance as per Accountant General</b>			<b>X</b>
<b>Cash balance as per bank statement</b>			<b>X</b>

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Letter of Assignment**

The current Letter of Assignment, Form TR 11A, shall be used for this purpose.





**Inter-entity Transaction Form**

Transferring Entity	
Government: <input style="width: 100%;" type="text"/>	Inter-entity Form No.: <input style="width: 100%;" type="text"/>
Division/Department: <input style="width: 100%;" type="text"/>	DDO: <input style="width: 100%;" type="text"/>
Date Submitted to Receiving Entity: <input style="width: 100%;" type="text"/>	

Receiving Entity	
Government: <input style="width: 100%;" type="text"/>	DDO: <input style="width: 100%;" type="text"/>
Division/Department: <input style="width: 100%;" type="text"/>	
Date Accepted: <input style="width: 100%;" type="text"/>	

Transaction			Settlement/Exchange Account Used		Bank Account	Amount Rs
Item No.	Description	Source Reference	Object	Fund		
<b>Total</b>						<input style="width: 100%;" type="text"/>

Account Code to be Debited				Settlement/Exchange Account Used		Bank Account	Amount Rs
Object	Fund	Function	Project	Object	Fund		
<b>Total</b>							<input style="width: 100%;" type="text"/>

Prepared by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Entered by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>AG/AGPR Use Only</u></b>	
Entered into Register of Adjustment by: _____	
Signature: _____	Date: _____

### Inter-Entity Advice Note to SBP

**AG/AGPR:**

**For the Month of:**

Item No.	Description	Bank Account	Amount (Rs)	
			Dr	Cr
<b>Total</b>				

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

Sent to SBP by: \_\_\_\_\_

Date: \_\_\_\_\_

### Register of Adjustment

AG/AGPR:

Month:

Transaction				Account Code				Bank	Amount (Rs)		Entered by	Journal Voucher #
Date	Inter-entity Form No.	Entity to be Debited	Entity to be Credited	Object	Fund	Function	Project	Account	Dr	Cr		

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Posted to General Ledger by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Physical Asset Form

DDO Name:

DDO Reference No.:

Division/Department:

Asset Detail				Addition			Disposal		
Serial Number	Asset ID Number	Asset Type	Asset Description	Date Asset Acquired/ Completed	Asset Value	Purchase Order No.	Date of Disposal	Disposal Proceeds	Disposal Detail

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_