

K. F. C. FORM 4

[See Chapter III, Article 63 (a) ]

Register of objection slips, retrenchment orders, etc., received from the Accountant-General's Office

Serial No.	Date of receipt	From whom received	Accountant-General's Office objection slip		Documents to which the objection relates	Nature of objection	Amount objected to	From whom recoverable	Subordinate officer to whom sent	No. and date of reference	Date of return of the slip by the Subordinate officer	Date of return to the Accountant-General's office	Particulars of reply	Amount recovered	Reference to bills of treasury receipts	Remarks
			No.	Date												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
							Rs. P.							Rs. P.		

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K. F. C. FORM 4 A  
[See Chapter IV, Article 89 (4) (d)]  
**Register of court attachment of pay, etc.**

Serial number	Date	Name and designation of defendant	Court's order		Number of suit	Name of Plaintiff	Amount to be recovered	Initials of disbursing officer	Recovery amount	Date	Initials of disbursing officer	No. and date of remittance	Acknowledged by the Court		Remarks
			No.	Date									Date	Initials of disbursing officer	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
							Rs. P.		Rs. P.						

K. F. C. FORM 4 B  
[See Chapter III, Article 63 (d)]  
**Register of inspection report**

Serial number	Date of receipt	A.G.'s Office letter No. and date	Period covered by the report	Total No. of paras	Date on which first reply sent to A. G.	Particulars of reply	Reason for the delay in furnishing the final reply	Date on which final reply to A.G.	Particulars of reply	Particulars of clearance intimated in half-yearly statement of the Accountant General	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

G. O.(P) 308/82/Fin., dated 19-6-1982

K. F. C. FORM 9A  
(See Chapter IV, Article 78)

**Register of increments of the establishment of .....**  
(Separate folios should be allotted for each month)

Designation of the post .....

Month .....

Scale of pay .....

Sl. No.	Name of incumbent	Pay on the date of increment Rs.	Date, month and year in which increment falls due	Future pay Rs.	Initials of the drawing officer	Remarks
1	2	3	4	5	6	7

K. F. C. FORM 9B

[See Chapter IV, Article 85 (d)]

“Check Register of Travelling Allowance Bills of officers who are their own controlling officers and whose bills do not require counter-signature/Travelling Allowance Bills received for counter-signature in the office of .....

[G.O. (P) 336/82/Fin., dated 12th July 1982]

Name of Officer or Establishment .....

Serial number	Name of officer	Year and month with other particulars of claim	Date of receipt	Gross amount claimed	Advance T.A. drawn if any with authority	Amount if any disallowed with authority	Net amount payable	Amount passed	Signature of the officer claiming the bill/signature of the officer counter-signing the bill	Date of return	Particulars of inter correspondence, if any	Progressive total of the expenditure under Travelling Allowance	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14
				Rs.	Rs.	Rs.	Rs.	Rs.					

Note 1.—One or more pages, as may be necessary should be left

- (a) for each establishment
- (b) for officer's personnel bill.

Note 2.—Appropriation (Budget grant) to each Department/Office should be noted at the top and progress of expenditure against the same watched. In the case of self drawing officers of offices like Secretariat, the Bills will be noted in the Register in Form 9B of the Accounts Section of G.A.D./Finance Department/Law Department, etc. But in the case of officers whose bills do not require counter-signature the progress of expenditure against the appropriation is separately watched with reference to the register of appropriation kept in the office to which the officer concerned is attached and the bills of these officers are also routed through the office for noting progressive expenditure under Travelling Allowance with reference to the appropriation for the Office.”

[G.O. (P) 178/82/Fin., dated 13th April 1982]

K. F. C. FORM 10

(See Chapter V, Articles 104 and 108)

Register of contingent charges of the office of the ..... for ..... District 20.....  
 (Common forms of contingent register to be used in all Departments except in the Government Press and Jail Department)

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Date	To whom paid (Appropriation for each head)	No. of sub-vouchers/contingent abstract	Sub-head, detailed account heads and sub-divisions thereof						Unusual charges		Total of each contingent abstract	Total of each month's bill	Date of detailed bill	Date of admission with initials	Advances	Remarks
									Description	Amount						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.								

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REDMI NOTE 6 PRO  
MI DUAL CAMERA

K. F. C. FORM 16  
 [See Chapter VI, Article 150 (a)]  
**Day book of stores**

Class : \_\_\_\_\_ Unit : \_\_\_\_\_

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Month and date	By whom received or to whom issued	Number of receipt order or issue note	Quantities						Initials of verifier	Value						Initials of verifier	Remarks
			Receipts		Issues		Balance			Receipts		Issues		Balance			
			Number	Weight or measure	Number	Weight or measure	Number	Weight or measure		Rate	Amount	Rate	Amount	Rate	Amount		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
											Rs. P.		Rs. P.		Rs. P.		

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REDMI NOTE 6 PRO

K. F. C. FORM 18

[See Chapter VI, Article 150 (b) ]

Stock Account of furniture and other office stores

Name of articles :

Office of .....

Date	Number and date of contingent voucher, invoice, etc.	Nature of transaction	Receipts	Issues	Balance	Remarks
1	2	3	4	5	6	7
		(Sample entries)				
1st April 19.....	..	..	Opening balance	..	46	
15th June 19.....	Voucher No. 19, dated 15th June 19.....	Purchased	4	..	50	
25th August 19.....	Indent No.27, dated 15th August 19.....	Transferred to the Office of .....	..	6	44	
1st October 19.....	Office order 36, dated 1st October 19.....	Broken chairs *condemned as unserviceable	..	3	41	

\*Destroyed as they were not worth repairing.

K. F. C. FORM 19

[See Chapter VI, Article 150 (c) and Chapter XIII, Article 335]

Stock Register of books and periodicals

Date	Name of book	Author or editor	Publisher	Date of publication	No. of edition	From whom purchased	Price	Voucher No. and date	Stock No.	Class or section	Catalogue No.	Section No.	Date of removal	Initials	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

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REDMI NOTE 6 PRO MI DUAL CAMERA

K. F. C. FORM 20  
(See Chapter VI, Article 156 A, K. F. C.)

**Auction Register**

- |  |   |   |    |          |
|--|---|---|----|----------|
| 1. Serial number   | : | 6. Upset price, if any, fixed                   | :  | Rs. .... |
| 2. Date of auction   | : | 7. *(a) Amount of final bid of .....            | }: | Rs. .... |
| 3. Reference to the order sanctioning the auction                    | : | name of successful bidder                       |    |          |
| 4. Number and date of the survey report                              | : | (b) Auctioner's commission (indicate authority) | :  | Rs. .... |
| 5. Name and designation of the officer authorised to conduct auction | : | (c) Net sale proceeds (a-b)                     | :  | Rs. .... |

Details of publicity of auction		Description of properties			Particulars of each bidder participating in the auction		Details of earnest money deposited			Highest bid	Acknowledgment of E.M.D. by the unsuccessful bidders with date	Date of confirmation/cancellation of auction with authority	Signature of the successful bidder in token of accepting the auction	Amount of final bid	Date of entrustment of property to the successful bidder	Date of removal of property from the site of auction
Date of auction notice	Mode and date of publication of auction notice in the dailies (specify the names/Gazette)	Specification	Quantity, with unit	Conditions at the time of auction	Name	Address in full	In cash	Chalan No. and date	Amount	Amount						
7(a)	7(b)	8(a)	8(b)	8(c)	9(a)	9(b)	10(a)	10(b)	10(c)	11	12	13	14	15	16	17
					1.											
					2.											
					3.											
					4.											
					etc.											

Station : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Signature of Officer who conducted auction with date \_\_\_\_\_

**NOTE:**—Indicate the items of earnest money deposit repaid on the date of auction on the spot under initials of the auctioning officer.  
 \*Inclusive earnest money deposit.

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REDMI NOTE 6 PRO  
MI DUAL CAMERA



K. F. C. FORM 21  
(See Chapter VI, Article 156, Note)

**SURVEY REPORT OF STORES\***

**Report of the Survey of Stores which have become unserviceable**

Number or Quantity	Description of articles	Value on the Books†		Assessed value with reference to the condition of the articles and the existing market price	Date of receipt	Remarks by the subordinate in charge explaining the cause of the articles becoming unserviceable	Remarks or orders of the competent authority
		Rate	Amount				
1	2	3	4	5	6	7	8
		Rs. P.	Rs. P.	Rs. P.			

\* Authority to write off should be obtained in this form.

† If the book value is not known, the replacement value should be entered in this column.

Officer-in-charge :

Signature :

Designation :

Date :

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REDMI NOTE 6 PRO  
MI DUAL CAMERA

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\*K. F. C. FORM 44

(See Chapter VIII, Article 210)

FORM OF UTILISATION CERTIFICATE

Certificate showing utilisation of Grants-in-aid

Name of Institution:

Serial Number	Order sanctioning grant	Amount sanctioned Rs.	Year to which the grant relates	Period of utilisation	Date of payment	Purpose of the grant	Amount spent Rs.	Unspent balance Rs.	Remarks
1	2	3	4	5	6	7	8	9	10

1. Certified that out of the grant-in-aid of Rs..... sanctioned during the year.....in favour of..... as per the orders mentioned above, and Rs.....on account of unspent balance of the previous year/years, a sum of Rs..... has been utilised for the purpose of for which the grant/grants was/were sanctioned and that the balance of Rs.....remaining unutilised at the end of the year (the period to be specified) has been surrendered to Government (vide chalan No.....dated.....)/will be adjusted towards the grant-in-aid payable for the succeeding 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.

Signature:  
Designation:  
Date:

\*[G. O. (P) 377/76/Fin., dated 10th December 1976]