

**THE MAHARASHTRA MUNICIPAL  
ACCOUNT CODE, 2010**

**INDEX OF THE MAHARASHTRA MUNICIPAL ACCOUNT CODE , 2007**

<b>DETAILS</b>	<b>RULE NO.</b>
<b>CHAPTER 1</b>	
<b>INTRODUCTION</b>	
Preamble	1
Short title and commencement	3
Definitions	3
<b>CHAPTER 2</b>	
<b>GENERAL</b>	
Computation of time	5
Money payable to be rounded off to nearest multiple of a rupee	6
Guidance to the Municipal Councils	8
Commercial Undertaking Accounts	9
Language in which Books of account to be maintained	10
Corrections in accounts	11
Recognition of income	14
Recognition of expenditure	15
<b>CHAPTER 3</b>	
<b>ACCOUNT CODE AND CHART OF ACCOUNTS</b>	
Introduction	16
Overall codification structure	20
Mandatory part of codification structure	21
Function code	22
Object code	26
Object Class Code	27
Major Head Code	28
Minor Head Code	29
Detailed Head Code	30
Optional part of codification structure	31
General instructions for usage of charts of accounts	32
<b>CHAPTER 4</b>	
<b>BANK ACCOUNTS</b>	
Bank accounts of the Municipal Council	38
Direct Payment in or credit to bank account	40
Opening of Bank Accounts	42
Signatories to Bank account	44
Cash Transactions to be minimised	46
<b>CHAPTER 5</b>	
<b>ACCOUNTING BOOKS AND RECORDS</b>	
Introduction	47
General instructions for entry in books	49
General Cash book	51
General Bank Book	53
Journal	56
General Ledger	58
Subsidiary Ledger	61
Preparation of accounting books and records	62
Preparation of other formats/registers, if considered necessary	63
Manner of keeping Books of Account	64

CHAPTER 6		
GENERAL PROCEDURE FOR ACCOUNTING OF INCOME		
Accounting of Income of Municipal Council on accrual basis		66
Income accounted on accrual basis		70
Other Incomes		72
Income accounted on cash basis		73
Amount received but not due		74
CHAPTER 7		
DETAILED PROCEDURE FOR ACCOUNTING FOR RECEIPT OF MONEY		
Receipt of money by the Municipal Council.		75
Account of Receipt Books		80
Challan Book/ Deposit of money		84
Departmental collection of fees		87
Deposit of money received by a person other than the 'Cashier'		90
Remittance into the bank		92
Collection directly at banks		93
Entries in books & records		94
Dishonour of cheques received		98
Money pertaining to the Municipal Council to be credited to appropriate head		102
Money not due		103
Money received for which full particulars not available		104
Verification of daily collections		105
Issue of duplicate receipt		108
Miscellaneous		109
CHAPTER 8		
GENERAL PROCEDURE FOR ACCOUNTS OF EXPENDITURE		
Charge of expenditure		110
Recognition of Expenditure		111
Salary		115
Exception		116
CHAPTER 9		
WORKS		
Introduction		117
Original works		118
Repairs or Maintenance		119
Work order register		120
Preparation of plans and estimates		121
Sanction to Works		122
Administrative sanction		123
Technical sanction to plans and estimates		124
Final sanction to works		125
Work order-numbering system		126
Commencement of work		127
Schedule of rates		128
Variation in original estimates		131
Filing of estimates		133
Agreement		134
Inspection of works		135
Measurement book		137
Completion Report / certificate		139
Payment to contractors		140
Public works departmental manual		142

CHAPTER 10		
PROCEDURE FOR RECORDING EXPENDITURE BY WAY OF CLAIMS		
Procedure		143
Maintenance of bill register		145
Numbering System		146
Scrutiny by Head of the department		147
Approval for Payment by Head of Accounts		157
Numbering System of Payment Voucher		162
Payment on duplicate bill		167
Time barred claims		168
Unpaid amount		169
CHAPTER 11		
DETAILED PROCEDURE FOR ACCOUNTING OF PAYMENT OF MONEY		
Custody and Issuance of cheque		171
Cheque issued and payment stopped by Municipal Council		176
Cash payment may be made in certain circumstances		179
Bill or Voucher to bear order to pay		181
Receipt for payments made		182
Indemnity bond		184
Acknowledgement of payment and lost voucher etc.		185
Lost or destroyed cheque		186
Cancellation of a cheque		187
Disposal of the cancelled cheques		188
CHAPTER 12		
FIXED ASSETS		
Introduction		189
Type of assets		190
Maintenance of fixed asset register and the procedure for accounting for fixed asset		191
Acquisition of fixed assets Capitalisation		194
Addition and improvement of fixed assets		196
Revenue expenditure on fixed assets		197
Depreciation on Fixed Asset		198
Revaluation of fixed assets		201
Disposal of Fixed asset		203
Physical verification of fixed assets		204
CHAPTER 13		
CAPITAL WORK IN PROGRESS		
Meaning of Work in Progress		205
Maintenance of register & Accounting & recording procedures		207
Procedure to be followed at the time of completion		210
Period end procedures		212
CHAPTER 14		
INVESTMENT		
Deposit and investment of surplus fund		214
Maintenance of investment register		215
Accounting procedure		216
Accounting of investments Incomes & gain / loss		219
Physical verification of Investments		221
CHAPTER 15		
CASH AND BANK		
Introduction		223
Custody of Cash		224
Accounting & recording procedures		225
Accounting of payments		227
Monthly Bank Reconciliation		228
Reversal of Stale cheques		231
Responsibility for maintenance		232

CHAPTER 16		
ACCOUNTING FOR IMPREST ADVANCE AND OTHER ADVANCES		
Introduction		235
Contingent expenses and charges		237
Imprest Advance		238
Register of Imprest Advance		240
Accounting & recording procedure		246
Stamp Account		248
CHAPTER 17		
INVENTORY		
Introduction		249
Inventory Register		250
Procedure for receipt of inventory		251
Receipt of Bills from suppliers of inventory and stores		256
Scrutiny of Bills		257
Issue of material		258
Return of material		265
Physical verification of stores		266
Accounting and recording procedure		270
Valuation of Closing Stock at Period-End		274
CHAPTER 18		
LOANS AND ADVANCES TO STAFF		
Introduction		275
Maintenance of Advances to Staff register		276
Accounting and recording procedures		277
Recovery of advance		279
Year end procedures		280
CHAPTER 19		
LOANS AND BORROWINGS		
Types of loans		281
Loan register		282
Accounting & recording procedure		284
Expenses incurred on raising of loans or on issue of bonds or debentures		285
Accounting for interest and other charges		286
Confirmation of balances		288
CHAPTER 20		
DEPOSITS RECEIVED		
Introduction		289
Accounting & Recording Procedure		290
For Short Term Deposits		293
Other deposits		295
Refund of Deposit		296
Time barred & Unclaimed Deposits		299
Deposit of Securities		301
CHAPTER 21		
MUNICIPAL FUNDS		
Introduction		302
Transactions in Municipal Fund		304
Disclosure		311

CHAPTER 22		
GRANTS		
Introduction		313
Maintenance of grant register		315
Bank Accounts		316
Accounting and recording procedure		
For receipt of grants		317
For expenses incurred out of grant		322
For interest earned from temporary investments		323
Write off of grant receivable		325
Repayment of unutilised grant		326
CHAPTER 23		
PROPERTY AND OTHER TAXES		
Introduction		327
Demand register		328
Bill of Taxes		329
Notices of Distress of warrants		330
Remission or Refund and Write Off		332
Records & recovery of other taxes		333
Accounting & recording procedures		335
Self-assessment		341
Property tax in dispute		342
Provision for unrealised taxes		343
CHAPTER 24		
GENERAL PROCEDURE FOR ACCOUNTING FOR WATER CHARGES		
Accounting procedure		344
Charges of water		346
Provision for unrealized revenue		347
CHAPTER 25		
SALARY, WAGES AND OTHER ALLOWANCES		
Salary of Establishment		348
Preparation of pay Bills		349
Increment		352
Salary payable register		354
Accounting and recording procedures		359
Allowance		361
Unpaid salary		362
Recoveries from salaries		364
Arrear claims		366
Salary Reserve fund		367
CHAPTER 26		
PERIOD END PROCEDURES		
Daily Procedures		368
Month end procedures		371
Quarterly procedures		376
Annual procedures		380
CHAPTER 27		
FINANCIAL STATEMENTS		
Introduction		386
Types of Financial statements		387
Subsidiary Reports		389
Other disclosures		391

CHAPTER 28		
AUDIT OF FINANCIAL STATEMENTS		
Duties		394
CHAPTER 29		
BANK RECONCILIATION STATEMENT		
Introduction		396
Bank reconciliation statement		397
Procedure		398
Receipt side		402
Payment side		403
Factors necessitating bank reconciliation		404
CHAPTER 30		
BUDGET		
Manner of preparation of budget estimates		405
Role of the head of various departments in preparation of budget estimate		406
Role of Accounts Officer		407
Role of Chief Officer		414
Methodology to be followed in preparation of budget estimates		415
Timeframe for Budget Preparation Process		422
Communication of Budgetary grants		423
Minimum cash balance		424
Budgetary Control (Prohibition of expenditure without budget grant)		425
Re-appropriation		427
Additional grants re-appropriation		430
Sums set apart to be used for the same purpose		431
Budget comparison		432
CHAPTER 31		
GUIDELINES FOR PREPARATION OF OPENING BALANCE SHEET		
Introduction		433
Preparation of Opening Balance Sheet		434
Identification and Classification of assets & liabilities		435
Verification and Valuation of assets & liabilities		437
Compilation of Schedules & Lists		442
General guidelines		455
Preparation and approval of the draft of proposed opening balance sheet		460
Revision of opening balance sheet		461
CHAPTER 32		
AUTHORITIES AND THEIR FUNCTIONS		
Separation of cash and accounts branches		463
Cashier		466
Head of Accounts		467
Head of the Department		468
Municipal administrative authority		469
Embezzlement or misappropriation of the Municipal Fund		471
Head of Audit		472
CHAPTER 33		
FORMS FOR AUTHORISING AND RECORDING FINANCIAL TRANSACTIONS		
Introduction		475
CHAPTER 34		
COMPUTERISED ACCOUNTS		
Responsibility		477

<b>DETAILS</b>		<b>PAGE NO</b>
Chart of accounts	APPENDIX IA & IB	86
Rates of Depreciation	APPENDIX II	138
Tenders	APPENDIX III	139
Pension	APPENDIX IV	147
Provident Fund	APPENDIX V	150



DRAFT OF MAHARASHTRA ACCOUNT CODE , 2010

**INDEX OF FORMS**

FORM No.	DETAILS	Page No.
	<b>PRIMARY VOUCHERS</b>	
1	Statement of Demand Raised / Income Accrued	151
2	Receipt	152
3	Challan	153
4	Payment Voucher (For Works & Suppliers)	154
5	Journal Voucher	155
6	Contra Voucher	155
7	Tearaway slip	156
8	Claim Form	157
9	Stop Payment Order	158
	<b>PRIMARY BOOKS</b>	
21	General Cash Book / Cashier's Cash Book	159
22	General Bank Book	160
23	Journal	161
24	General Ledger	161
	<b>SECONDARY BOOKS / REGISTERS</b>	
31	Cheque Issue Register	162
32	Register of Licenses	163
33	Register of Hire of Municipal Property	163
34	Register of Miscellaneous Sales	164
35	Work Order Register	165
36	Register of Bills Received	166
37	Register for Unpaid Amounts	167
38	Register of Lands	168
39	Register of Immovable Properties	169
40	Register of Movable Properties	170
41	Register of Work In Progress	171
42	Register of Investments	172
43	Register of Imprest Advances	173
44	Inventory Register	174
45	Register of Advances Given to Employees	175
46	Register of Loans	176
47	Register of Deposits Received	177
48	Register of Security Deposits	178
49	Register of Grants	179
50	Demand Register	180
51	Register of Notices & Warrant Fees	181
52	Register of Salary Payable	182
53	Budget - Detailed Estimate	183

FORM No.	DETAILS	Page No.
53 A	Summary of Function Wise Receipt & Expenditure	193
53 B	Summary of Budget	194
53 C	Statement of Re-appropriation	196
54	Pension Register	197
55	Pension Payment Order Register	198
56	Register of Gratuity	199
57	Audit Register of Pension	200
<b>DEMAND NOTICES</b>		
71	Bill of Taxes	201
72	Bill for Miscellaneous Demand	202
73	Licence	203
<b>FINANCIAL STATEMENTS</b>		
81	Trial Balance	204
82	Balance Sheet	205
83	Income and Expenditure Account	206
84	Receipts and Payments Account	207
85	Statement of Cash Flows	208
<b>DEPARTMENTAL RECORDS</b>		
91	Account of Receipt Books	209
92	Stock Account of Face Value Tickets	210
93	Account of Tickets issued to Collection Clerks	211
94	Measurement Book	212
95	Completion Report / Certificate	213
96	Disallowance Statement	214
97	Acquaintance Roll for Permanent / Temporary Establishment for Pay or Travelling Allowance	215
98	Indemnity Bond	216
99	Bank Reconciliation Statement	217
100	Stamp Account	218
101	Material Receipt Note	219
102	Material Requisition Note	220
103	Material Issue Note	221
104	Report of Closing Stock	222
105	Paybill and Acquittance Roll of the Permanent / Temporary Establishment of the Municipal Council	223
106	Increment Certificate	226
107	Travelling Bill for the Establishment	227
108 A	Salary Reserve Fund	228
108 B	Schedule to Salary Reserve Fund ( Statement of Establishment)	229
109	Statement Showing the Details of Provision for Salary and Wages provided for in the Budget	230

FORM No.	DETAILS	Page No.
110	Statement Showing the Details of Expenditure on Public Works provided for in the Budget	231
111	Statement Showing the Estimated Receipts, Payments and Balances of any Trust Funds Administered by the Municipal Body with the Opening and Closing Balance in each Case	232
112	Pension Payment Order	233
113	Pension Bill	235
114	Half Yearly Declaration of Female Pensioners whose Pensions are Terminable on their Marriage or Remarriage	237
115	Provident Fund Ledger	238
116	Broad Sheet of the Provident Fund	239
117	Provident Fund Day Book	240
	<b>OTHER REGISTERS/FORMS</b>	
201	Register of Suits	241
202	Register of Traveller's of The..... Traveller's Bungalow, Sarai, Dharmashala	242
203	Register of Production of Town Compost For The Year....	243
204	Register of Work Done For Private Individuals	244
205	Register of Measurement Books	245
206	Register of Live Stock	246
207	Assessment List / Register	247
208	Scale Register	248
209	Register of Objection of Assessed Taxes	249
210	Register of Building Permission	250
211	Register of Increases or Decreases of Assessed Taxes For The Year.....	251
212	Register of Private Pipe Connections	252
213	Register of House Connection	253
214	Register Showing The Results Of Enquiries Made As To The Sufficiency of The Securities Furnished By The Officers/Servants of the ...Municipal Body	254
215	Muster Roll Of Daily Labour Employed..... For The Period From .....	255
216	Morning Report Of Ward Section No.....	256
217	Notice of Private Scavenging Service	257
218	Sanitary Inspector's Report of Private Scavenging Service for the week ended.....	258
219	Meter Reading Book	259
220	Summary of Employee's Attendance / Absentee Statement	260
221	Motor Vehicle Account	261
222	Toll Receipt	262

<b>FORM No.</b>	<b>DETAILS</b>		<b>Page No.</b>
<b>SR NO.</b>	<b>SUMMARY OF FORMS - CATEGORY</b>	<b>FORM NO.</b>	<b>NO. OF FORMS</b>
1	PRIMARY VOUCHERS	1-9	9
2	PRIMARY BOOKS	21-24 31-57	4
3	SECONDARY BOOKS / REGISTERS	& 201-222	52
4	DEMAND NOTICES	71-73	3
5	FINANCIAL STATEMENTS	81-85	5
6	DEPARTMENTAL RECORDS	91-117	28
<b>TOTAL FORMS</b>			<b>101</b>

**NOTIFICATION**

Urban Development Department,  
Mantralaya, Mumbai – 400 032.  
Dated the 2010

Maharashtra  
Municipal  
Nagar  
Panchayats and  
Industrial  
Townships Act,  
1965.

No. - The following draft of rules to provide for procedure for maintaining of accounts of receipts and Councils, disbursements of every Municipal Council, which the Government of Maharashtra proposes to make in exercise of the powers conferred by sub-section (1) of section 102 read with sub-section (1) and (2) of section 321 of the Maharashtra Municipal Councils, Nagar Panchayats and Industrial Townships Act, 1965 (Mah. XL of 1965), and of all other powers enabling it in that behalf, is hereby published for the information of all persons likely to be affected thereby; and notice is hereby given that the said draft will be taken into consideration by the Government of Maharashtra on or after

\* Date to be  
Filed in by the  
Department,  
Before issue.

-----\*----- 2010.

2. Any objections or suggestions which may be received by the Secretary, Urban Development Department, Mantralaya, Mumbai – 400 032, with respect to the said draft before the expiry of the aforesaid period, will be considered by the Government.

## CHAPTER 1

### Preliminary

1. These rules may be called the Maharashtra Municipal Account Code, 2010
2. They shall come into force on such date as may be notified by the State Government in the *Official Gazette*.
3. These rules shall apply to all Municipal Councils constituted under the Maharashtra Municipal Councils, Nagar Panchayats and Industrial Townships Act, 1965 (Mah. XL of 1965).

### Definitions

4. In these rules, unless the context requires otherwise,
  - (1) "Account Code" means the Account Code prescribed by the Government under Rules below and until such date of a Manual being prescribed, references to "Accounting Manual" shall mean references to "the National Municipal Accounts Manual;"
  - (2) "Accrual Method of Accounting" is the method of accounting whereby revenues and expenses are identified with specific periods of time, such as a month or year, and are recorded as incurred, along with acquired assets, without regard to the date of receipt or payment of cash; as distinguished from cash basis;
  - (3) "Accrual" means recognition of revenues and costs as they are earned or incurred (and not as money is received or paid) and it includes recognition of transactions relating to assets and liabilities as they occur irrespective of the actual receipts or payments;
  - (4) "Act" means the Maharashtra Municipal Councils, Nagar Panchayats and Industrial Townships Act, 1965;
  - (5) "Appendix" means an Appendix appended to this Code;
  - (6) "Auditor" means the Chief Auditor, Local Fund Accounts, Mumbai and includes Deputy Chief Auditor, Local Fund Accounts, or any other person authorised by him to perform the functions of an auditor; or a Municipal Internal Auditor/Chartered Accountant/Firm of Chartered Accountants/Local Fund Auditor/or Special Auditor appointed by CAG or any other Auditor appointed by the Government;
  - (7) "Authorised Officer" means the Chief Officer or any other officer authorised by him under sub-section (2) of section 77 of the Act;
  - (8) "Bank" means a Bank specified under sub-section (1) of section 99 of the Act;
  - (9) "Cashier" means any responsible employee of the Municipal Council entrusted with the task of receiving cash or cheques or making disbursements / payments at any office of the Municipal Council where books and records are maintained. If there is more than one such person the person amongst them, so designated or the senior-most among them shall be Cashier.

- (10) "Accounts Officer" includes the Senior-most Head of Accounts reporting to the Chief Officer or an officer entrusted with the responsibility of maintaining the financial records of the Municipal Council;
- (11) "Commencement date" means the date notified by the government on which the provisions of this Code become applicable ;
- (12) " Committee " means a committee appointed under the Act and in charge of any particular work or business;
- (13) "Competent Authority" for the purpose of pension payable to employees of Municipal Councils shall be the:
- i) Standing Committee, if any, appointed for this purpose OR,
  - ii) the President or Chief Officer of Municipal Council as may be designated by the Municipal Council,
- and if no such Committee is appointed or official designated, the Director;
- (14) "Earmarked Funds" means the Funds representing Specific Municipal Fund and against which there exist identified and specific Earmarked Assets;
- (15) "Form" means Form appended to these rules;
- (16) "Government" means Government of Maharashtra;
- (17) "Head of Accounts" means the senior most accountant or person entrusted with the job of maintenance of accounting records and documents and who would normally report to Chief Officer;
- (18) "Head of Department" means an officer placed in charge of a department;
- (19) "Major Head" means an account within the Object Class Code as mentioned in Chapter 3 and in Appendix 1B;
- (20) "Minor Head Code" indicates the nature or type of the account within the Major Head Code;
- (21) "Municipal Council" means any Council to which the provisions of the Act are applicable;
- (22) "Municipal Engineer" means the Municipal Engineer specified in the sub-section (2) of Section 75 of the Act or such other officer of the State Engineering Services designated by the State Government to perform the functions of an engineer;
- (23) "Municipal Fund" is a general operating fund of a Municipal Council which is used to account for all financial resources except those related to any special or trust funds. It comprises the net balance of Stakeholders equity in the assets of the entity after deducting all its liabilities. It includes the amount set aside for a general or specific purpose of the Municipal Council, whether represented by specifically earmarked assets or not;
- (24) "President" means the president of a Municipal Council and includes the Vice-President when acting as the President;
- (25) "Re-appropriation" means the transfer of funds from one budget head to another;

- (26) "Recurring Charge" means a charge which involves a liability beyond the financial year in which it is originally sanctioned;
- (27) "Section" means a section of the Act;
- (28) "Specific Municipal Fund" refers to the amount set aside for a specific purpose of the Municipal Council or representing Special or Trust Funds to be utilized for specific purposes whether represented by specifically earmarked assets or not;
- (29) "Superintendent" means the Tax Superintendent or other superintendent appointed to supervise the collection of taxes. If no one has been so appointed, superintendent means the Chief Officer;
- (30) "Suspense Account" means the head of account under which transaction of a temporary character which are not to be adjusted forthwith in the accounts as final receipts or outlay or the correct classification of which cannot be determined, are recorded;
- (31) "Temporary Establishment" means establishment employed for a limited period;
- (32) "Year" means the financial year as defined in the Bombay General Clauses Act, 1904 (Bom. I of 1904)
5. Words or expressions used in these rules, but not defined herein, shall have the meanings, respectively, assigned to them in the Act.

## CHAPTER 2 GENERAL

### **Computation of time**

6. Whenever in these rules, any action or proceeding is directed or allowed to be done on a certain day or within a prescribed period, then if the office is closed on that day or on the last day of the prescribed period, the action or proceeding shall be deemed to have been done in due time if it is done on the next working day.

### **Money payable to be rounded off to nearest multiple of a rupee**

7. All amounts shall be rounded off to the nearest rupee; an amount of fifty paise or more shall be rounded off to the next higher rupee, while an amount below fifty paise shall be rounded off to the immediately lower rupee.
8. The rounding off of the fraction of rupee shall be done only in respect of the net amount payable on a bill and not in respect of the individual items of claims or adjustments in bill.



### **Guidance to the Municipal Councils**

9. The Municipal Councils may take advice of the Director or such other person or agency as may be appointed by the Director, Municipal Administration on matters connected with accounts.

### **Commercial Undertaking Accounts**

10. The procedure prescribed in this Code shall apply *mutatis mutandis* to any commercial undertaking of a Municipal Council. e.g. Transport undertaking etc.

## **RESPONSIBILITY OF MUNICIPAL COUNCILS IN RESPECT TO ACCOUNTS**

### **Language in which books of account to be maintained**

11. The books of account shall be maintained in Marathi: provided that where it is not possible to maintain the accounts in Marathi, they may at the discretion of the Municipal Council be maintained in Hindi or English.

### **Corrections in accounts**

12. Every correction or alteration in accounts shall be made neatly in red ink (a single line being drawn through the original entry to be corrected) and attested by the dated initials of the Head of Accounts. All the corrections and alterations in bills and vouchers shall be similarly attested by the officers drawing the bill or person preferring the claim, while those in the pay or order shall be similarly attested by the officer signing them. Erasures or over-writing are forbidden and no document with an erasure or over-writing shall be accepted.
13. Where books are maintained in computerised form, deletion of entries passed shall not be permitted. In the event of any error being noticed, the same shall be rectified by passing reversal entry and not by deletion of the error. No transfer entries or adjustments shall be made in the accounts of a year after the accounts for the year are closed.

## **ACCOUNTING FOR ABNORMAL ITEMS**

### **Recognition of income**

14. Incomes that are not recognised as per the general policy mentioned in Chapter 6 shall be recognized and recorded in accordance with the policy laid down and disclosed in the Statement of Accounting Policies of the Municipal Council.

### **Recognition of expenditure**

15. Expenditure not recognised as per the general policy mentioned in Chapter 8 shall be recognized and recorded in accordance with the policy laid down and disclosed in the Statement of Accounting Policies of the Municipal Council.

**CHAPTER 3**  
**ACCOUNT CODE AND CHART OF ACCOUNTS**

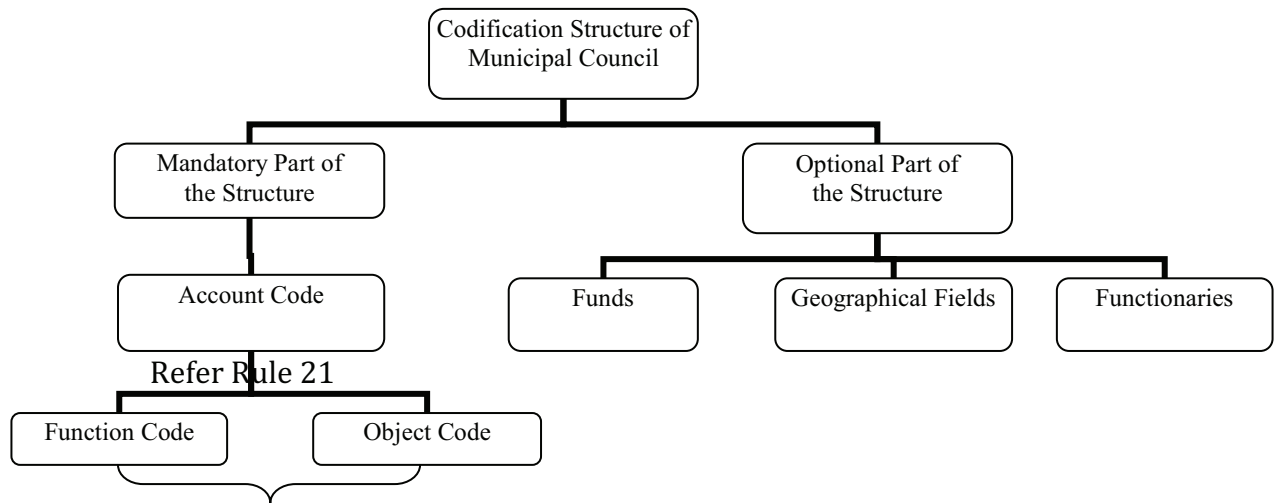
**Introduction**

16. The Chart of Accounts (CoA) defines the accounting heads under which the accounts of the Municipal Council shall be maintained. The CoA provides the logical structure for budgeting, recording and reporting financial transactions of Municipal Councils.
17. The codification structure of the Chart of Accounts is based on the following 5 basic components which are considered necessary to obtain meaningful information in respect of budgets and financial transactions of the Municipal Councils. These components are :
  - (1) Functions
  - (2) Objects
  - (3) Funds
  - (4) Geographical fields
  - (5) Functionary.
18. The five components referred to above may be described as under:
  - (1) **Function:** Based on a listing and classification of the various functions or services performed or carried out by the Municipal Council such as providing for Health Services, Sanitation, Water Supply, Roads, Transport etc. (Refer rule 22)
  - (2) **Object (also referred to as Activity Code):** Enabling recording and classification as per the nature of income or expenditure of the Municipal Council. As the name indicates, the classification for object code is based upon the objective of the expenditure (or source of revenue).
  - (3) **Funds:** The information can be coded to obtain information for funds as mentioned in rule 19.
  - (4) **Geographical Fields:** Enable recording and classification as per Wards, Zones or other geographical administrative fields/ units in a Municipal Council.
  - (5) **Functionary:** Enables recording and classification as per various officials entrusted with administration of the Municipal Council such as Municipal Engineer, Auditor, Health Inspector etc.
19. The Municipal Council shall maintain separate accounts in respect of following funds:
  - (1) General Fund
  - (2) Education Fund (Where there is no Education Board)

- (3) Transport Fund
- (4) Water Supply and Sewerage Fund
- (5) General Provident Fund
- (6) Pension Fund
- (7) Tree Authority Fund
- (8) Salary Reserve Fund
- (9) Woman And Child Welfare Fund
- (10) Economically Weaker Section Fund
- (11) Any other fund as may be specified by the Director of Municipal Administration and / or State Government.

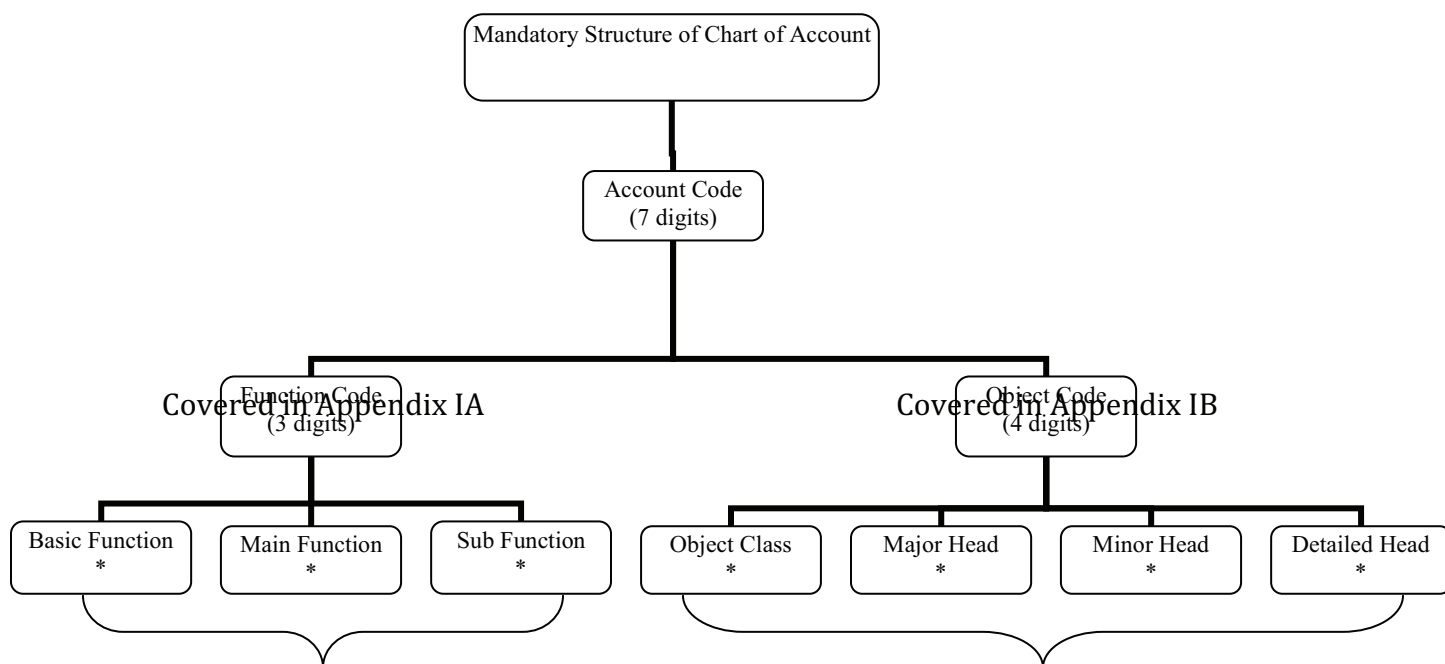
**Overall codification structure**

20. The broad structure (Partly mandatory and partly optional) is illustrated as under:



**Mandatory part of Codification structure**

21. Considering the requirements of budget and financial reporting, the overall structure shall comprise of the following mandatory parts namely Functions and Objects. Therefore the Account Code of the Municipal Councils shall be a composite of the Function Code and Object Code. The Entire Listing of Function Code and Object Code which shall be followed by the Municipal Council is given in Appendix IA and Appendix IB of the Code. The mandatory part of the Code Structure is given as per Chart hereunder:



**Function code**

22. All Functions carried out by a Municipal Council have been classified into 10 broad categories called the Basic Functions. These are numbered from 0 to 9. The Table of the Basic Function Codes is as under:

Code	Description
0	General Administrative Expenses
1	Town Planning, Building Permissions, Licences
2	Roads and Footpaths
3	Water Supply, Sewerage, Solid Waste and Sanitation
4	Municipal Markets
5	Culture, Sports and Gardens
6	Health and Veterinary Services
7	Social Welfare Activities
8	Education, Transport, Electricity and Disaster Management
9	Municipal Taxes and Other Receipts

23. Under each Basic Function certain items within the function are grouped. Each such item within the Basic Function is a Main function with a one-digit code. These two digits comprising the Basic Function and the Main Function are mandatory for all Municipal Councils and the details thereof are given in Appendix IA of the Code.

*Example- Under the Basic Function Code '6' relating to Health and Veterinary Services, Main Function Code '1' shall represent Hospital Services. Thus composite Main Function Code for Hospital Services will be 6-1.*

24. To further identify a sub Group or cost center, a one digit sub-function code is assigned to such Main functions. The sub-functions are optional.

*Example - Under the Main Function Code 6-1 relating to Hospital Services the Sub-Function Code '1' shall represent General OPD. Thus composite Sub- Function Code for General OPD will be 6-1-1.*

25. Thus the the Function Code is a composite 3 digit numeric code consisting of -
- Basic function code – the first digit that denote the Basic function group
  - Main function code – being the second digit; and
  - Sub - function code - the last digit that denotes the individual function (sub-function).

### Object Code

26. The Object Code specifies the head under which the income, expenditure, assets, liabilities and Funds of the Municipal Councils are classified. The Object Code is a composite of 4 digits structured as under.

### **Object Class Code**

27. The first digit is the object class code. This digit indicates the basic classification into income, expenditure, asset or liability.

- '1' shall denote an account relating to 'Revenue Receipts'
- '2' shall denote an account relating to 'Revenue Expenditures'
- '3' shall denote an account relating to 'Liabilities'
- '4' shall denote an account relating to 'Assets'

### **Major Head Code**

28. The Second digit is the Major Head Code. It indicates the nature or type of the account within the Object Class Code.

*Example - Under the object class code '1', the major head code '1' shall represent 'tax revenue related accounts'. Similarly under the object class code '2' the Major Head Code '1' shall represent 'establishment expenses' related accounts.*

### **Minor Head Code**

29. The third digit is the Minor Head Code. A Minor Head Code is a subset of the Major Head Code and provides further details of transactions within the Major Head Code.

*Example - Under the composite Major Head Code 1-1 relating to 'Tax Revenue', the Minor Head Code 1 shall denote 'Consolidated tax on Property'.*

### **Detailed Head Code**

30. The fourth digit is the Detailed Head Code. A Detailed Head Code is a subset of the Minor Head Code. Thus it shall be necessary to refer the Detailed Head Code in conjunction with the associated Minor Head Code.

*Example - Thus, under the composite Minor Head Code of Account 1-1-1 in respect of 'Tax Revenues from consolidated tax on Property, the Detailed Head Code 1 shall represent 'Property Tax from Residential Properties'. The Account Code for this will be 1-1-1-1.*

### **Optional part of Codification structure**

31. Municipal council seeking to implement codification based on Funds, Geographical fields or Functionary in addition to the Account Code mentioned in rule 21, shall do so only with the prior approval of the Director, Municipal Administration.

**General instructions for usage of charts of accounts**

32. The digit 0 in the 3rd position of function code and 4th Position in Object Code will always be reserved for "Total" of the main function / object.
33. The digit 9 in the 3rd position of function code and 4th Position in Object Code will always be reserved for "Others" within the main function / object.
34. The unused digits in the function/sub-function codes within the main functions and in the Object Code may be used by a Municipal Council in accordance with the local requirements after due authorization from the Office of the Director, Municipal Administration.
35. Municipal Councils are free to add two digit code after the sub-function code (in the Function Code) or after the Detailed Head (in the Object Code) after due authorisation from the office of Director, Municipal Administration.
36. A Municipal Council, having some activity not falling within the codes prescribed, may create such sub-functions code or detailed head code only after due authorization from the office of the Director, Municipal Administration.  
*Example: A Municipal Council having an activity related to municipal properties not related to items falling within 41 to 46 could use code 47 for such an activity after due authorization from office of Director Municipal Administration.*
37. At the beginning of each year, the Accounts Officer shall identify and list the function codes and object codes to be utilised by the Municipal Council and shall get such list approved by the Chief Officer. Ledger accounts for only approved account codes shall be opened. If accounts are maintained on computers, the software used should have suitable activated controls in this regard.

**CHAPTER 4  
BANK ACCOUNTS**

**Bank accounts of the Municipal Council**

38. The Municipal Council shall maintain a bank account with a bank operating within its jurisdiction, preferably where Electronic Clearing System is accepted. Any new Bank Account shall be opened with the approval of Standing Committee.
39. The Municipal Council shall maintain separate bank accounts in the following cases:
  - (1) For each Fund or Reserve as required to be maintained under the Act including the funds for which separate accounts are to be maintained as per rule 19;
  - (2) For each earmarked grant or where so directed by the Government;
  - (3) For each activity or centre where independent financial transactions are carried out.



### **Direct payment in or credit to bank account**

40. Municipal Councils may issue standing instructions or enter into arrangements with their bankers for-
- (1) Collection of deposits from authorised collection centres at a fixed time (say end of the day)
  - (2) Salary credit for employees.
41. A Municipal Council may make arrangement for direct payment or credit into its bank account in certain cases. Such arrangements could include permitting direct deposits into the bank account of the Municipal council, credits through electronic clearing system (ECS), payment by credit cards or payment gateways through electronic media.

### **Opening of bank accounts**

42. Where a separate bank account is maintained as per rule 39 above, the resolution authorising opening the bank account shall also specify the maximum balance that may be maintained in normal course in that bank account. Standing instructions shall be issued to the bank that whenever the balance in the bank account exceeds the maximum balance specified in the resolution authorising opening of the bank accounts, the excess shall be transferred to the designated main bank account of the Municipal Council or to a deposit in the form of investment as provided in rule 214.
43. All existing bank accounts shall be reviewed and necessary directions given to have operating instructions for all the bank accounts in accordance with rule 42 not later than 'commencement date'.

### **Signatories to Bank account**

44. No money shall be paid from the Municipal Fund except on cheque signed by the Chief Officer and the Accounts Officer. In effecting payment or withdrawal under rule 44, the Chief Officer shall confirm that the authority under this Rule is being used after having confirmed that all the requirements of the Rules and particularly Chapter 25 thereof have been complied with and that the power vested by this Rule is being used only to prevent delay in payment.

### **Cash transactions to be minimized**

45. All payments of the Municipal Council shall normally be made by cheques / ECS /Bank instructions or by non-cash form. Only in exceptional circumstances cash should be paid and for minimum amount possible, for purposes such as
- (1) Payment of imprest advance to employees
  - (2) Such other payment as may be specified by the Director of Municipal Administration.

**CHAPTER 5**  
**ACCOUNTING BOOKS AND RECORDS**

**Introduction**

46. Municipal Council shall maintain the books of account prescribed herein, in order to record correctly the transactions of each financial year.
47. Where the books of account are maintained in computerized form, the system or software used should be capable of generating at any point of time the books and records mentioned below.

**General instructions for entry in books**

48. The following books of account shall be maintained separately for each financial year in the manner specified:

Particulars	Form No.	To be updated, balanced and verified by Head of Accounts and printed
General Cash Book	21	Daily
Bank Book	22	Daily
Journal	23	Daily
General Ledger	24	Monthly

49. All entries shall be made daily in chronological order.

**General Cashbook**

50. The cashbook shall be maintained in Form 21. Entries for recording of receipt of cash shall be entered in Column 7 and entries recording payment in Column 8.
51. Every cashbook shall be closed and balanced daily under the signature of the Cashier which shall be verified and initialled by the Chief Officer where the balance is drawn. The cash book shall record each transaction involving receipts and payments of cash, including cash withdrawals from bank at the time of receipt or payment, by the Cashier.

**General Bank Book**

52. The Bank book shall be maintained in Form 22. It is same as cashbook except there is one additional column for cheque numbers. A separate bank book shall be maintained in regard to every bank account. Every bank book shall be closed and balanced daily under the signature of the Cashier and shall be verified and initialled by the Chief Officer where the balance is drawn.
53. The bank book shall record each transaction involving receipts and payments by cheque, drafts, pay-orders, instructions, ECS (Electronic clearing system), or in any manner through the banking system.

54. At the end of each month the entries in the bank book shall be compared with the entries in Bank statement and a Bank reconciliation statement shall be prepared in Form 99 in accordance with the procedure prescribed in Chapter 29.

### **Journal**

55. The Journal shall record all transactions other than those involving cash and/or bank. It shall be maintained in Form 23.
56. The Journal shall record entries for accrual of income or expenditure or liability. Head of Accounts shall examine the supporting documents and where necessary prepare a Journal Voucher in Form 5 and pass a Journal entry authorising the recording of such transactions.

*Example - Recording of income for bills raised in respect of Property and other Taxes, recording of liability on receipt of supplier's bills are transactions, which shall be recorded in the Journal Book.*

### **General Ledger**

57. A General ledger is a secondary book of account into which no direct entry shall be made. Only postings or transfers from the books mentioned above are permitted to be made in the General ledger. It shall be maintained in Form 24. The General Ledger shall provide details of all the transactions in respect of a head of account during the financial year.
58. A separate page or Folio shall be maintained for each Major Head of Accounts, which has an opening balance or transaction entry. The Minor Heads may be recorded in columnar or classification format within the Major Head or as Subsidiary Ledgers.
59. By the end of each day, the transactions recorded in the cashbook, bank book and journal shall be posted to the appropriate Ledger Account of the general ledger to complete the double entry bookkeeping. Where the accounts are maintained in computerised form, the software used should be capable of doing posting automatically.
60. From the General Ledger the Trial Balance shall be prepared monthly in Form 81. In the computerised system the software should be capable of entry in subsidiary ledger simultaneously.

### **Subsidiary Ledger**

61. Subsidiary ledger (also referred to as cost centres in computerised accounts) shall be filled along with the entry in General ledger accounts. Municipal Council may, if it deems necessary, maintain sub- ledger for each minor head of accounts. This subsidiary ledger may provide details of individual transactions in respect of a given set of entities covered by a common head of accounts.

*Example - In case of purchase of fuel for vehicles in the office, under the head fuel for vehicles separate car wise or petrol supplier wise subsidiary ledger accounts can be maintained.*

**Preparation of accounting books and records**

62. Apart from the above, the following supplementary records and registers shall be regularly maintained for each financial year in the manner specified

Sr No.	Particulars	Form No.	To be updated, balanced and verified by Head of Accounts and printed
1	Cheque Issue Register	31	Monthly
2	Register of Licences	32	Monthly
3	Register of Municipal property given on Hire	33	Monthly
4	Miscellaneous Sales Register	34	Monthly
5	Work order register	35	Monthly
6	Register of bills received	36	Weekly
7	Register of Unpaid amounts	37	Monthly
8	Register of land	38	Monthly
9	Immovable fixed asset register	39	Monthly
10	Movable fixed asset register	40	Monthly
11	Work in progress register	41	Monthly
12	Investment register	42	Monthly
13	Register of imprest advance	43	Monthly
14	Inventory register	44	Monthly
15	Register of Advances and Loans given to Employees	45	Monthly
16	Loan register	46	Monthly
17	Register of deposits received	47	Monthly
18	Security deposits register	48	Monthly
19	Grant register	49	Monthly
20	Demand register	50	Monthly
21	Salary payable register	52	Monthly

63. Municipal Councils having the relevant assets or records shall also regularly maintain the following registers:

Sr No.	Particulars	Form No.	To be updated, balanced and verified by Head of Accounts and printed
1	Register of Suits	201	Monthly
2	Register of Traveller's of the..... Traveller's Bungalow, Sarai, Dharmashala	202	Monthly
3	Register of Production of Town Compost	203	Monthly
4	Register of work done for private individuals	204	Monthly
5	Register of Measurement Book	205	Weekly
6	Register of Live Stock	206	Weekly
7	Assessment List / Register	207	Monthly
8	Scale Register	208	Monthly
9	Register of Objection to Assessed	209	Monthly
10	Register of Building Permission	210	Monthly
11	Register of increases or decreases of assessed taxes for the year	211	Half Yearly
12	Register of private pipe connections	212	Monthly
13	Register of House Connection	213	Monthly
14	Register showing the result of enquiry made regarding securities furnished by officers/ staff	214	Monthly
15	Departmental Labour 1) Muster Role of Daily Labour 2) Morning report of Wards	215 216	Weekly

16	Notice of private scavenging service	217	Monthly
17	Sanitary inspectors report	218	Weekly
18	Meter reading book	219	Monthly
19	Summary of employees attendance	220	Monthly
20	Motor Vehicle Account	221	Monthly
21	Toll Receipt	222	Weekly

### **Manner of keeping Books of Account**

64. Where the accounts are maintained manually, books of accounts shall be strongly bound with pages serially numbered and each page or folio sealed with the Common seal of the Municipal Council. The number of pages each book or register contains shall be certified in writing, after actual verification, on the last page by the Head of Accounts.
65. Where the accounts are maintained in computerised form, printouts of the books and registers shall be taken at the end of the period as specified above. The printouts shall be strongly bound and pages serially numbered. Each page shall bear the Common seal of the Municipal Council and signature of the Head of Accounts.

## **CHAPTER 6**

### **GENERAL PROCEDURE FOR ACCOUNTING OF INCOME**

#### **Accounting of Income of Municipal Council on accrual basis**

66. All items of revenue shall be recognized and recorded as income on an accrual basis when,
- (1) the amount has been received, or
  - (2) the amount is receivable and approved by the competent authority
- whichever is earlier.
67. Where income accrues as mentioned above, a statement of demand raised or income accrued shall be submitted by the concerned department in Form 1 to the Head of Accounts. Every demand raised by the head of the concerned department shall be given a unique sequential number.

68. In regard to the incomes against which the demand is raised, the point of recognition and the relevant forms are as prescribed below:

<b>Type of demand raised / income accrued</b>	<b>Point of Recording the Income</b>	<b>Form No.</b>
Property tax and other taxes	As and when the demand is raised	71
Lease / Rent	As and when it becomes due for collection	72
Water charges	As and when the demand is raised	71
Cess	On actual collection or On assessment / As and when the demand is raised	72
Fines and penalties	On actual collection or As and when the demand is raised based on an order of Assessment	72
Other income	As and when it becomes due for collection	72

69. In regard to charges and fees collected on the basis of applications received, the point of recognition is as under:

<b>Type of Fees / Charges received</b>	<b>Point of Recording the Income</b> <i>(recording to be at the earliest occurrence)</i>
Licence Fees	As and when licence is granted
Written permission Fees	As and when permission is granted
Hire of Municipal Property	As and when it becomes due for collection based on application received from the party and the orders passed thereon by the competent authority
Receipts from Traveller's Bungalows, Sarais and Dharmashalas	As and when sum is charged to occupiers based on the agreement or as per Rules prescribed
Sale of night soil and compost	1. On actual collection or 2. As and when it becomes due for collection
Miscellaneous sales (Sale of distrained property, roadside trees, stores and materials, product of lands and gardens, street sweepings, night soil, land, etc.)	1. On actual collection or 2. As and when it becomes due for collection

**Income accounted on accrual basis**

70. On the basis of demand raised in Form 1 the Head of Accounts shall prepare a Journal Voucher in Form 5 and pass a Journal entry recording the income and receivable.

*Example - In case of demand raised for property tax the Head of Accounts shall pass a voucher and make a journal entry debiting the "property tax receivable a/c" and crediting income account viz. "the respective property tax a/c".*

71. On recording the entry he shall stamp Form 1 and enter the entry reference and return one copy to the concerned Department. Amounts received against accrued income shall be credited to the same 'Receivables Account'.

*Example - In the above case when the property tax is actually received the Cashier shall pass the entry recording receipt of money by debiting the "cash / bank a/c" and crediting the "property tax receivable a/c."*

**Other Incomes**

72. Other Incomes shall also be accounted for (in accordance with the accrual policy mentioned in rule 66) on the basis of a journal voucher authorised by the Head of Accounts.

Examples of such income are: Accrued interest on bank deposits, Contractors deposits forfeited or unclaimed balances, notice fees and revenues derived from market and slaughter houses, rent from land and building etc. These shall also be accounted by using accrual based accounting system.

**Income accounted on cash basis**

73. Incomes which have not been accounted for (in accordance with the accrual policy mentioned in rule 66) and which are not received in advance shall be accounted as and when they are actually collected or received by the Municipal Council.

**Amount received but not due**

74. The amount, which is not due but received, shall be shown as a liability.

*Example - Property tax received in advance shall be shown as liability and not as revenue.*



**CHAPTER 7**

**DETAILED PROCEDURE FOR ACCOUNTING FOR RECEIPT OF MONEY**

**Receipt of money by the Municipal Council**

75. All money received by the Municipal Council (at its office or by the staff authorised in this behalf) shall be acknowledged by a pre-numbered receipt in triplicate in Form 2. The receipt shall be dated and signed on behalf of the Municipal Council by an Authorised Officer.
76. A receipt for a sum paid by cheque shall state that the receipt is “subject to realization of cheque”.
77. When facility of direct deposit into the bank account of the Municipal Council has been given, the preprinted tear away slip made available in Form 7 (or such similar form as is appropriate to the demand raised and containing all the information mentioned in Form 7 and other necessary information) below the bill furnished to the payer by the Municipal Council shall be treated as a valid receipt if it bears the appropriate stamp acknowledging receipt by the Municipal Council or its duly authorised agent such as the bank.
78. The receipt shall contain all particulars mentioned in the form to enable the proper accounting and classification of the sum received. The original receipt shall be given to the payer, the duplicate shall be maintained in the receipt book and used as basis for preparation of the Challan in Form 3 and third copy shall be sent to the department concerned.
79. A revenue stamp shall be affixed as per the provisions of the Bombay Stamps Act, 1958.

**Account of Receipt Books**

80. Where the accounts are maintained manually, as soon as the receipt books are received from the press, the total number of receipts contained in each book shall be examined and certified by the Authorised Officer on the last page of the book. The receipt shall be stamped with common seal of the Municipal Council at the time of issue of the books. The stock of receipt books shall be maintained in stock account in Form 91 in which details regarding every issue of a receipt book and its return after completion shall be recorded and attested by the Authorised Officer.
81. No receipt book shall be issued to the collection staff unless it is immediately required for use. Fresh issue shall not be made until the completed books are returned.
82. The books shall be issued in serial order. On return of the completed books or during inspection, the entries therein shall be carefully scrutinized by the Head of the Department/Head of Accounts/Chief Officer.
83. Where the accounts are maintained in computerised form, printouts of the summary of receipts shall be taken daily, and strongly bound and serially numbered. Each receipt shall bear the Common seal of the Municipal Council and signature of the Authorised Officer.

### **Challan Book or Deposit of money**

84. Challan/s shall be prepared by the Authorised Officer in Form 3 before the end of the day from the receipt vouchers. The challans shall record the summary of receipts issued for money received in cash or cheque.
85. A separate Challan shall be used to record receipt of money in cash and by cheque. A separate challan shall be used to deposit money in each bank account.
86. The original and duplicate copies of the challans shall be forwarded to the Cashier of the Municipal Council. Along with the Challan, the cash and cheques collected and duplicate copies of receipts issued shall be handed over to the Cashier. The Cashier shall verify the amount of cash and cheques handed over to him with the relevant receipts and the summary as reflected in the challans submitted. He shall sign and return one copy of the Challan as acknowledgement to the Authorised Officer of the concerned department that the said documents and money have been duly received by him.

### **Departmental collection of fees**

87. When fees are levied and collected departmentally, they shall be recovered by means of receipts in carbon duplicates in Form 2 or face value tickets.
88. Book/s containing face value tickets shall be issued by the Authorised Officer to a person authorised to collect cash against such face value tickets. Entries recording such issue of face value tickets shall be made in the Register in Form 93. A stock account of face value ticket shall be maintained in Form 92 separately for each denomination. It shall be kept under proper security arrangements. Each kind of tickets shall be bound in book of one hundred each and shall bear consecutive numbers printed or machine numbered and stamped with the common seal of the Municipal Council.
89. At the end of each year the value of the opening balance of the tickets plus the value of the tickets received from the press during the year and the amount realized plus the value of unused tickets shall be tallied or reconciled by the Authorised Officer. The closing balance of the unused tickets in the previous year (unless destroyed with proper sanction) shall be carried over, as the opening balance for the succeeding year.

### **Deposit of money received by a person other than the 'Cashier'**

90. All Authorised Officers entrusted with the responsibility of accepting payments for and on behalf of the Municipal Council shall issue the receipts for payment collected by them as per rule 78. For this purpose he shall be supplied with a printed receipt book containing receipt forms in duplicate (or face value tickets where applicable) and Challans. Every Authorised officer shall invariably remit his collections as well as copies of duplicate receipts daily to the Cashier and get them verified by him.
91. Every person entrusted with the responsibility of accepting payments for and on behalf of the Municipal Council shall before commencement of duty every day; declare to his immediate superior the amount of personal cash with him. Any cash in excess of the

amount so declared found with the employee shall be liable to be forfeited to the Municipal Council unless it is satisfactorily accounted for.

#### **Remittance into the bank**

92. Money received in to the Municipal Council's office shall be remitted in full to the bank not later than the next working day following the receipt thereof. The pay in slip received back from the bank shall be used as a voucher for the remittance.

#### **Collection directly at banks**

93. Where arrangement is made by the Municipal Council for payment of dues directly into the bank, the payer shall submit the amount to the bank along with the Bill of taxes in Form 71 having a preprinted tear away slip (Form 7) to the bank. The bank shall accept the remittance stamping the Bill of Taxes with acknowledgement of receipt of cash / cheque. The bank shall return the demand notice so stamped to the payer and retain the tear away slip. The bank shall send the tear away slips collected along with the statement of collections to the Municipal Council along with the daily bank statement.

#### **Entries in books and records**

94. All money received by or on behalf of the Municipal Council including Government shall immediately and without any reservation be brought in cash book/Bank book in Form 21. Every entry shall be attested by the Cashier.
95. Where cash is collected by the authorised person/Cashier at the Municipal Council then he shall enter the same in the cash book.
96. Where cash/cheques are collected by Authorised Officer and handed over to Cashier as per rule 90, the Cashier shall carefully examine the stamp/acknowledgement on the challan before making entry into the bank accounts. Each Challan shall be posted in the cash book/bankbook.
97. A printed copy of the tear away slip stamped and acknowledged by the Bank shall also evidence deposit of cash/cheques into the bank accounts of the Municipal Council. The printed copy of the tear away slip shall be verified with the statement of collections received from the bank. The cashier shall, on the basis of tear away slip and the statement of collection received from the bank, pass necessary entries in respective books of account. Remittances to Bank shall be recorded in cashbook and bankbook through a contra voucher in Form 6, based on the pay-in-slip or bank remittance advice received.

*Example - Cash deposited with bank would be reflected as inflow in the Bankbook on "Receipt" side and simultaneously as outflow in Cashbook on "Payment" side.*

#### **Dishonour of cheques received**

98. At the end of each month or on weekly basis the realization or non-realization of the cheques shall also be followed up with the bank. In the event of a Cheque being dishonoured by the bank the fact shall be reported to the department concerned. Intimation regarding the cancellation of the receipt issued for the payment through Cheque shall be issued to the payer by the concerned department. The concerned

department shall also raise a demand on the said payer to make payment of such amount in cash or demand draft only, along with the amount of bank charges debited by the bank, if any.

99. In such cases, the Head of Accounts shall prepare a Journal voucher and pass necessary entry in the books of account to reverse the original collection entry. Appropriate reversal entries shall also be made in all the records and registers where such transaction has been entered.

*Example - If the Security Deposit received by Cheque and deposited in Main Bank Account is dishonoured, then the accounts department shall pass the entry for reversal of receipt by debiting "the security deposit".*

100. The dishonoured Cheque shall be retained by the department and it shall not be handed over to the party till the amount is remitted.
101. Where a Cheque received by the Municipal Council is dishonoured, the head of the concerned department shall in appropriate cases take steps to initiate proceedings under the Negotiable Instruments Act, 1881 (26 of 1881).

#### **Money pertaining to the Municipal Council to be credited to appropriate head**

102. No money pertaining to the Municipal Council, except for authorised advances and amounts remaining un-disbursed out of bills already paid, shall be kept apart from the general balance at the credit of the Municipal Council. All such money shall be credited at once to the appropriate head of account and deposited into the bank. No portion of the collection shall on any account be kept back or used for current expenditure.

#### **Money not due**

103. If any amount collected by the Municipal Council is in respect of future years, it shall be treated as a liability and recorded through an 'advance collection account'. Such amount shall be transferred to income or adjusted with "receivables" in the year when the amount becomes due for payment, to the Municipal Council.

#### **Money received for which full particulars not available**

104. Where receipt is issued as mentioned in rule 75, the Cashier shall first enter the amount by crediting the sum to miscellaneous receipts. He shall forward a copy of the receipt to the department to whom the receipt apparently relates. The concerned department shall look into the information mentioned in the receipt and inform the Head of Accounts about the particulars as available to it. Based on such information furnished by the concerned department the Head of Accounts shall pass the Journal voucher transferring the amount from credit of "miscellaneous receipts" as under: -

<b>Information available</b>	<b>Accounting treatment</b>
Where head of income is known but identity of payer not ascertained	Credit the appropriate head of income or receivable
Where identity of the payer is known but exact year of demand or particulars not ascertained	Credit appropriate head of income or receivable by adjusting the dues against the earliest outstanding sum
Where identity of the payer is known and there are more than one type of sums due from the payer (such as taxes, interest and penalty) and the specific nature of receipt cannot be identified	Credit the interest due from the payer to the extent possible, balance if any to be adjusted against the appropriate head of income or receivable and if any further balance remains from the amount received the same shall be adjusted against the income head of penalty collected
Where information available is in the opinion of the Head of Accounts inadequate	No Journal voucher shall be passed. The Head of Accounts shall make a noting on such receipt authorising the continuation of credit to "miscellaneous receipts" due to inadequacy of information

#### **Verification of daily collections**

105. It shall be the duty of the Cashier to get bank statements on a daily basis and confirm that remittances have been fully credited into the bank account. Any discrepancy in remittances shall be reported immediately to the Chief Officer as the case may be.
106. The Authorised Officer nominated in this behalf shall verify daily the cash balance in the cashbook, the challans of cheques deposited and advises received from the bank. He shall certify the correctness of the receipts as recorded in the Cash and Bankbooks.
107. The Authorised Officer shall at least once a month examine in detail the items in the Bank book and the cash books with all the subsidiary forms and registers in which receipts are given and collections recorded with a view to testing whether all sums received are actually brought to account.

#### **Issue of duplicate receipt**

108. No duplicate or copy of a receipt shall be issued on the ground that the original has been lost. If any necessity arises for such a document, a certificate may be given that on a specified day a certain sum on certain account was received from a certain person. A fee of Rs. 20 shall be charged for each certificate.

#### **Miscellaneous**

109. No moneys received on behalf of the Municipal Council shall be utilised for its expenditure without first being brought into account and paid or remitted into the bank.

**CHAPTER 8**  
**GENERAL PROCEDURE FOR ACCOUNTING OF EXPENDITURE**

**Charge of expenditure**

110. Expenditure incurred shall be recognized as per the accrual system under the appropriate head when the liability for the same has accrued.
111. All expenditure incurred shall be recognised by recording the liability through bill registers and Journal voucher passed by the Head of Accounts.

**Recognition of Expenditure**

<b>Particulars</b>	<b>Recognition</b>
Claims and bills submitted by third party	1. On approval by the Head of Accounts 2. Bills not rejected within 30 days of their receipt to be accrued even if it is not approved by Head of Accounts
T.A. bills, other reimbursable expenditure	The bills shall be recorded on accrual basis on approval by the Head of Accounts
Salary If paid by 5th of succeeding month	1. Shall be accounted on payment basis (except in the month of March)
If not paid by 5th of succeeding month	2. Shall be accounted on accrual basis
Expenditure in respect to claims, bills entered in bill register and vouchers received though not recommended for payment	To be listed by department heads at the end of each year and recorded as payable by Journal voucher as instructed by the Head of Accounts

112. All Expenditure recognized as per rule 110 and rule 111 above shall be recorded/debited to the appropriate Head of account (provided in the Chart of Accounts) on the basis of a Journal Voucher. The amount in regard thereto shall be recorded (credited) to the respective Creditors, Contractors in the respective Sub-Ledger or Minor Head account.
113. When the actual payment is made to the Creditor, the amount payable shall be reduced to that extent.
114. Expenditure shall be incurred and recorded only if there exists adequate budgetary provision for the same. If there is no budget provision or budget provision is likely to be exceeded, steps shall be taken to obtain additional funds by additional appropriations or reappropriations before the year is closed in accordance with the procedure laid down in Chapter 30.

### **Salary**

115. Entry for salary shall normally be passed based on salary actually paid on or before the fifth of the succeeding month. Unpaid salary as on that date shall be recognised on the basis of salary computed as payable for that month. If the actual calculation /computation of salary payable is not available for any reason, the salary paid in the preceding month shall be treated as salary accrued and payable for that month.

### **Exception**

116. Expenditure of a sum less than Rs. 5,000 may be recorded directly by way of cash or bank payment voucher when authorised for payment by the Authorised Officer.

## **CHAPTER 9 WORKS**

### **Introduction**

117. The works are usually divided into two categories, namely:-  
(1) Original works  
(2) Repairs and maintenance.

### **Original works**

118. Original works involve the creation of assets, addition and alterations, which are capital in nature. Repairs and renewals which represent an increase in the value or utilisable life of the asset are also classified as 'Capital Expenditure'.

### **Repairs and Maintenance**

119. Repairs and Maintenance includes works, other than those specified above, required to maintain buildings, roads, water work assets, drainage system and other works in proper condition for ordinary use. Expenditure on such repairs or maintenance is accounted for as expenditure of the year in which such expenditure is incurred.

### **Work order register**

120. Work order register shall be maintained in Form 35 in which details of various works as specified in rule 117 above, regarding name of the contractor, work order No., anticipated date of completion etc. shall be entered.

### **Preparation of plans and estimates**

121. The Municipal Engineer shall prepare all estimates for municipal works. Applications for sanction to works containing details of the availability of budget provision, total amount utilised till date, and balance amount of budget provision and such other particulars as per the directions along with the preliminary estimates shall be submitted to the Chief Officer for his approval. In case of Municipal Councils not having Municipal Engineer, the estimates for Municipal works shall be prepared by the Engineer as designated by the State Government. The estimates shall be in the Forms used in the Public Works Department or Irrigation Department of the State Government



in so far as they are not inconsistent with the provisions of these rules. Similarly, where the estimate or lowest tender amount exceeds the previous cost approved by 10 % or more, justification for the same will be given by the Municipal Engineer in the same manner as the rules framed by the Public Works Department, before such work is given final sanction under rule 125.

### Sanction to Works

122. Sanction to works shall be obtained in the following manner:

- (1) Administrative sanction of the competent authority as laid down in rule 123
- (2) Technical sanction to plans and estimates of the competent authority as laid down in rule 124
- (3) Final sanction of the competent authority as laid down in rule 125

### Administrative sanction

123. Applications for administrative sanctions shall be accompanied by preliminary estimates prescribed in rule 121. The following authorities shall grant administrative sanction:

Municipal Council of Class	Limits of Sanction			
	Municipal Council	Standing Committee	Subject Committee	Chief Officer
A	Above Rs. 5,00,000	Above Rs.1,00,000 and below Rs.5,00,000	Above Rs.50,000 and up to Rs.1,00,000	Up to Rs. 50,000
B	Above Rs. 2,50,000	Above Rs. 50,000 but less then Rs.2,50,000	Above Rs.20,000 and less than Rs. 50,000	Up to Rs. 20,000
C	Above Rs. 1,00,000	Above Rs.20,000 and up to Rs.1,00,000	Above Rs.10,000 and up to Rs. 20,000	Up to Rs. 10,000

### Technical sanction to plans and estimates

124. The Municipal Engineer shall be responsible for the technical details of all estimates signed by him. Except for work costing up to Rs. 50,000, all technical sanctions shall be obtained from the Municipal Engineer.

### Final sanction to works

125. Upon being satisfied that the process of sanction has been duly followed and there is adequate budgetary provision, the Chief Officer shall make an order of sanction and prepare a work order and allot to it a work order number as given in rule 126. He shall then make an entry of the work order in the work order register.

### Work order-numbering system

126. Every Work order shall bear a unique sequential number. This numbering sequence shall be based on the budgetary sanction for the expenditure (Work order no.), the



department it relates to (Function), the asset or expenditure group to which it relates and the period of sanction.

*Example - 113-31-4390-06 would indicate the work order No. 113 issued against the water supply department (function code) 31 in respect of the construction of pipe lines (Account code) 4390 in the year 2006.*

#### **Commencement of work**

127. After final sanction to work as prescribed in rule 125, the Chief Officer shall sanction the commencement of work.

#### **Schedule of rates**

128. The schedule of rates for each kind of work shall be prepared in by the Municipal Engineer or the Public Health Engineer and approved by the Municipal Council. Where considered appropriate, the Municipal Council may choose to adopt the schedule of rates in regard to some or all the items as prescribed by the State Government or the Public Works Department. The schedule so prepared or adopted shall be kept up-to-date from time to time.

129. The rates shall not be higher than the rates laid down by the State Government for similar works or development schemes in the locality.

130. Ordinarily the rates provided in the estimates for Municipal Works shall not exceed those in the schedule of rates. If, however, higher rate is provided the reasons for the variation shall be given by the Municipal Engineer in a note on the order to enable the sanctioning authority to approve the higher rate.

#### **Variation in original estimates**

131. Any deviation from the original estimate shall not be made without the sanction of the authority, which approved them in the first instance. The provision for contingencies if any, provided in works estimates shall be utilised only to meet unforeseen, unavoidable expenditure incidental to the main project.

132. The revised estimate shall be prepared when,

- (1) original estimate is likely to be exceeded by more than 10%;
- (2) there is a change in design or plan;
- (3) partially abandoned work is taken for execution.

#### **Filing of estimates**

133. All estimates shall be filed in the order of sanction and estimates.

#### **Agreement**

134. In case of work done by contract, the estimated cost of which is more than Rs. 20,000 , the contractor shall be required to execute an agreement on stamp paper as required under the Bombay Stamps Act, 1958, specifying the terms and conditions of the contract and the penalties to which he becomes liable if he fails to comply with them.

### **Inspection of works**

135. All works executed by the Municipal Council shall be recorded in the Measurement book and inspected by the Municipal Engineer at least once a month and under his signature. The financial calculations in the Measurement book shall be checked in the office of the Municipal Engineer and by the Accounts Department.
136. Small works (i.e. works whose aggregate value does not exceed Rs. 10,000/-) may be measured after their completion. The agreements with the contractors shall provide for this when practicable.

### **Measurement book**

137. The measurement book shall be maintained by the Municipal Engineer in Form 94 for all works done in which details regarding the material issued, amount of work done by the contractor, estimated date of completion etc. shall be recorded.
138. The Measurement book shall be numbered serially. When a bill is passed for payment the connected entries in the Measurement book and the cross references given in the bill and in the Measurement book shall be crossed over.

### **Completion Report or Certificate**

139. When a work is completed, the Municipal Engineer shall submit a completion report or Certificate in Form 95 to the Head of Accounts as per the procedure prescribed in rule 210. When any of the estimates has been exceeded, he shall compare and explain all differences between the quantity, rates and cost of the work executed and that estimated for.

### **Payment to contractors**

140. The bills received from the contractors shall be received by the Accounts department in accordance with the procedure laid down in rule 145 and forwarded to the Head of the Department concerned for scrutiny. The bill shall be verified by Head of Department with the measurement book and other records and processed as per the procedure prescribed in rule 147.
141. Payment shall usually be made up to nine-tenths of the value of work done, the balance being retained as security. The total amount paid on running bill and on the final bill shall not exceed 90 per cent. of the total cost of the work. The balance of 10 per cent shall be paid when the completion Report or certificate in Form 95 has been signed and after the defect liability period, if any, has expired.

### **Public works department manual**

142. The procedures to be adopted in regard to Works, their sanction, passing, etc, shall be in accordance with the above Rules. Where the above rules do not prescribe the requisite procedure, procedures prescribed in the rules framed by the Public Works Department in this behalf for the time being in force shall apply.

## CHAPTER 10

### PROCEDURE FOR RECORDING EXPENDITURE BY WAY OF CLAIMS

#### Procedure

143. Every person having any claim against the Municipal Council shall present a bill at the Office of the Municipal Council. Wherever possible, such bills shall be in the form provided for the purpose. The claimant shall date and sign the same. When the bill is presented on behalf of any legal entity other than an individual a stamp of the legal entity shall also be affixed.
144. Where a claimant presents a bill in a form different from the form provided for the purpose, a separate claim form in Form 8 shall be prepared by the Officer incurring the expenditure and the claimant's bill shall be attached thereto as a supporting document.

#### Maintenance of bill register

145. All bills presented for a claim against the Municipal Council shall be first received by the Accounts Department and entered in a Register of Bills Received in Form 36 in which full particulars indicated in the form shall be filled in.

#### Numbering system

146. All bills received for payment shall be entered in the sequential order in the register of bills received. The numbering sequence shall be based on sequence of bills received and the month and year of receipt of bill.

*Example - 120-1106 would indicate the 120<sup>th</sup> bill of a claim received in the month of November 2006. Next bill received would have the number 121-1106.*

#### Scrutiny by Head of the department / internal auditor

147. The claim bills so numbered shall then be sent for scrutiny of the claims. This scrutiny shall be carried out by the internal auditor. Where there is no internal auditor holding charge, the scrutiny shall be carried out by the Head of the concerned Department. The internal auditor / Head of Department shall examine the bills and if the claims are in order, he shall prepare a payment voucher in Form 4 (for works and suppliers) and sign the same in token of its correctness and genuineness. Full particulars of the bills, admissibility, deductions and the budget head, aggregate amount of budget sanctioned and utilised till date shall also be noted in the Payment voucher.
148. Likewise separate annexure for salary, loan etc. in the forms specified in this Code shall be prepared and attached along with the payment voucher.
149. Charges against different heads of accounts shall not as far as possible, be included in the same voucher.
150. The Officer preparing a payment voucher shall be personally responsible to ensure that the bill is complete and affords sufficient information as to the nature of payments being made. When the bills include recoveries/adjustments of claims due to Municipal Council, the payment voucher shall indicate the gross amount of the claim, amount recovered/adjusted and the net amount payable to the claimant.

151. In preparation of payment voucher, the Head of Department shall verify that the rate of tax deduction noted in the work order is suitably updated as per rates in force, from time to time and that other deductions and recoveries prescribed as per law or under the terms of the work order are duly noted and effected.
152. In preparation of payment voucher, the Head of Department shall also clearly record whether the bill being paid is the first bill, running bill or the final bill payment.
153. At the time of making payment voucher for first bill, the Head of Department shall note that he has verified the particulars of the work order, the underlying sanctions including financial sanction under section 72, entries in the work order register and measurement book and found that full procedure in this regard had been complied with.
154. At the time of making payment voucher for running bill, the Head of Department shall note on the payment voucher particulars of all earlier payments made against the same work order giving sequentially particulars of work completed, payments made, deductions effected and the security retained in regard to the said work. The payment voucher shall mention the gross amount sanctioned for payment and the specific deductions to be effected from the same after considering deductions made till date.
155. At the time of making payment voucher for final bill, the head of department shall verify in addition to what is required as per rule 154, that the completion certificate has been issued by duly authorised officer, the conditions for release of security have been noted, period within which deficiencies and defects can be pointed out and a certificate to the effect that the resultant asset is ready for use.
156. The Payment voucher prepared by the head of the concerned department shall be forwarded for approval to the Head of Accounts.

#### **Approval for Payment by Head of Accounts**

157. On receipt of payment voucher from the head of the concerned department, the Head of Accounts shall verify the particulars in the Payment voucher to ensure the correctness of sanction, availability of budget and adequacy of supporting documents. He shall also verify the balance payable in the payee's ledger account and on being satisfied about the same, he shall make notings authorizing payment and recording of entry. When the bills are approved for payment by the Head of Accounts, he shall make an order of approval for payment at the foot of the payment voucher.
158. Where any deficiencies are noticed in the bills, he shall return such bills for rectification along with the disallowance statement in Form 96 to the Department concerned.
159. The Head of Accounts shall pass necessary journal vouchers for recovery / adjustments made in the bills and ensure that cash / cheque payment is made only for the net amount payable. The approved payment voucher shall then be forwarded to the Chief Officer for his final approval.

160. When payment is to be made in cash, the approved payment voucher shall be forwarded to the Cashier for making the entry of the payment voucher and thereafter releasing payment to the claimant.
161. When payment is to be made by cheque, the Head of Accounts shall prepare the cheque and forward the payment voucher along with the cheque to the Chief Officer for his signature.

#### **Numbering System of Payment Voucher**

162. The payment voucher shall be numbered by the Cashier.
163. The voucher numbering shall be in accordance with the prescribed numbering pattern, based on cash payment (C) or bank account number (B), running number of the voucher and month and year of issue.

*Example - B3500011106 would indicate the cheque issued from bank account No. 35 against the first voucher 0001 issued in the month of November 2006.*

164. If the payment is made by cheque the bill shall be stamped "paid by cheque number\_\_\_\_\_dated\_\_\_\_\_" and if the payment is made in cash the bill shall be stamped "paid in cash".
165. At the end of each month, Head of Accounts shall, examine all bills of the month, except those for establishment charges, and satisfy himself that the charges have been properly vouched for and the sub-vouchers have been so defaced as to preclude the possibility of their being used in support of any other claim.
166. Upon payment, the bill shall be endorsed with the words 'paid and cancelled'. The Head of Accounts shall record the payment details on the face of the bill as well as on the bills received register. The bill endorsed 'paid and cancelled' and the payment voucher shall be retained by the Head of Accounts for compilation purpose.

#### **Payment on duplicate bill**

167. When a payment is made on a duplicate bill, or a duplicate receipt is attached to any paid bill, the head of the concerned department shall certify thereon that the original bill has not been paid or that the original receipt has not been used in support of any other bill.

#### **Time barred claims**

168. All claims against the Municipal Council, which are barred by time under any provisions of law relating limitation, are ordinarily to be refused. No such claim is to be paid without the sanction of the Municipal Council who shall consider the claim on merits of each case.

#### **Unpaid amount**

169. The Authorised Officer shall be personally responsible for an amount drawn on a bill signed by the Chief Officer, until he has paid it to the person entitled to receive it. While making such payment he shall obtain a legally valid acquittance as per procedure followed by the Municipal Council either on the office copy of the bill or on a separate

acquittance register. The head of the office may maintain a separate acquittance register in Form 97.

170. When any amount drawn in cash or Cheque remains unpaid owing to the absence of the payee or otherwise such amount shall be carried to the Register for unpaid amounts maintained in Form 37 Payments of unpaid amounts shall, be watched through the register. As and when the payment is made a note of the same shall be made against the original entry in the register. All amounts credited to this register and remaining undisbursed for more than three months from the date of withdrawal shall be recredited to the Municipal fund account.

## **CHAPTER 11**

### **DETAILED PROCEDURE FOR ACCOUNTING OF PAYMENT OF MONEY**

#### **Custody and issuance of Cheques**

171. Each cheque book shall bear a book No. and each cheque shall bear the book No. and the serial No. An account of cheque books shall be maintained in the same manner as mentioned in rule 80.
172. When the Cashier receives a cheque book, he shall cause the cheque to be counted and a note to be recorded on the fly leaf under his dated signature as to the No. of cheques it contains. No cheque shall be signed unless required for immediate payment.
173. All cheques shall be made payable to order and crossed. The particulars of cheques that have been issued namely, the date of the cheque, cheque No., name of the payee, and amount of the cheque shall be maintained separately for each bank account in a separate register. Each such register shall bear a proper register number and shall mention the cheque series entered in the register. The cheque book shall be kept under lock and key in the personal custody of Authorised Officer. No cheque shall be signed unless required for immediate payment. The currency of the cheque will be for three months.
174. A Cheque drawn under this Rule shall be signed by the Authorised Officer only after he has verified that the payment voucher is duly passed and bears pay order supported by the statement or voucher approved and signed by the Head of Accounts, and is giving full particulars in regard to the payee/s i.e. person or persons in whose favour the payment is being made.
175. All corrections and alterations in a cheque shall be attested by the authorised signatories by their full signature.

#### **Cheque issued and payment stopped by Municipal Council**

176. In respect of cheques issued for payment by the Municipal Council, it may give instructions to the bank to stop the payment of such cheques for specific reasons.
177. The Cashier shall first prepare a stop payment order in Form 9 in which details regarding the cheque No. name of the payee, reason for stopping the payment etc. shall



be recorded. The original and duplicate copies of the "Stop Payment Order" shall be submitted to the Chief Officer for his approval. Upon being satisfied the Chief Officer shall sign and return one copy of the order to the Cashier and issue the original "Stop Payment Order" to the Bank.

178. The Cashier shall prepare a Journal voucher and pass necessary entry in the books of accounts to reverse the original payment entry.

**Cash Payment may be made in certain circumstances**

179. Cash Payment may be made out of Imprest Advance given to an Authorised Officer. In such cases the competent authority shall record his concurrence for the payment made in cash out of the cash made over to the Officer holding Imprest Advance. The Authorised Officer holding Imprest advance shall pay the amount, and after payment in cash, stamp the voucher with the words "Paid in cash" in conspicuous type. This voucher shall be attached as a sub-voucher while recouping the Imprest advance.
180. Payments less than rupees one thousand may be paid in cash under the signature of the Authorised Officer.

**Bill or Voucher to bear order to pay**

181. Every payment shall be supported by a Payment Voucher as per Form 4. When authorizing the payment voucher the Authorised Officer shall record on the claimant's bill or voucher the reference of the payment voucher and ensure that procedure prescribed in Chapter 10 is complied with. Every payment charged to the Municipal fund shall bear on the bill or voucher an order to pay the amount, which shall be expressed both in figures and words and shall be signed by the Authorised Officer.

**Receipt for Payments made**

182. Every payment made by the Municipal Council or its Authorised Officer shall be covered by a receipt, which shall be duly stamped and dated. The receipt shall be signed in acknowledgment of payment to the payee. If the recipient is illiterate or signs in other than English or Devanagari script, the signature shall be certified by the disbursing Officer and the thumb impression of such persons shall be obtained. The date of actual payment shall be noted by the Cashier for each payment.
183. Automated/computerized receipt may be accepted without the actual signature for payments to departments and institutions such as Telephone, Post, Public Works Department, Water Supply Boards and other Government Departments or institutions as may be prescribed by the Government.

**Indemnity bond**

184. A claim for an amount not exceeding Rs. 5,000 preferred on behalf of a deceased person may be paid on production of a legal authority. In case of a claim exceeding Rs. 5000, the Chief Officer shall before making the payment satisfy himself as to the right, interest of the claimant and shall obtain the orders of the Municipal Council for payment on

execution by the claimant of an Indemnity bond in Form 98 with such sureties as the President may specify.

**Acknowledgement of payment and lost voucher etc.**

185. If a voucher is lost, a certificate of payment prepared in manuscript and signed by the disbursing officer and endorsed by the superior officer shall be placed on record. Full particulars of all claims shall be set forth.

**Lost or destroyed cheque**

186. If a cheque is lost or destroyed an intimation of that fact shall be given at once to the bank and its payment stopped. The loss of cheque shall be noted on the counter foil, if a new cheque is issued, its number and date shall be quoted against the original entry in the bank book. If the fresh cheque is not issued the entry for the lost cheque shall be reversed.

**Cancellation of a Cheque**

187. When a signed cheque for which entry for payment has been recorded is cancelled, the entry for payment should be reversed. The cancelled cheque shall be retained with the voucher for recording reversal and the cheque shall be stamped "cancelled" by the Cashier. The reasons for the cancellation shall also be informed to the concerned department who shall note the same in the records maintained by it.

**Disposal of the cancelled cheques**

188. Cancelled cheques shall be retained until the accounts for the period to which they relate have been audited. Thereafter a statement of cheques destroyed shall be prepared recording the cheque particulars such as Bank Branch on which it is drawn, its number, reason for cancellation etc. The cheques shall be destroyed in the presence of the auditor, who shall certify the statement of cheques destroyed.

**CHAPTER 12  
FIXED ASSETS**

**Introduction**

189. Fixed Assets represent those assets of the Municipal Council, which are meant for use over an extended period. These are the assets held for providing services and are not held for resale in the normal course of operations of the Municipal Council.

**Type of assets:** - Following are the types of Fixed Assets.

190. Fixed Assets are generally tangible but can also include intangible items such as rights, licences etc. The broad classification of fixed assets as per chart of accounts shall be as under:



<b>Type of Asset</b>	<b>Definition</b>	<b>Examples</b>
Immovable assets	Assets which are attached to the earth, or are large as to prevent normal movement from one place to another	Land and buildings etc. Sewerage, drainage system etc. Roads, bridges etc. Treatment plants etc. water sewerage etc.
Movable assets	Assets, which can be moved from one place to another	Furniture and fixtures for e.g. chairs, cabinets etc. Vehicles e.g. ambulances, buses etc. Office and other equipments e.g. fax, computer peripherals etc.
Intangible assets	Assets which have no physical existence and which cannot be seen and touched	Software licences, Rights to waterways, toll rights, easements etc.

**Maintenance of fixed asset register and the procedure for accounting for fixed asset**

191. Municipal Council shall maintain separate fixed asset registers in respect of land, immovable and movable properties in Form 38, 39 and 40 respectively for recording transactions relating to fixed assets. Intangible assets shall be listed in Form 40. The register of Immovable assets shall be maintained by the Estate department and the other registers shall be maintained by the concerned departments. The Registers shall be updated in respect of additions, disposals, significant repairs or renewals and depreciation of the assets. The register shall be kept in the personal custody of the Authorised Officer.
192. All fixed assets shall be entered in the Register, which shall contain separate segments as mentioned in rule 190 above. Every fixed asset or group of fixed assets of similar nature shall be maintained on a separate page in the register.
193. Expenditure incurred and payments made in the course of purchase or construction of an asset shall be recorded in the work in progress register. Entries will be made in the fixed asset register only at the time when the asset is ready for use and the liability to pay for the related expenditure has arisen. Where the asset is not purchased, the Register shall also record the Completion Certificate number.

**Acquisition of fixed assets - Capitalisation**

194. Fixed assets shall be recorded at cost actually incurred in order to make the asset ready to be put to use. This cost shall include ancillary charges e.g. freight, insurance, site preparation etc., which are necessary to place the asset into its intended location and condition for use.
195. If assets are received on concessional rate the same shall be accounted for on the basis of acquisition cost. If the assets are acquired at free of cost the same shall be recorded at nominal value of rupee one.

**Addition and improvement of fixed assets**

196. Any addition to or improvement to the fixed asset that results in increasing the utility, capacity or useful life of the asset shall be included in the cost of asset.

**Revenue expenditure on fixed assets**

197. Revenue expenditure in the nature of repairs and maintenance incurred to maintain the asset and sustain its functioning or the benefit of which is less than for a year, shall be debited to an appropriate expense account.

**Depreciation on fixed asset**

198. Depreciation shall be charged on the fixed assets as per the Straight Line Method (SLM) at the rates prescribed in Appendix II. The Depreciation shall be applied to the Group of assets in a class and not to individual assets.
199. No depreciation should be provided on Land, as the same is non-depreciable asset.
200. All assets costing less than Rs. 5,000 shall be depreciated at 100 per cent in the year of purchase. However, such assets shall also be recorded in the fixed assets register at a depreciated value of Re. 1 per such asset.

**Revaluation of fixed assets**

201. Fixed assets are recorded at cost less depreciation till date. If revalued, the increase in net book value arising on revaluation shall be credited to a reserve account under the respective fund as 'Revaluation Reserve'. A decrease in net book value arising on revaluation of fixed assets shall be charged to Income and Expenditure account under the head "Loss on Revaluation of Fixed Asset".
202. If the Municipal Council revalues its fixed assets, depreciation shall be provided on the basis of the revalued figures. The amount of additional depreciation arising due to revaluation of asset shall be transferred to the Income and Expenditure Account from revaluation reserve account.

**Disposal of fixed asset**

203. Fixed assets may be disposed of by way of transfer or disposition or retirement of the asset. The surplus or deficit if any, on disposal of fixed asset with reference to the Written Down Value shall be transferred to the income and expenditure statement.

**Physical verification of fixed assets**

204. The Authorised Officer shall carry out physical verification as per the fixed asset register at least once during the year. The balance as per physical count if found correct shall be certified by him. Any discrepancy found shall be reported to the Standing Committee for appropriate action.

**CHAPTER 13**

**CAPITAL WORK IN PROGRESS**

**Meaning of Work in Progress**

205. Work in progress means an expenditure on capital assets, which are in the process of construction or completion on the Balance Sheet Date. This includes assets undergoing substantive repairs; additions or alterations, which are of such nature as, would enhance the working life or the utility of the asset.
206. Repairs and Maintenance expenses incurred in ordinary course, which do not meet the test of capital expenditure, would not fall under this head even if the amount involved may be substantial.

**Maintenance of register and accounting and recording procedures**

207. A Municipal Council shall maintain a work in progress register in Form 41 in which details of expenditure incurred on projects involving capital expenditure shall be recorded. It shall be kept in the personal custody of the Authorised Officer.
208. The register shall contain entries of every work commenced. The entry shall be based on the work order, which shall bear a unique numbering sequence. Assets under construction, erection or installation on existing projects and capital expenditure on new projects including advances for capital works and project stores shall be entered in the Register. The quantity of work done as per the Measurement Book at the time of preparation of payment voucher shall be recorded in the register. The amount payable as per Bill Register and running amount paid shall also be recorded.
209. The total amount recorded in the register, as on Balance sheet date shall be included under this head in the Balance Sheet. It would comprise of the amount paid on the said work plus the amount of bills passed for payment but not paid.

**Procedure to be followed at the time of completion**

210. Expenditure on capital assets, which are in the process of construction, erection, installation but not considered ready for use, is recorded under the head 'Capital Works in Progress'. When the work is completed, the Authorised Officer shall put the following note below the entries "Work completed and asset is ready for use and completion certificate furnished on. ...."

211. When such report/certificate is issued the Head of Accounts shall record a Journal entry transferring the balance in the asset in progress to appropriate category in the Fixed Asset Register.

**Period end procedures**

212. At the period end the concerned department shall submit to the Chief Officer a summary statement of status of capital work in progress detailing budget allocated to the Project and expenditure incurred till date on capital projects that continue to be in progress on Balance Sheet date. On receipt of the above statement approved by Chief Officer the Authorised Officer shall verify that total expenditure incurred on each project as stated in the statement tallies with the respective capital work in progress ledger account and that all completed projects are transferred as per rule 211.

**CHAPTER 14  
INVESTMENT**

213. Investments shall be made in accordance with the policy framed by the Government from time to time.

**Deposits and investment of surplus fund**

214. Any surplus fund in the hands of Council which may not be required for current charges may be invested in public securities or any other security in accordance with the provisions of section 99.

**Maintenance of investment register**

215. Municipal Council shall maintain a Register of Investments in Form 42 showing all investments held by the Municipal Council. Details of investment made from Municipal Fund, various Earmarked Funds and Specific Grants shall be recorded in the Investment Register. The register shall be kept in the personal custody of the Authorised Officer. The Register shall be updated in respect of additions/disposals in the investments.

**Accounting procedure**

216. All investments are initially recognised at cost. The cost of investment shall include cost incurred in acquiring the investment and other incidental expenses incurred for its acquisition.
217. Long-term investments shall be valued at cost, including acquisition charges such as fees, brokerage, duties etc. If there is any decline in the value of investment which is considered to be other than temporary in nature, it shall be reduced from the cost of investment and shall be debited to the Income and Expenditure a/c. Any appreciation in market value of both short-term and long-term investments over the cost of investments shall be ignored.

218. If the appreciation is in respect of investments for which provision for diminution in value or fall in value was made in earlier years, the value of the said investments shall be appreciated by an amount not greater than the provision for diminution/fall in value made in earlier years.

**Accounting of investments - Incomes and gain/loss**

219. Interest on investments shall be recognised as and when due, and shall be accrued proportionately at the end of each half year. Noting of the interest accrued shall be made in the investment register.
220. Investments may be held to maturity or may be disposed of before the maturity date. On disposal of investment of the Municipal Council, the profit earned or loss incurred on disposal of investment shall be recorded as income or expenditure in the Income and Expenditure Statement. In case of Special Funds Investments or Grants Investments, the profit realized or loss incurred shall be adjusted in the Special Fund or Grant.

**Physical verification of Investments**

221. At least once during the year and at the end of the financial year, the Authorised Officer shall conduct physical verification of investments and reconcile the balance as shown in the investments register and the balance in ledger accounts.
222. Each of the investment certificate/instrument/document shall be verified to confirm that the investment stands in the name of the Municipal Council. He shall also verify whether the interest or dividend is actually received as per the terms of the agreement. Any discrepancy found shall be reported to the Standing Committee for appropriate action.

**CHAPTER 15  
CASH AND BANK**

**Introduction**

223. Cash includes money in any form. Cash comprises cash in hand and demand deposits with banks.

**Custody of Cash**

224. The money that will be received in the custody of the Municipal Council shall be kept in a strong cash chest preferably having two locks of different pattern. All keys of each lock should be kept in the custody of the accountant or Cashier. The keys of one lock shall be kept apart from the keys of the other lock and in custody of different Officers of Accounts Department. The chest shall never be opened without both custodians being present. Cash in chest shall be insured against theft, fire, etc.

### **Accounting and recording procedures**

225. Entry in respect of receipt of cash or bank shall be passed when money is received in cash or by cheque or by credit into the bank account of the Municipal Council. (This would include sums received through electronic clearance ECS, bank advice etc.) Entry in respect of payment of cash or bank shall be passed as and when any payment by cash or cheque has been approved by the Authorised Officer and the voucher forwarded to the Cashier for disbursement /payment.
226. Entry for recording deposit of cash into bank, withdrawal of cash from bank and for transfer from one bank account to the other shall be recorded on the basis of contra voucher for the cheque, instruction or bank advice. The entry shall be recorded on the same day the money is withdrawn, deposited or transferred from the bank.

### **Accounting of payments**

227. The entry for payments shall be made by credit to the cash or bank account and debit to the Payee's account. An expense account may be debited directly only when payment is made in accordance with Chapter 10.

### **Monthly Bank Reconciliation**

228. The Cashier shall obtain the Bank statement for the month or the Pass book duly filled up and note the Balance as per the Bank in the Statement in Form 99.
229. The Cashier entrusted with the job of maintaining the bank book shall also verify the cheques for which entry for payment has been made but which have not been issued in spite of having been signed, or though issued have not been debited in the respective bank account.
230. A list of such cheques shall be drawn up under the appropriate heads and entered into the reconciliation statement which shall be prepared for every bank account of the Municipal Council.

### **Reversal of Stale cheques**

231. Where the reconciliation statement prepared as above contains cheques, which are not encashed within the period of their validity, the amount covered by the cheque shall be transferred to a 'Stale Cheque Account' by debit to the bank account. When a fresh cheque is issued, the stale cheques account will be debited.

### **Responsibility for maintenance**

232. The cash and bank book though maintained by the Cashier shall be the responsibility of the Chief Finance Officer or such other person of the Municipal Council as may be specified by the Director of Municipal Administration, Maharashtra. The Chief Finance officer shall verify from time to time that the same is properly maintained as per the Code.
233. The Chief Finance Officer shall verify the cash on hand at least once a month and the balance by actual count shall be compared with the Cash Book balance. Upon

verification the balance of cash on hand shall be certified by him; (and excess or deficit, if any, noted and reported to the President through Chief Officer).

234. The Chief Finance Officer shall also verify that the cash balances maintained are appropriate and that money received by the Municipal Council is deposited into the bank in a timely manner.

## CHAPTER 16

### ACCOUNTING FOR IMPREST ADVANCES AND OTHER ADVANCES

#### Introduction

235. Payments in respect of expenses incurred for the Municipal Council are generally made by cheque / ECS in accordance with procedure laid down in Chapter 11. However, this procedure cannot be applied where

- a) Expenditure is very small and is treated as petty expenditure and is therefore paid in cash by the Cashier and
- b) Expenditure to be incurred by the department heads or other Authorised Officers when the process described above cannot be followed because of operational reasons.

*Example - Expenses for emergency procurement of electrical spares or a small quantity of medicines urgently needed at the hospital.*

236. To enable the smooth functioning of the activities of the Municipal Council the system of imprest advance to authorised officials may be followed as under.

#### Contingent expenses and charges

237. Municipal Council would have credit facility for most payments to be made and accordingly, money would be drawn only in accordance with payment voucher duly authorised and verified as per procedure prescribed in Chapter 11. However certain expenditure may have to be incurred for the Municipal Council but the amount and /or the payee of such sum is not determined in advance. In such circumstances, the Authorised Officer shall be entitled to incur such expenditure out of advance paid to him in his personal name.

#### Imprest Advance

238. An advance paid to an Authorised Officer to meet certain contingent expenses and charges of the Municipal Council as mentioned above shall be referred to as an Imprest Advance. (Such advance was earlier referred to as Permanent Advance).
239. Payment of imprest advance of a sum not exceeding Rs. 20,000 in each case shall be authorised by the Chief Officer in response to a written request by the duly authorised official of the Municipal Council. The request shall mention the purpose for which the imprest advance is required, the time within which the said advance shall be adjusted. The imprest advance so authorised, shall be paid in the name of the official seeking the advance and shall be duly dated and acknowledged by the official receiving it.



### **Register of Imprest Advance**

240. A Register of Imprest advances shall be maintained in Form No. 43 by the Municipal Council. The officer authorising payment of imprest advance shall forward a copy of the authorization along with the acknowledgement given by the authorised official receiving the advance to the accountant maintaining the register of imprest advances. The accountant shall record in the register all details regarding the amount of advance given, the purpose of advance given, the person to whom it is given, etc.
241. Each holder of an imprest advance shall, on first receiving it, and thereafter, on the 1st of April every year sign an acknowledgement.
242. The authorised official who is in receipt of an imprest advance shall maintain a record of each payment made by him from his imprest advance, and shall, preserve all sub-vouchers and receipts in support of the payment, to each of which he will assign a serial number.
243. At the earliest possible time, and in any case, within the period specified by him in the initial request as the time required for settlement of the imprest advance, the Officer in receipt of the imprest advance shall render the full account to the Head of Accounts along with the receipts sub- vouchers etc. referred to above. If the entire amount of imprest advance made to the said official cannot be settled at one time, he shall within the time mentioned above, settle that part of the imprest advance for which details of expenditure incurred are available with him. The Head of Accounts on being satisfied about the correctness and adequacy of the receipts and vouchers submitted by the Officer, shall record the repayment of whole or part of the imprest advance. Entries to that effect will be made in the account head recording the expenditure and reducing the imprest advance in the name of the officer. The imprest advance reflected in the register maintained in Form No. 43 shall also be suitably adjusted.
244. The Head of Accounts shall review every month the amount of imprest advance standing in the name of each official and verify that the amount is not outstanding for a period beyond the time mentioned in the request for the advance. Where the imprest advance settlement is overdue or where the same is pending for period of more than 90 days, or where the total amount of the imprest advance in the name of an official exceeds Rs. 50,000, the Head of Accounts shall take note of the same and intimate the Officer concerned to clear the accumulated imprest advance.
245. In such cases as mentioned in rule 238 above, any further imprest advance requested by the official shall not be paid unless it is authorised by the Chief Officer of the Municipal Council.

### **Accounting and recording procedure**

246. The imprest advance when first drawn shall be charged in the cash book to the head "Imprest Advances" and shall be debited to the sub-head of the authorised official to whom the advance is paid.
247. On a statement for whole or part of the imprest advance being furnished by the Officer and approved by the Head of Accounts entry recording the expenditure and reducing the imprest advance in the name of the officer shall be passed.



### **Stamp Account**

248. A stamp account showing purchases and issues of stamps shall be maintained in Form 100. At the end of every week the details of the balance of stamps on hand each denomination shall be shown in the remarks column. The balance of stamps on hand shall be verified once a month by the Authorised Officer and that Officer shall make a note of such verification in the register under his signature.

## **CHAPTER 17 INVENTORY**

### **Introduction**

249. Inventory includes materials, stores, consumables and supplies to be used by the Municipal Council on works or for rendering services. It may also include stock of general stores, tools, materials charged directly to works, etc.

### **Inventory Register**

250. The functions of the Stores, involving procurement, storage, issue, disposal and accounting of inventory shall be under the charge of a Store Keeper either centrally at the Central Stores or at the Department Stores where so designated by the Municipal Council. The Stores Officer shall maintain the record of each kind of inventory on separate pages in the Inventory Register, which shall be maintained in Form No. 44. The inventory Register is a permanent record and shall be kept under the personal supervision of the Authorised Officer.

### **Procedure for receipt of inventory**

251. Items of inventory delivered to the stores and accompanied by a purchase order or Indent issued by an Authorised Officer of the Municipal Council shall be accepted by the stores officer. Upon receipt of materials, the stores officer shall have the same inspected, measured and verified as required. Thereafter the delivery challan forwarded by the person delivering the goods shall be acknowledged by the stores officer.
252. Where inspection and measurement of the goods delivered is likely to take time, a noting that the goods are accepted subject to verification shall be made on the delivery challan.
253. Upon receipt of inventory the Stores Officer shall prepare a Material Receipt Note in Form No. 101.
254. The material receipt Note shall be prepared in triplicate, one copy being forwarded to the department indenting/ordering the goods. From the Material Receipt Note, entry shall be made recording receipt of materials in the Inventory register maintained in Form 44.
255. The articles received free of cost shall be recorded at Re. 1/- in the stock register.

**Receipt of Bills from suppliers of inventory and stores**

256. On receipt of bill from the supplier, the Stores Officer shall compare it with the Material Receipt Note (MRN). On verifying that the particulars are in agreement, a rubber stamp recording this fact and giving cross-references of the MRN number and bill number shall be affixed on the MRN and bill. The particulars of the supplier's bill shall then be recorded in the Register of Bills for Received maintained in Form 36. The copy of the duly stamped bill along with the relevant MRN shall be forwarded to the department ordering the material.

**Scrutiny of Bills**

257. The Authorised Officer who had ordered /indented the stores material shall verify the supplier's bill and accompanying MRN forwarded by the stores officer. If satisfied about the receipt of appropriate material at appropriate rate he shall make noting recommending payment as per procedure prescribed in Chapter 11.

**Issue of material**

258. Issue of materials will be made only on receipt of Material Requisition Note (REQN) in Form 102. The Requisition prepared by the Authorised Officer of the Requisitioning department should be presented in triplicate to the Store Keeper for issue of material. The person drawing the requisition should indicate in the requisition the person to whom the materials are to be handed over. A copy of the Material Requisition should be retained by the concerned department.
259. All orders for supply of stores shall be issued by means of Material Issue Note in Form 103 signed by the stores officer.
260. If the materials as specified in the requisitions are available in the Stores it shall be issued after recording entry for issue in the Inventory Register.
261. At the time of handing over the material, acknowledgement of the concerned parties or their authorised agents should be obtained on the Material Issue Note.
262. If the materials as specified are not available in the Stores, the Store Keeper should return the Material Requisition Note (REQN) to the issuing Department with a noting "not in stock".
263. Where materials are issued to departmental employees or contractors, acknowledgement of the concerned parties or their authorised agents should be obtained on the Material Issue Note.
264. The Store Keeper should return one copy of the Material Issue Note (bearing acknowledgement of receipt of the material by the duly authorised person) to the issuing department and the Stores copy of the Material Issue Note should be preserved in record of the Stores officer.

### **Return of material**

265. If the materials supplied are found to be defective or not in accordance with the terms specified in the agreement, the Stores shall return it back to the supplier concerned and make an entry for return of material in the Issue Column of the relevant folio in the Stores Ledger. The details of the materials returned shall be recorded on the MRN and communicated to the Head of Accounts Department.

### **Physical verification of stores**

266. The physical verification of all items of inventory shall be carried out on the last day of the accounting year and at such further time intervals as the Municipal Council may decide. The verification shall be carried out by the Stores Officer in presence of staff of the Audit Department. The Stores Officer and Auditor designated for this purpose shall certify the stock sheet noting physical inventory verified.
267. Stores shall be reconciled with the balances as per the Inventory Register. Nominal discrepancies identified shall be rectified and incorporated in the Inventory register. Any serious discrepancies shall, at once be reported to the Chief Officer and the President.
268. The Authorised Officer shall also carry out periodic verification to identify obsolete, damaged, non-moving or slow-moving items. Report shall be prepared of such items at least once every quarter and decisions in regard to action to be taken shall be arrived at by a committee constituted for the purpose.
269. The value of physically verified closing stock would be incorporated in the Financial Statements.

### **Accounting and recording procedure**

270. When the Authorised Officer of the department indenting/ordering the material sends the duly approved payment voucher in Form 4 the accrual of expenditure shall be recorded as per the procedure prescribed in Chapter 8.
271. At the end of each month the stock lying at the period-end shall be valued in accordance with the First In-First out Method at cost or Market Value, whichever is less.
272. Suitable adjustment in value in respect of damaged or deteriorated storage and slow moving items identified and reported as per rule 268 shall be made by the stores officer with due authorization of the Chief Officer in regard to such adjustment.
273. Where the Committee has recommended write-off of any pilfered or damaged goods, the entry to write-off such sum shall be passed by the Head of Accounts only after approval of the Director, Municipal Administration.

### **Valuation of Closing Stock at Period-End**

274. At the end of every year, the Stores Officer shall send a Report of Closing Stock in Form 104.

## CHAPTER 18 LOANS AND ADVANCES TO STAFF

### **Introduction**

275. A Municipal Council gives several types of advances and loans to its employees. These are paid as a staff welfare measure and may include interest free advances. This Chapter applies to advances made as a staff welfare measure and not to Imprest Advances which are dealt with by Chapter 16.

### **Maintenance of Advances to Staff register**

276. A register of advances given to employees shall be maintained in Form 45. The particulars of each advance shall be entered on separate pages. The first page for each advance will record the particulars of the name of the employee, the amount of advance given, date of disbursement and terms on which the same is paid. This will include particulars of rate of interest, repayment period etc. The opposite page shall record the recovery of the advance amount (including interest).

### **Accounting and recording procedures**

277. Loans and advances paid or payable shall be recognized as and when sanctioned. They shall be accounted as assets of the Municipal Council.

278. Where interest is chargeable on the advance to staff, the same shall be recognized as income of the Municipal Council for the respective year; even if the same is not due for recovery from the employee in the said year.

### **Recovery of advance**

279. The recovery of loans and advances given to employees shall be made from their monthly salary. The amount recovered along with interest (as recorded in the monthly pay bill) shall be adjusted against the advance made to the employee. An entry recording the recovery shall also be made in the advance to staff register (against the advance shown to the concerned employee).

### **Year end procedures**

280. At the end of the year an abstract of advances to employees shall be made from the Advances to Staff Register. The abstract shall show the loan outstanding at the beginning of the year, loans lent during the year, total interest accrued during the year, and total amount of recovery of principal amount of advance, interest if any and adjustments during the year. The amount thus outstanding from each employee shall be furnished to the employee. Each employee's confirmation of the total amount outstanding from him shall be taken each year.

**CHAPTER 19**  
**LOANS AND BORROWINGS**

**Types of loans**

281. A Municipal Council may raise resources by way of borrowing from various sources. The terms and other features would depend upon various factors such as source of the loan, end-use of borrowed funds, nature of security offered, tenure of the loan etc. The loans made available to Municipal Council may have certain conditionalities attached to the loans in regard to end-user of the funds, period within which the loan amount is to be used etc. For this purpose specific records as mentioned hereunder are to be maintained in regard to borrowings of the Municipal Council.

**Loan register**

282. A register recording all loans received shall be maintained in Form 46. The particulars of each Loan sanctioned or received shall be entered on separate pages. The first page for each Loan will record the particulars of the lender, the purpose of Borrowing, security offered and conditions attached to the Loan received. Every instalment of loan received and the interest accrued on the loan from time to time shall also be recorded in the initial pages. The opposite page shall record the repayment of principal and interest paid against the loan.

283. All loans received or sanctioned (whether or not availed or disbursed) shall be entered in the register.

**Accounting and recording procedure**

284. The entry in respect of amount borrowed shall be made in the books of account on receipt of the money borrowed.

**Expenses incurred on raising of loans or on issue of bonds or debentures**

285. The Municipal Council may incur expenses such as security creation fees, stamp duty etc. for raising of loans or for issuing debentures or bonds. These expenses connected with the raising of long-term loans shall be amortized over a period of 5 years or the tenure of loan whichever is lower. Borrowing costs so amortized shall be fully written off if loans have been pre paid or premature redemption of debentures has been made.

**Accounting for interest and other charges**

286. Interest and other charges including commitment charges, penal interest payable etc. shall be recorded at the time when the interest and other charges accrue as per the terms of the loan, even if the payment of the said interest or charges may not be due within the year.

287. Interest on borrowings will normally be treated as an item of revenue expenditure of the Municipal Council except where the borrowing relates to acquisition of a capital asset.

### **Confirmation of balances**

288. The Authorised Officer shall obtain from the lender a statement of account showing the interest accrued during the year, the principal and interest paid and balance of loan payable at the year-end. The amount intimated by the lender shall be reconciled with the loan register and balance as per the accounts of the Municipal Council. In the event of any significant difference, the same will be brought to the notice of the Chief Officer immediately and necessary corrective steps shall be taken.

## **CHAPTER 20 DEPOSITS RECEIVED**

### **Introduction**

289. Deposits shall usually be received in cash or by demand draft. The deposits may be classified as
- (1) Short- term deposit e.g. tender deposit or
  - (2) Deposits taken for a longer period e.g. water deposit, security deposit etc.

### **Accounting and Recording Procedure**

290. Upon acceptance of any deposit, a receipt shall be issued in accordance with procedure prescribed in rule 75.
291. All such deposits are recorded as a current liability under the head deposits.
292. Upon the tender being allotted or condition of other deposit being fulfilled, the amount repaid to the depositor shall also be entered in the same account so that the amounts in that account are squared off.

### **For Short -Term Deposits**

293. Each category of short-term deposit shall be recorded under separate minor head code or by way of a separate subsidiary ledger.

*Example - Tender deposits for purchase of stationery will be recorded as a separate minor head code from tender deposits received from a civil contractor carrying out a painting job.*

294. The Earnest money deposit of the contractor or tenderer who is awarded the contract may not be required to be repaid. In such case, this amount shall be transferred by passing a journal entry to the security deposit account.

### **Other deposits**

295. In case of deposits received a Register of Deposits received shall be maintained by the Municipal Council in Form 47. The register shall contain details regarding the type of deposits received, particulars of work order no. Water meter, property, etc. against which deposit is received, conditions of the deposit, date, due date of repayment, etc. separate pages shall, be set apart for different classes of deposit.

*Example - Contractor's deposits, water deposit, security deposit, and, other miscellaneous deposits. Other Deposits may also be received as Security from other parties such as employees, agents etc.*

#### **Refund of Deposit**

296. Security deposit shall be returned to the contractor, according to the terms and conditions of the agreement and only after the satisfactory completion of the work and full satisfaction of Municipal Council's claim against him.
297. The depositors seeking refund of the deposit shall furnish the original deposit receipt to the Cashier making such a refund. At the time of authorization of refund by payment voucher, the Head of Accounts shall verify that the amount is actually outstanding.
298. The Cashier shall at the time of issuance of refund record the word "refund issued on \_\_\_" and record particulars of the payment of refund on the face of the deposit receipt which shall be attached to the copy of the payment voucher.

#### **Time barred and Unclaimed Deposits**

299. If the deposit, which is refundable, is not claimed for three complete accounting years such deposit shall be lapsed and transferred to the credit of the Municipal fund under the head Lapsed Deposit a/c. The deposits credited to the Municipal revenues shall not be repaid without the sanction of the Municipal Council and when so repaid the entry for the repayment shall be made by the cashier by debiting to the Lapsed Deposit a/c.
300. The Head of the Department concerned shall prepare a list of all lapsed deposits and forward it to the Head of Accounts for his approval. Upon being satisfied that the contractor has actually not claimed the amount for three complete accounting years the Head of Accounts shall recognize the income by passing necessary Journal entry.

#### **Deposit of Securities**

301. Other than cash or Demand draft the Municipal Council may receive different kinds of permitted securities in lieu of deposit (e.g. bank deposits, Government promissory notes, Municipal and other debentures etc.) receipt of the securities shall be acknowledged and the particulars of such security received recorded in a register maintained in Form 48. Separate pages shall be set apart for different classes of securities.



**CHAPTER 21**  
**MUNICIPAL FUNDS**

**Introduction**

302. The Municipal Fund represents the financial resources or the net excess of assets over liabilities of the Municipal Council at any point of time and has been defined in section 90.
303. The Municipal Fund is not required to be invested in any earmarked securities.

**Transactions in Municipal Fund**

304. The Municipal Fund shall stand increased by the net annual surplus after all appropriations made in accordance with the law or as per directions of the Municipal Council in general meeting.
305. The Municipal Fund shall be utilised for the purpose in accordance with the provisions of the Act.
306. The surplus in the Municipal Fund may be utilised for creation of special or sinking funds or for redemption of bonds as may be considered appropriate by the Municipal Council.
307. Any surplus remaining upon closure of any special fund shall be transferred to the Municipal Fund.
308. Any surplus remaining from the specific purpose revenue grants may be transferred to the Municipal Fund if the terms of the grant so permit.
309. Sums received from government or other aid agencies as capital grant may be transferred to the Municipal Fund after the grant has been fully utilised or the terms of the grant complied with.
310. In the process of transition from cash to accrual system of accounting, any errors in the preparation of opening balance sheets noted in subsequent periods may be adjusted in the Municipal Fund. A specific disclosure of such adjustment shall be made in the financial statements presented before the Municipal Council.

**Disclosure**

311. Every annual financial statement of the Municipal Council shall contain a schedule giving particulars of additions to the Municipal Fund in the financial year and deductions/utilisation if any from the fund.
312. The budget of the Municipal Council shall give a note showing the anticipated balance of the Municipal Fund at the end of the financial year. At the time of presentation of the next budget, if there is a deviation from the anticipated balance of the Municipal Fund, a note explaining the reasons for the variation shall be appended to the budget.



## CHAPTER 22

### GRANTS

#### Introduction

313. Grants received by a Municipal Council may be classified on the basis of, -

**Donor-**Grant received from Central or State Government, NGOs, Aid Institutions and private bodies.

**Purpose-** Grants may for carrying out specific project, scheme or in the form of reimbursements of specific expenditure or may be permitted to be used for general purposes of the Municipal Council.

**Expenditure type** grants may be specifically to finance capital expenditure of certain nature or may be for certain revenue expenditure.

**Any other type of grants** which may be categorized on a different basis.

314. Certain conditionalities may be attached to the grants, which have to be complied with by the Municipal Council. For this purpose specific records as mentioned hereunder are to be maintained in regard to grants.

#### Maintenance of Register of Grants

315. A register of Grants shall be maintained in Form 49. The particulars of each Grant shall be entered on separate pages. The first page for each grant will record the conditions of the grant received and every receipt of money under the Grant. The opposite page shall record the expenditures incurred out of the grant amount.

#### Bank Accounts

316. A separate bank account shall be opened in the case of each grant as mentioned in rule 39. However, such separate account shall not be necessary if :

- (a) no such condition is prescribed in the grant and
- (b) the grant amount is not significant.

#### ACCOUNTING AND RECORDING PROCEDURE

##### For receipt of grants

317. Grants received or receivable should be recorded in the books and in the register maintained in Form 49 by Head of Accounts as and when the sanction orders in respect of them are issued and the grant amount is received or is likely to be received.

318. General grants, which are of revenue nature, shall be recognized as income of the Municipal Council.

319. Grants towards revenue expenditure received prior to the incurrance of the expenditure shall be treated as a liability till such time that expenditure is incurred.

320. Grants received or receivable in respect of specific revenue expenditure shall be recognized as income in the accounting period in which the corresponding revenue expenditure is charged to the Income and Expenditure Account.

321. Grants towards capital expenditure shall be treated as a liability till such time that fixed asset is constructed or acquired. On construction or acquisition of a fixed asset out of grants so received the value of the asset so constructed or acquired shall stand reduced by the amount of Grant utilized. The grant earlier reflected as a liability shall also be correspondingly reduced.

**For expenses incurred out of grant**

322. Any expense incurred out of grant shall be recorded in the books of account as per procedure prescribed in Chapter 10. The payment voucher would mention the grant against which such expenditure is incurred. The object code used for recording the expenditure should also take this into consideration.

**For interest earned from temporary investments**

323. Income earned out of investments made from unutilized grant money, shall be credited to a separate income account, except where specific conditionality in regard to treatment of such income has been laid down by the donor.
324. The particulars of investments made out of such unutilized grants shall be entered in the grant register.

**Write off of grant receivable**

325. Grants recognized as receivable but not received shall be reviewed each year. The Municipal Council may consider writing-off the grants that have been recognized as receivable on the basis of the grant sanction order but has remained outstanding for a period exceeding three (3) years.

**Repayment of unutilized grant**

326. A grant may be required to be refunded or may lapse though sanctioned. This may happen due to inability to comply with the conditionalities of the grant. In such situation, the entries initially recorded to recognize the grant shall be reversed in the year when the lapsing or refund of grant becomes certain.

**CHAPTER 23**  
**PROPERTY AND OTHER TAXES**

**Introduction**

327. Property tax is the main source of income of most Municipal Councils. Property tax is levied on residential and commercial properties. This chapter deals with the following taxes:

- (1) Property tax
- (2) Tax on cinema, circus, carnivals and other performance shows
- (3) Advertisement tax
- (4) Vehicle, boat, animal tax
- (5) Water supply
- (6) Other taxes

**Demand register**

328. Demand register shall be maintained in Form 50 in which details regarding the demand raised on persons mentioned in Form 207, amount collected, amount outstanding etc. (on the basis of entries as per Assessment List/Register) in Form 207 shall be recorded.

**Bill of taxes**

329. When demands have been posted in the demand register, bills shall be prepared and presented to the taxpayers. The number and date of issue of the bill shall be quoted in the remarks column of the demand register.

**Notices of Distress of warrants**

330. Notices of demand and distress warrants required to be issued under sections 151 and 152 shall be numbered consequently and bound in books. A register of notice and warrants fees shall be maintained in Form 51.

331. Entries of Demand shall be made in the Demand Register from the notices issued and from the warrants issued.

**Remission or Refund and Write Off**

332. Remissions or refunds of taxes shall be allowed in accordance with section 127. All refunds shall be noted against the items concerned in the remarks column of the demand register to prevent double payment of such refund.

**Records and Recovery of other taxes**

333. Where Municipal Council levies tax on Cinema, Circus, Carnivals, other Performance shows or on Advertisements, Vehicles, Boats, Animals or any other similar tax; the Municipal Council shall maintain full particulars in respect of the demand arising in respect of such tax and shall be maintained in a form similar to Form 50. In a similar

manner, register of objections and changes in demand shall be maintained separately for each such tax levied by the Municipal Council (as mentioned in Register of Objection of Assessed Taxes) in Form 209. Procedure for inspection report, notice of warrants, remission, refund and write off of any such tax shall be in a similar manner as mentioned hereinabove.

334. The Municipal Council may also undertake collection of charges for electricity. Where such collection is based upon measurement of actual consumption of electricity/power, the necessary record in regard to measurement of such consumption shall be maintained.

#### **Accounting and recording procedures**

335. Revenue in respect of property and other taxes shall be recognized in the period in which they become due.
336. Entry in respect of tax receivable shall be made as and when demand in respect of the same is raised.
337. Rebate allowed on prompt payment of property tax shall be treated as an expense in the accounts through a journal voucher.
338. Cess collected shall be treated as a liability for payment to the authorities. The collection charge available to the Municipal Council for Cess collection shall be taken as income, and reduced from the amount payable to the authorities.
339. The daily collections of each ward or circle shall be brought to account in the manner laid down in Chapters 6 and 7.
340. When two or more instalments of taxes or other municipal dues are recoverable from a party and when payment of only one instalment is received it shall be credited against earliest instalment due.

#### **Self-assessment**

341. Since under the Self Assessment Scheme of property tax, the amount of tax income can be ascertained only after the self assessment returns have been filed, a suitable adjustment entry shall be passed at the end of half year to reflect the correct amount of property tax income for the year.

#### **Property tax in dispute**

342. In case property tax is in dispute or where appeal has been filed against the assessment and/or levy of property tax, then only a reasonable amount of property tax determined by the Municipal Council on case to case basis which is expected to be realized should be recognized.

#### **Provision for unrealized taxes**

343. In respect of the demand outstanding beyond two (2) years, provision shall be made in the Demand, based on the following provisioning norms:

Outstanding for more than 2 years but not exceeding 3 years	25%
Outstanding for more than 3 years but not exceeding 4 years	50% (i.e. additional 25%)
Outstanding for more than 4 years but not exceeding 5 years	75% (i.e. additional 25%)
Outstanding for more than 5 years	100% (i.e. additional 25%)

#### CHAPTER 24

### GENERAL PROCEDURE FOR ACCOUNTING FOR WATER CHARGES

#### Accounting procedure

344. Revenue in respect of water charges, connection charges shall be recognized in the period for which demand is raised.
345. Amount in respect of re-connection charges, water tanker charges, damage recovery charges and penalties in regard to water charges shall be recognized as and when they are actually received.

#### Charges of water

346. The Demand register in respect of the Water rate fixed for supply of water by measurement shall be kept in Form 50 in which details as mentioned in the form shall be filled in.

#### Provision for unrealized revenue

347. In respect of the demand for Water Charges outstanding beyond two years, provision shall be made against the Demand as follows:

Outstanding for more than 2 years but not exceeding 3 years	50%
Outstanding for more than 3 years	100% (Additional 50%)

**CHAPTER 25**  
**SALARY, WAGES AND OTHER ALLOWANCES**

**Salary of Establishment**

348. The salary, wages and other benefits and perquisites (collectively referred to in this Chapter as salary) of the Municipal Council shall be drawn and paid on the last working day of the month during which it has been earned; provided that when the last working day happens to be a Sunday /public holiday, the pay of the establishment may be drawn and paid on the previous working day.

**Preparation of pay Bills**

349. The summary of the salary payable register duly verified by the Head of Accounts and authorised by the Chief Officer shall be the Pay bill for salary of each month.
350. Pay bills shall be prepared in Form 105 in which details as mentioned in the form shall be recorded.
351. The Authorised Officer shall be personally responsible for an amount drawn on a pay bill signed by the Chief Officer until he has paid it to the persons entitled to receive it. He shall obtain a legally valid acquittance on office copy of the bill. In case owing to the large size of the establishment or for any other reason, it is not found convenient to obtain the receipts of the payees on the copy of the bill, the Head of the office may maintain a separate acquaintance roll in Form 97.

**Increment**

352. Where the first payment of Salary in which a periodical increment is drawn for an employee of the Municipal Council a certificate in Form 106 shall be appended. The certificate shall be signed by the Authorised Officer.
353. When an increment claimed operates to carry a Municipal Servant over an efficiency bar, it must be supported by a declaration from the authority empowered to allow the increment over the efficiency bar that it has satisfied itself the Municipal Servant is fit to cross the bar.

**Salary payable register**

354. The Authorised Officer shall maintain the salary payable register in which the full particulars of the salary payable to each employee of the Municipal Council shall be entered each month. The Salary payable register shall be maintained in Form 52.
355. A separate register recording salary and wages payable to persons temporarily engaged by the Municipal Council shall also be maintained in Form 52.
356. Full particulars regarding the amount of salary, No. of days for which it is payable, arrears of salary, details of allowances given and all deductions effected shall be entered in the register. The register shall be updated monthly by the Authorised Officer.

357. Salary drawn for the first time for any person employed by the Municipal Council shall be entered in the salary payable register, only after an authorization has been prepared by the Head of Accounts. Such authorization shall record full particulars of the person appointed, his personal details including address, qualification, designation on which he is appointed and such other particulars as may be directed in this regard.
358. This authorization shall be forwarded by the Head of Accounts to the Chief Officer who shall verify the correctness of the particulars noted (as per Scale Register) in Form 208. Upon being satisfied about the adequacy and correctness of the same he shall grant approval by signing on the authorization and the entry in the salary payable register showing salary payable to such employee for the first time.

#### **Accounting and recording procedures**

359. The entire salary, including all allowances as reflected in the salary payable register and those (as per Absentee Statement) in Form 220 shall be recorded as expenditure for the month. The net salary payable and all other deductions and recoveries therefrom shall be recorded on the last day of each month as a liability for the respective month.
360. Salaries may be paid to the employees by Cheque or by directly crediting the amount to employees' bank account, or in cash. Each such payment shall be adjusted against the liability recorded as above.

#### **Allowances**

361. Claim for Travelling Allowances shall be preferred in Form 107.

#### **Unpaid salary**

362. If the salary shown in the salary payable register remains unpaid, the balance in the salary payable account mentioned (in rule 354) above shall be carried forward for maximum period of three months. If beyond this period the amount remains unpaid in the salary payable account, it shall be transferred by passing a journal entry to the Unpaid Salary Account and an amount equal to the cash drawn and remaining unpaid shall be deposited in the Bank a/c of the Municipal Council.
363. Any payment to be made against the unpaid salary account shall be made by way of a separate pay order authorised by the Chief Officer in accordance with Chapter 10.

#### **Recoveries from salaries**

364. The following recoveries shall be made by deduction from pay bills
- (1) Fines imposed on members of the establishment
  - (2) Recoveries on account of Loans and advances given to employees
  - (3) Recoveries on account of Pension, and/ or Provident Fund subscription (as provided in Appendix IV / V)
  - (4) Other recoveries (to be specifically stated in the pay bill) such as income tax, Premia for LIC, Postal insurance, recoveries of dues of co-operative society ordered by special recovery officer or as per the orders of any other Court etc.
  - (5) Recoveries on account of security deposits by employees

(6) Recoveries on account of advance of pay

365. The above recoveries shall be properly classified and Posting shall be made in to the respective Ledger a/c.

**Arrear claims**

366. No claim on account of pay and allowances not preferred within one year of its becoming due against the Municipal Council can be paid without sanction of the Municipal Council.

**Salary reserve fund**

367. The Salary Reserve Fund shall be kept distinct and separate from the Municipal Fund. The amount to be deposited in the Salary Reserve Fund annually shall be credited to the head "Deposits Salary Reserve Funds". The recoupment of Salary Reserve Fund shall be strictly in accordance with the orders of the Collector. The Accounts of the Salary Reserve Fund of the Municipal Council shall be maintained in Form 108A. Contributions to the fund shall be drawn on a voucher supported by a Schedule prescribed in Form 108B. The accounts of the Salary Reserve Fund shall be kept in accordance with the procedure laid down in section 91.

**CHAPTER 26**  
**PERIOD END PROCEDURES**

**Daily procedures**

368. The Cash / Bank Book shall be totalled and balanced daily. The posting shall be made in the respective Ledger Accounts by the end of the day. The closing cash and bank balance of the day shall be carried forward to the next day as opening balance for that day.

369. The cash and cheque collection shall be remitted to the Accounts Department or deposited with the Bank. Care shall be taken that the money is remitted or deposited either on the same day or on the next working day. Further, it shall be ensured that the funds are transferred from the Designated Bank Accounts to the Main Bank Account at such periodicity as may be prescribed by the Municipal Council.

370. The Head of Accounts shall carry out a verification of number of receipts issued each day as reported by the collection office with challan and cash or cheque deposited with the Cashier. He shall make noting of the same in Remarks column of the Cash Book at the end of the day where the balance for the day is drawn up.

**Month end procedures**

371. The Bank Reconciliation shall be carried out on a monthly basis for each of the bank accounts maintained by the Municipal Council.



372. The Chief Finance Officer shall count the cash on hand at least once a month and the balance by actual count shall be compared with the Cash Book balance. Upon verification the balance of cash on hand shall be certified by him; (and excess or deficit, if any, noted and reported to the President.)
373. The daily postings of the entries in the Ledger Accounts from the Cash Book and the Journal Book shall be checked and certified by the Head of the Accounts Department or other designated officer. Necessary rectification entries shall be passed immediately in respect of differences or errors in posting.
374. At the end of each month, the Stores-in-charge shall prepare a report of Closing Stock in Form 104 for the stocks held in the Stores and issues made for various purposes from the entries made in the Stores Ledger.
375. In addition to above further period end procedures that are required to be performed at the end of the month are listed below
- (1) Recording of expenditure against permanent advance
  - (2) Payment of pension contribution and leave salary contribution in respect of employees on deputation
  - (3) Payment of Government dues e.g. cess, royalty etc.

#### **Quarterly procedures**

376. The ledger accounts shall be totalled and balanced at the end of each quarter or such shorter period as the Municipal Council may decide for preparation of Financial Statements. The closing balances for each of ledger accounts shall be determined and posted in the Trial Balance prepared for that period. The closing balance in the assets and liabilities ledger accounts of the period shall be carried forward as opening balance of the next period.
377. The Municipal Council shall also prepare the financial statements like the Balance Sheet, Income and Expenditure Statement, Statement of Cash flows and Receipts and Payments Account at the end of each quarter.
378. The process of preparation of financial statements shall be followed by the preparation of trial balance, which is a list of closing balances in all the accounts in the Ledger and the Cash Books.
379. Further period end procedures that are required to be performed at the end of each quarter are listed below
- (1) Reconciliation of deposits, advances, receivables and incomes with respective ledgers accounts and registers
  - (2) Accrual of interest on borrowings
  - (3) Accrual of interest on advances and investments

### **Annual procedures**

380. All the period-end procedures, including the passing of adjustment entries performed at the end of each quarter shall also be performed at the end of each accounting year. In addition to that, further period-end procedures required to be performed at the year-end have been described below.
381. The physical verification of stores and consumables shall be carried out at least once in a year on the last day of the accounting year and at such time intervals as the Municipal Council may decide. The verification shall be carried out by the Stores-in-charge in presence of the personnel of the Audit Department designated for this purpose, who shall certify the stock sheet. The physically verified stores shall be reconciled with the balances as per the stores records. The value of physically verified closing stock would be incorporated in the Financial Statements.
382. The Authorised Officer shall carry out physical verification of fixed assets at least once during the year. Any discrepancies with the Fixed Assets Register should be reconciled and reported to the Municipal Council. The details recorded in the verification sheets shall be checked with the relevant Fixed Assets Registers and remedial steps shall be taken in case of discrepancies identified.
383. At the end of the year, the Accounts Department shall obtain a confirmation from all the persons to whom the advances have been provided including the Head of the Department for Imprest Advance and employees of the Municipal Council for miscellaneous advance provided.
384. The Municipal Council shall also prepare the financial statements like the Balance Sheet, Income and Expenditure Statement, Statement of Cash flows and Receipts and Payments Account annually.
385. In addition to above the Municipal Council shall create provision for depreciation on various types of assets in accordance with the rates specified in Appendix II and shall disclose the Policy in this regard in the Financial Statements.

## **CHAPTER 27**

### **FINANCIAL STATEMENTS**

#### **Introduction**

386. Financial statements prepared by the Municipal Council provide information about the financial position, performance and cash flows of the Municipal Council.

**Types of Financial statements**

387. The financial statements shall comprise of the following
- (1) Balance Sheet
  - (2) Income and Expenditure Statement
  - (3) Statement of Cash Flows
  - (4) Receipts and Payments Account
  - (5) Notes to Accounts and
  - (6) Disclosure of significant accounting policies and
  - (7) Such other statements as may be prescribed under any Law enacted to regulate disclosure of Financial and other information by a Municipal Council.
388. The financial statements to be prepared by the Head of Accounts at the end of every accounting period and for such other period as may be directed by Director of Municipal administration shall be as given hereunder.

<b>Financial statement</b>	<b>Form No.</b>	<b>Purpose</b>
<b>Balance sheet</b>	82	Discloses the financial position of the Municipal Council as at a given date.
<b>Income and Expenditure statement</b>	83	Discloses the income and expenditure for that period derived on an accrual basis i.e. income earned during the year whether actually received or not and all the expenditure incurred whether actually paid or not.
<b>Receipts and Payments Account</b>	84	Discloses the sources of funds and the applications of funds during the accounting periods.
<b>Statement of cash flows</b>	85	Discloses the inflows and outflows of cash and cash equivalents of a Municipal Council.
<b>Statement of significant accounting policies</b>	-	Discloses the important accounting policies followed by the Municipal Council for accounting for its transactions and in the preparation and presentation of the Financial Statements.
<b>Notes to accounts</b>	-	Discloses the other significant matters considered necessary to disclose in order to give a clearer understanding of the Financial statements, and Subsidiary Reports as required.

Where considered appropriate, the Income and Expenditure Statement and Receipts and Payments Account may in addition to (or in place of) previous year's figures, give the budgeted figures for the accounting period.

### **Subsidiary Reports**

389. Subsidiary Reports and statements shall be prepared as required by the Act, rules and directions issued from time to time.

*Example - The Municipal Council shall prepare a Subsidiary Report on the following services:*

- (1) Water supply and disposal of sewerage*
- (2) Tree authority*
- (3) Health and sanitation*
- (4) Education fund*
- (5) Municipal transport*
- (6) Such other services as may be directed by the Director of Municipal Administration*

390. The above subsidiary reports shall be in the forms as prescribed in rule 389, and shall be annexed, to the Annual Financial Statements.

### **Other disclosures**

391. In addition to the above subsidiary reports, the Municipal Council may also give other important financial information by way of disclosure.

- (1) Details of income, expenditure, receipt or payments out of grants;
- (2) Details of utilization of MP/ MLA funds;
- (3) Details about the various health programmes undertaken by the Municipal Council from its own resources and the section of the population being benefited;
- (4) Percentage of properties defaulting on property tax both in terms of number and value in comparison to total properties and income earned;
- (5) Other details, ratios including those indicating service efforts, service accomplishments, and others as may be directed by the Director of the Municipal Administration.

**CHAPTER 28**  
**AUDIT OF FINANCIAL STATEMENTS**

392. The financial statements prepared under these rules shall be audited by an Auditor as defined in rule 3(6).

**Duties**

393. Subject to the provisions of the Act and these rules, the auditor shall perform the audit in such manner, as he thinks fit, having regard to the character and effectiveness of internal controls and recognised professional standards and practices.

394. The Auditor shall, within three months of the end of the financial year, complete the audit and prepare an audit report. The report shall mention:

- (1) whether he has obtained all the information and explanations which, to the best of his knowledge and belief, were necessary for the purposes of his audit;
- (2) whether, in his opinion, proper books of account as required by the Act and Rules have been kept by the Municipal Council so far as it appears from his examination of those books;
- (3) whether the Municipal Council's Balance Sheet, Income and Expenditure Statement and Receipts and Payment account dealt with by the report are in agreement with the books of account;
- (4) whether the Financial Statements give a true and fair view,
  - (a) in case of the Balance Sheet, of the State of Affairs of the Municipal Council as on the last day of the financial year; and
  - (b) in case of Income and Expenditure Statement, of the surplus/deficit of the Municipal Council for the year ended on that date.
- (5) where any of the matters referred to above are answered adversely or with a qualification, the auditor's report shall state the reason for the same and with further explanation and the financial impact of such qualification.
- (6) the auditor shall report on additional matters as may be prescribed. The audit report along with annexure shall be submitted by the Chief Officer to the Municipal Council with copies to the President, the Director and the statutory auditor, immediately on completion of audit.

**CHAPTER 29**  
**BANK RECONCILIATION STATEMENT**

**Introduction**

395. The Bank Reconciliation shall be carried out on a monthly basis for each of the bank accounts maintained by the Municipal Council. It is a procedure in which the Cashier shall reconcile the bank balance as shown in the Bank Book of the Municipal Council with the bank balance as per the pass book/statement received from the bank.

**Bank reconciliation statement**

396. A bank reconciliation statement shall be prepared by the Cashier in Form 99 as per the procedure prescribed below.

**Procedure**

397. It shall be the duty of the Cashier to close and balance the Bank book on a daily basis. He shall also obtain daily bank scrolls (i.e. the bank's record of the transactions between the bank and the Municipal Council for receipts and payments at any particular date) from the bank.

398. If there is a difference between the balance as per the bank statement and balance as per books at the end of each month then the entries in the bank scrolls obtained from the bank shall be checked with the entries in the bank book. In checking these items the Cashier shall check entries not just by amount but also taking into consideration the cheque No, entry No, or name of the payee or payer etc.

399. Based on this checking a Bank Reconciliation Statement for each bank shall be prepared in Form 99.

400. The Cashier shall first compare the entries in the Bank Book with the entries in the Bank statement given by the bank. The items, which do not match, shall be brought in to the Bank reconciliation statement of that period.

**Receipt side**

401. The difference between the entries on the receipt side (Dr) of the Bank book and entries on the credit side of the Bank statement may arise due to the following reasons:

- (1) **Cheques deposited but not cleared by the Bank:** Where the entries for the cheques received appear only in the Bank book of the Municipal Council and not in the Bank statement of the Bank, the untallied items represent the cheques received and deposited by the Municipal Council but not cleared by the bank or cheques received but not deposited in the bank.

- (2) **Direct deposit or credit of cash / cheque in to the bank but not accounted for in the bank book:** Where the entries appear only on the credit side of the bank statement and not in the bank book of the Municipal Council, such items represent the direct deposit with the bank by the payer or amount directly credited by the bank etc.

*Example - Payment of property tax by the payer directly in to the bank or Maturity of F.D. or dividend received or credit of interest by the bank etc.*

- (3) **Item appearing in the Bank reconciliation statement of the previous period for any of the above reasons**

(a) The entries appearing in the Bank Reconciliation Statement of the previous period shall be examined for credit in this period's bank statement by the Cashier. Refer sub-rule (1).

(b) Cashier shall also examine the entries appearing in the Bank Reconciliation Statement of the previous period for debit in the Bank book of the Municipal Council. Refer sub-rule (2).

(c) Where the entry in Bank Statement matches with the entry in the Bank Reconciliation Statement of the previous period these entries shall be suitably marked as cleared.

(d) The items, which do not reconcile shall again be carried forward to Bank Reconciliation Statement of that period.

#### **Payment side**

402. The difference between the entries on the payment side of the Bank book and the entries on the debit side of Bank statement may arise because of the following reasons:

- (1) **Cheques issued but not presented into bank / Cheques drawn but not actually issued to parties:** Where the entries for the cheques issued appear only in the Bank book of the Municipal Council and not in the Bank statement of the bank, it may represent the cheques issued by the Municipal Council but not presented to the bank for payment or the cheques drawn by the Municipal Council but not issued to the party.

- (2) **Payments directly made by the bank but not accounted for in Bank Book:** Where the entries appear only in the Bank statement of the bank but not in the Bank book of the Municipal Council, such items represent the amounts directly debited by the bank or payments directly made to the parties by the bank on behalf of the Municipal Council.

*Example - Interest or bank charges directly debited by the bank or making direct payments to the parties against the standing instructions issued by the Municipal Council etc.*

**(3) Item appearing in the Bank reconciliation statement of the previous period for any of the above reasons**

- (a) The entries appearing in the Bank Reconciliation Statement of the previous period shall be examined for debit in this period's bank statement by the Cashier. Refer sub- rule (1).
- (b) The Cashier shall also examine the entries appearing in the Bank Reconciliation Statement of the previous period for credit in the Bank book of the Municipal Council. Refer sub-rule (2).
- (c) Where the entry in Bank Statement matches with the entry in the Bank Reconciliation Statement of the previous period these entries shall be suitably marked.
- (d) The items, which do not reconcile shall again be carried forward to Bank Reconciliation Statement of that period.

**(4) Items carried forward for more than four months in the Bank reconciliation statement**

Where any item remains in the bank reconciliation statement of the Municipal Council for more than four months, the entry for the same shall be reversed by the Cashier as per prescribed procedure. Particulars of such reversal entries passed due to item being carried forward in the bank reconciliation statement shall be intimated to the Director of Municipal Administration with full particulars and suitable explanation.



403. **Factors necessitating Bank Reconciliation**

<b>Reconciliation factors</b>	<b>Effect on Bank Book bank Balance</b>	<b>Effect on bank balance as per Pass Book</b>
Cheques issued but not presented for payment	Bank balance reduces by that amount	No effect
Cheques deposited but not cleared	Bank balance increases by that amount	No effect
Cheques received but not deposited	Bank balance increases to the extent of cheque received but not deposited	No effect
Debit of charges by bank for any services rendered	No effect	Bank balance reduces to the extent of charges levied
Direct deposit of amount in the bank	No effect	Bank balance increases to the extent of deposit
Interest allowed and credited by the Bank	No effect	Bank balance increases to the extent of interest credited
Payment by the bank in respect of standing instructions given to the bank	No effect	Bank balance reduces to the extent of the payment made
Cheques deposited but dishonoured	No effect (The effect of collection entry is nullified by passing the reversal entry)	No effect
Cheque issued and payment stopped by Municipal Council	No effect (The effect of payment entry is nullified by passing the reversal entry)	No effect

## **CHAPTER 30 BUDGET**

### **Manner of preparation of budget estimates**

404. The budget of the Municipal Council shall be prepared every year taking into consideration the accrual system of accounting. Budget or portion thereof shall be made available for to the public inspection in the manner prescribed by the Government.

### **Role of the Head of various Departments in preparation of budget estimate**

405. The budget in Form 53 shall be prepared by the head of various departments/wards of Municipal Council which will include the income and expenditure of the said unit of both natures i.e. Capital and Revenue.

### **Role of Accounts Officer**

406. The budget of each department /ward would be consolidated by the Accounts Officer to draw up the budget of the Municipal Council in Form 53, 53A and 53B. This budget would incorporate therein the particulars of all items (whether capital or revenue in nature) of income / expenditure of the Municipal Council giving particulars in regard to the previous year.

- (a) for the period from the 1<sup>st</sup> day of April to the 30<sup>th</sup> day of November of the year then current
- (b) an estimate of the income / expenditure for the remaining portion of the current year
- (c) for the income / expenditure during the ensuing year an estimate of the closing balance in the Municipal Fund at the end of the current year.

407. The budget shall clearly indicate any proposals for change in taxes, fees or other charges to be levied for the ensuing year and the manner in which the said proposals have been given effect to in drawing up the budget.

408. The budget shall indicate the recovery of outstanding and arrears demand of each department during the current year.

409. The budget shall also indicate the amount of current demand realizable, but likely to remain unrealised during the current year. A note shall be appended explaining reasons for non-realization of current demand, if any.

410. Wherever, required by law, separate budgets shall be prepared in regard to specified functions (E.g. Transport, Water and Sewerage etc.), which shall be consolidated into the main budget in the manner prescribed.

411. In drawing up the estimates of income and expenditure, further break-up as prescribed in Form 53 would be furnished, indicating separately the income due to and expenditure payable by the Municipal Council, the amount out of such sum which is expected to be realized or paid during the period as mentioned in sub-rules (a), (b) and (c) of rule 406 above. Information will also be furnished in the said form in regard to

amounts expected to be received /paid during the period as mentioned in sub-rules (a), (b) and (c) of rule 406 above which relate to a prior or subsequent period.

412. Notwithstanding the above Rule, all payments which are expected to be made during the year for which the budget is being prepared shall be ascertained and provided for.

**Role of Chief Officer**

413. The Accounts Officer shall then furnish to the Chief Officer the consolidated budget of the Municipal Council. The Chief Officer shall thereafter prepare a consolidated report, bringing out clearly any abnormal receipts or payments that are deviating from the normal trend. He shall also prepare explanatory notes in regard to such items. Such consolidated budget of the Municipal Council (along with such other subsidiary or other statements required by law or as per the Code) shall be furnished by the Chief Officer to the President to enable him to place it for consideration by the Standing Committee as required by Section 101(2A) of the Act.

**The consolidated budget estimate shall be accompanied by subsidiary statement detailed below:**

Particulars	Form No.
Statement showing the details of provision for salary and wages provided for in the budget	109
Statement showing the details of expenditure on public works provided for in the budget	110
Statement showing the estimated receipts, payments and balances of any trust funds administered by the Municipal Council with the opening and closing balance in each case.	111

**Underlying methodology to be followed in preparation of budget estimates**

414. The budget estimate shall be for what is accrued during the year. It shall also indicate the sum out of such accrual that is expected to be received or paid during the year.
415. The estimate of total expenditure should not exceed the average of actual receipts of the previous three years or the estimated receipts of the budget year whichever is less.

416. The methodology to be followed in preparation of budget estimate is given in the following Table.

<b>Particulars</b>	<b>Basis</b>
In case of revenue	An objective review of past dues, current years taxation levels, targeted level of recoveries through tax collectors, self-compliance etc. corresponding data of prior periods should be shown in the appropriate columns. Significant variations in the estimate therefrom should be explained by way of a note
In case of income	On a comparison of the last three years receipts. The estimates from taxes/ other sources for which there is a fixed Demand should, however, be limited to the average of three years receipts or to the year's Demand Plus a reasonable percentage of the recoverable arrears, whichever is less
Estimate of expenditure of fixed establishments as well as fixed monthly recurring charges on account of rent, allowances etc.	According to actual sanctioned  , irrespective of savings
Contingent expenditure	The estimate shall be based upon the average actual expenditure of the past three years, exclusive of any special items of expenditure that may have been incurred during those years

417. All existing liabilities, which cannot be liquidated before the commencement of the year for which the budget is being prepared, shall be ascertained and provided for.
418. The proposals for additional taxes, fees etc, under rule 407 should be such as to cover the whole of the anticipated expenditure to leave the minimum cash balance specified in Rule 423.
419. If there are any abnormal variations, brief explanations for such variations shall be given.
420. Opening and closing balances of invested funds of the Municipal Council shall be shown separately, along with the expected investments by the Municipal Council during the budgeted year. Particulars of investments as obtained from the investment register shall be indicated fund wise, giving the amount invested in Government promissory notes, fixed deposits, etc, also specifying the amount of accrued interest on the said investments.

**Timeframe for Budget Preparation Process**

421. The budget process shall be carried out in the following timeframe:

Initiation of budget activity plan issuance of relevant forms by the accounts department	By September end
Receipt of the Departmental/ Ward-wise Plans by the Accounts Officer	By mid-October
Compilation of the consolidated budget by the Accounts Officer of the Municipal Council for presentation to the Chief Officer	By October end
Finalisation of the budget after incorporating accounts up to 30 <sup>th</sup> November by the Chief Officer for presentation by the President to the Standing Committee	By mid- December

**Communication of Budgetary grants**

422. After the budget has been passed, the details in regard to the budgetary sanction received in respect of each of the requests made by the Departments/wards shall be communicated to the respective Department/ Wards.

**Minimum balance**

423. Minimum cash balances to be maintained by the Municipal Council at the end of the year shall be as follows:

Category	Balance
Municipal Council having income not exceeding 50 Lakhs	Rs.50,000
Municipal Council having income exceeding 50 Lakhs but not exceeding 1 Crore.	Rs.1,00,000
Municipal Council having income exceeding 1 Crore	Rs.2,00,000

The Minimum cash balance means the free balance with the Municipal Council, that is to say, excluding the balance of all statutory funds, deposits, unutilized balances of grants and loans for specific purposes, balances of earmarked funds etc. which can not be appropriated for general purposes. Similarly, the income mentioned in this rule should include receipts from Government grants other than those received for specific purpose.

**Budgetary Control (Prohibition of expenditure without budget grant)**

424. After the budget has been passed, no expenditure shall be incurred under any budget head in excess of the amount provided, unless provision for such expenditure is made by any one of the following methods:

- (a) by transfer from other head under which savings are available, or
- (b) by an additional allotment, or
- (c) by a revision of the budget .

425. Provided that, the expenditure incurred under emergency provisions made in clause (a) of sub-section (7) of Section 101 of the Act may be regulated after its occurrence in the manner specified above.

**Re-appropriation**

426. A Statement of re-appropriation shall be submitted to the Council in Form 53C. In proposing transfers all possible transaction till the close of the year on closing of account should be taken into account.
427. The Standing Committee or a Subjects Committee appointed under the Act, may within the budget so sanctioned, sanction re-appropriation subject to the following ceiling limits from one sub-head to another or from one minor head to another under the same major head controlled by the same Committee, subject to the provisions of sub-section (6) of section 101.

<b>Class of Municipal Area</b>	<b>Controlling Subject Committee</b>	<b>Standing Committee</b>
A	Rs.1,00,000	Rs.5,00,000
B	Rs.50,000	Rs.2,50,000
C	Rs.25,000	Rs.1,00,000

428. All re-appropriation statement should contain a certificate to the effect that the amounts in question are not being re-appropriated to meet a new item of recurring expenditure not provided for in the budget estimate of the year.

**Additional grants re-appropriation**

429. Any proposal under Section 101 of the Act for additional grants shall be submitted to the Municipal Council or re-appropriation shall be submitted to the Committee concerned.

**Sums set apart to be used for the same purpose**

430. Any sum set apart by a resolution of the Municipal Council for a particular purpose must be utilized for the purpose for which it is earmarked and shall not be used for any other purpose either temporarily or permanently without the previous sanction of the Municipal Council. Any sum set apart for a particular purpose in this manner shall be considered to be an addition to the prescribed minimum cash balance of the Municipal Council so long as it remains unspent.

**Budget comparison**

431. The Municipal Council shall prepare a Budget Variance Report (BVR) identifying the variance between the budgeted figures and the actual expenditures. The reasons for all variations – positive and negative shall be analyzed and placed before the Standing Committee. The periodicity of the BVR shall be specified by the Standing Committee.

## CHAPTER 31

### GUIDELINES FOR PREPARATION OF OPENING BALANCE SHEET

#### Introduction

432. The main objective in preparation of opening balance sheet is to ascertain the various Municipal assets and liabilities and thereby its net worth. The Opening Balance Sheet / Statement of Affairs also provides a starting point for the operation of the accrual system. For preparing the Opening Balance Sheet, detailed data has to be gathered from the existing records and various sources.

#### Preparation of Opening Balance Sheet

433. For the preparation of opening Balance Sheet the following steps need to be taken:

- (a) Identification and Classification of assets and liabilities
- (b) Verification and Valuation of assets and liabilities
- (c) Preparation and approval of the draft of proposed opening balance sheet
- (d) Revision of opening balance sheet

#### Identification and Classification of assets and liabilities

434. To facilitate a quick and efficient preparation of opening balance sheet as on the commencement date of double entry accounting system the process of collecting information and updating the records and registers etc. may be commenced on any day during the preceding year. However the records and registers shall eventually be updated as on the commencement date.

435. For identification and classification of assets and liabilities following steps shall be followed:

- (a) The Head of Accounts shall first issue requisite forms (as prescribed in this Code) and instructions to the Heads of Departments concerned for listing of assets and liabilities.
- (b) The Head of the Departments concerned shall prepare a list of all assets and liabilities and ensure that the records are updated. The information collected shall be verified and authenticated by him.

#### Verification and Valuation of assets and liabilities

436. For the purpose of verification and valuation, the assets and liabilities shall be classified into financial assets/ liabilities and other assets.

437. Verification of the financial assets for example investments, receivable etc. shall be carried out by the Head of Accounts and the verification of all the other assets shall be carried out by the Head of the respective Department.

438. This verification of the listed assets/liabilities would include verification by Municipal Engineer/Head of Department concerned that
- (a) All the assets and liabilities of the department are listed
  - (b) Physical verification of all important assets and test checks of other assets and liabilities has been carried out.
  - (c) The verified list is cross-checked with suitable documentation, title papers or other authentication provided by Authorised Officers
  - (d) The appropriate process of valuation has been followed
  - (e) The final values adopted as mentioned above are reasonable and in accordance with the directions issued in this regard.
439. A final verified list containing full particulars required to be entered in the respective asset registers shall be signed by the Municipal Engineer / Head of Department. The Municipal Engineer / Head of the Department shall forward the list so signed by him to the Head of Accounts who after scrutinizing the same, forward it to the Chief Officer. The Chief Officer shall also verify and approve the same and instruct the Head of Accounts to proceed with compilation of the lists.
440. Upon being satisfied that the lists are in accordance with the policy of the Municipal Council the Head of Accounts shall incorporate the information contained in the list into the respective registers of the Municipal Council.

## **COMPILATION OF SCHEDULES AND LISTS**

### **Fixed assets**

441. Based on the verified list submitted, the Head of Accounts shall prepare a list of all fixed assets which are under the ownership of the Municipal Council. The information gathered during the physical verification should be signed and authenticated by him. Such information shall be compared with the fixed asset register. If any discrepancies are noticed such discrepancies shall be rectified through changes in the fixed asset register.

### **Capital Work In Progress ( CWIP )**

442. The information with regard to Capital Work in Progress shall be obtained from the records such as Bills Register, Measurement Book, and Grants Register etc. and compared with the Capital WIP register maintained in Form 41. The data obtained shall be certified by the Head of the concerned department.

### **Investments**

443. Physical verification of the original certificates and documents shall be carried out to ascertain the exact amount of investments held. The data collected shall be compared with the investment register maintained in Form 42 and shall be certified by Head of Accounts.



## **CURRENT ASSETS AND LOANS AND ADVANCES**

### **Receivables**

444. Head of concerned department shall prepare a list of all income or other sums receivable and demands outstanding. He shall authenticate and thereafter submit the same to the Head of Accounts. The income receivable shall be included in opening list of current assets.

### **Stock in hand**

445. Incharge of the Stores department shall carry out physical verification of stock in hand and prepare a list of all inventories. While carrying out physical verification he shall also identify the obsolete and slow moving items. Any items, which have expired or are not in a condition to be used, shall be removed from the list and processed for disposal in accordance with the prescribed procedure described in Chapter 17. If any discrepancies are noticed such discrepancies shall be rectified through changes in the Inventory register. The data collected shall be cross checked with the inventory register and certified by the stores officer who shall thereafter submit the same to the Head of Accounts.

### **Cash in hand**

446. The actual cash on hand shall be counted by the Cashier and the actual count shall be compared with the cash book balance. Upon verification the Cashier shall certify the balance of cash in hand.

### **Cash at bank**

447. All bank accounts should be listed out and a comprehensive list of balances should be prepared. The balance as per the bank book shall be compared with the balance as per the bank statements obtained from the bank. If there is a difference between the balance as per the bank certificate and balance as per books then bank reconciliation statement for each bank shall be prepared in Form 99 and furnished to the Chief Officer for his authorization.

### **Loans, advances and deposits**

448. The Head of the concerned department shall ascertain the amount of loans, advances and deposits due to the Municipal Council and name of party to whom such amounts have been paid. This information shall be cross-checked with the terms and conditions recorded in the Original documents and in the loans and advances register, and certified by the Head of the Department.

### **Prepaid expenses**

449. Expenses that have been paid in advance and relate to a period after the date of the Opening Balance Sheet should be recognised as prepaid expense. Details for the same shall be obtained from the cash/bank book and other records by the Head of Accounts.

### **Grants, contributions for specific purposes**

450. The amount of grants sanctioned and not fully utilised as at date shall be ascertained and listed. The terms of the Grant, particulars of utilisation till date and other significant characteristics shall be entered in the Grant register maintained in Form 49. The net amount of grants received and not yet utilised shall be included in the liabilities of the Municipal Council after the list has been verified and approved by the Chief Officer.

### **Loans**

451. Details of loans shall be obtained from Loan register maintained in Form 46. The Head of the concerned department shall ascertain the amount of Loans due to the Municipal Council and name of party from whom such amounts have been received. This information shall be cross-checked with the terms and conditions recorded in the Original documents and in the Loans register, and certified by the Chief Officer.

## **CURRENT LIABILITIES**

### **Bank overdraft**

452. Bank overdraft shall be verified with either the bank statement or a bank balance certificate. The bank reconciliation statement shall be prepared as per the procedure given in Chapter 29.

### **Deposits received**

453. Details of deposits received shall be obtained from deposit register maintained in Form 47. Head of the concerned department shall ascertain the amount and name of party from whom deposits have been received. This information shall be cross-checked with the terms and conditions recorded in the Original documents and in the deposit register, and certified by the Head of the Department.

### **General guidelines**

454. All expenditures of a capital nature shall be recognised as Assets in the Balance Sheet.
455. If an asset is owned by another legal entity (such as a trust, society etc.), then even if it is managed by the Municipal Council, it would not form a part of the Municipal Council's balance sheet.
456. All liabilities should be recorded at the full value expected to be paid for them.
457. The mere maintenance of a register should not be taken as sufficient for the purpose of arriving at the balance.
458. The Municipal Council should check the authenticity of the entries with source documents before its inclusion in the balance sheet.

### **Preparation and approval of the draft of proposed opening balance sheet**

459. Once the data for preparation of opening balance sheet is available with the Municipal Council, the draft of opening balance sheet shall be prepared and placed before the Municipal Council for its approval.

### **Revision of opening balance sheet**

460. The Municipal Council shall first examine the draft of opening balance sheet and if any error or omission is noticed it shall be incorporated by making an adjustment through an 'Opening balance sheet adjustment a/c.

*Example - For incorporating the value of the Building which existed on the date of the opening Balance Sheet, but was inadvertently omitted, the entry shall be passed by debiting Building a/c and crediting the Opening balance sheet Adjustment a/c.*

461. While incorporating the value of newly identified assets and liabilities in the Balance Sheet, it should be ensured that details of these assets/liabilities have also been incorporated in the relevant registers such as Fixed Assets Register, etc.

## **CHAPTER 32**

### **AUTHORITIES AND THEIR FUNCTIONS**

#### **Separation of cash and accounts branches**

462. In Municipal Councils the cash and accounts branches shall be maintained distinct from each other under separate officer who shall be designated as its 'Cashier' and 'Head of Accounts' respectively.
463. All the Authorities designated hereunder and all their subordinates shall exercise their functions in accordance with the Account Code and Rules framed by the Government from time to time.
464. The functions and responsibilities of the under noted authorities in addition to those prescribed in the Act and Rules hereinabove in regard to accounts and records are as follows.

#### **Cashier**

465. The functions and primary responsibilities of the Cashier are:
- (1) to make disbursements/payments at the office of the Municipal Council where books and records are maintained, and to receive the money from citizens, contractors authorised collection centres and other persons or remitted by the collection clerk, bill collectors and bring it to the account in cash book or bank book.
  - (2) To verify the cash and cheques handed over to him by the collection clerk with the number of receipts issued and the respective Challan.
  - (3) To make payments after the bills are approved by the Head of Accounts on first come first out basis or as per procedure prescribed by the Municipal Council.
  - (4) To maintain the Cash Book in Form 21 the Bank Book in Form 22.
  - (5) To prepare bank reconciliation statement at the end of every month.

- (6) To deposit all moneys (both cash and cheque) received by him in the bank as early as possible and not later than the day of receipt thereof.
- (7) To close and balance daily the cash and bank book and put his initial thereon.
- (8) To handle other collections and disbursements including that of Non Municipal money where authorised in writing by the Chief Officer.
- (9) The receipt books, unutilised cheque books unissued cheques and DDs shall be in the custody of the Cashier who shall maintain an account of the same.

### **Head of Accounts**

466. The functions and primary responsibilities of the Head of Accounts are

- (1) To carry out physical verification of cash at the end of every month.
- (2) To maintain up to date and in an accurate manner the records of financial transactions of the Municipal Council.
- (3) To account the incomes, expenditures and assets and liabilities of the Municipal Council in the Books of Original Entry and to post entries in appropriate ledger accounts.
- (4) To verify the particulars in the Payment voucher and the balance in the payee's ledger account before sanctioning the payment voucher. Verify that all deductions and recoveries are effected and sanction payment for net only. If any deficiencies are noticed in the bills, he shall return such bills for rectification along with the disallowance statement in Form 96 to the Head of the concerned Department. If the verification does not indicate any deficiencies in the records and documents in regard to the payment voucher, the Head of Accounts shall make an order of approval for payment at the foot of the payment voucher.
- (5) To pass necessary journal entries at the end of every day.
- (6) To verify whether proper distinction has been made between revenue and capital transactions and between the transactions having effect in two accounting periods.
- (7) The Head of Accounts together with Chief Officer and President shall make necessary arrangements for the safe storage and security of the cash and valuables of the Municipal Council.
- (8) The Head of Accounts shall be responsible for Closing of ledger accounts quarterly or annually for preparation of financial statements. The closing balances for each of ledger accounts shall be determined and posted in the Trial Balance prepared for that period.
- (9) The Head of Accounts. is also responsible for preparing financial statements of the Municipal Council annually and for such other period as may be directed by Director.

**Head of the Department**

467. The functions of the Head of the department are as follows:

- (1) The head of the concerned department shall maintain records, registers and forms prescribed as required by this Code,
- (2) He is responsible to examine the bills received for payment and if they are in order he shall prepare a Payment voucher in Form 4 and forward it for approval to the Accounts department.

**Municipal administrative authority**

468. The Municipal administrative authority shall include the Chief Officer of the Municipal Council.

469. The primary responsibilities of the Chief Officer are as follows:

- (1) To check whether the expenditure is covered by the budgetary sanctions and the authority sanctioning the expenditure is competent to do so, by virtue of the powers vested in it by or under the Act, rules or directions issued, from time to time, by the Director.
- (2) To prepare an annual budget in accordance with the Act, and in the manner and form prescribed in the Code.
- (3) A cheque drawn under these Rules shall be signed by the Chief Officer only after he has verified that the payment voucher is duly passed and bears pay order supported by the statement or voucher approved and signed by the Head of Accounts, and is giving full particulars in regard to the payee/s i.e. person or persons in whose favour the payment is being made.
- (4) To ensure that wherever required by the Act or Rules framed there under or by the directions of the Government or Director, the proper procedure as prescribed for effecting purchases or awarding works or contracts is followed. This would require that he shall ensure that the procedure prescribed in Appendix III in regard to calling of, evaluation and award of tenders is followed.
- (5) To ensure that the procedure prescribed in respect of Contribution to Pension or Provident Fund or other similar Funds for Employee Welfare are fully followed as prescribed by Appendix IV or Appendix V or as required by the Act or Rules framed there under or by the directions of the Government or Director.

**Embezzlement or misappropriation of the Municipal Fund**

470. Where an embezzlement of Municipal fund is discovered the enquiry shall be made by the Chief Officer and the fact of embezzlement, misappropriation, loss shall be immediately reported by him to President of the Municipal Council. If preliminary investigation discloses criminal offence like forgery, theft etc. the matter shall be reported to the police authority by the Chief Officer. When the matter has been fully enquired into, the Chief Officer shall send a complete report to the Chief auditor, Collector and Director showing the total sum of money or the value of stores misappropriated or lost, the manner in which the misappropriation was effected or the loss occurred and the steps taken to recover the money, to punish the offenders and to prevent the recurrence of similar embezzlement or losses in future

**Head of Audit**

471. The Head of Audit if he considers necessary, that whole or any part of the audit of accounts which he is required to audit should be conducted in the offices in which these accounts originate, he may require all these books together with the documents having relation thereto, shall at all convenient times be made available in the said Office for inspections.
472. The Head of Audit shall satisfy himself that all expenditure incurred is covered by a provision in the Budget sanctioned by the Municipal Council. He shall also verify that no expenditure has been incurred except with proper sanction.
473. He shall verify that all the amounts due to and received by the Municipal Council have been brought to accounts by the Head of Accounts. He shall also verify that all incomes and expenditures have been correctly classified.

**CHAPTER 33**

**FORMS FOR AUTHORISING AND RECORDING FINANCIAL TRANSACTIONS**

**Introduction**

474. All vouchers shall be prepared in ink or any other similar writing instrument including ball pen, printer etc. and in the prescribed forms by or under the signature of the Authorised Officer of the Municipal Council. The amount of the voucher shall be written in words as well as in figures.
475. Transactions in the Books of Original Entry shall be recorded only on the basis of such vouchers as given hereunder. Such vouchers shall be the supporting document, which form the basis of authorization and recording of all transactions.

Form	Form No.	Nature of transaction	Particulars		
			Process	Authorization	Periodicity
Statement of Demand raised	1	Summary of incomes accrued during the year	Chapter 6 (rule 67)	Head of the Department	As and when any demand is raised
Receipt	2	Receipt of money	rule 75	Cashier	On receipt of money (Cash / Cheque) on behalf of the Municipal Council
Direct Collection Challan	3	Summary of receipt	rule 84	Cashier	Daily
Challan	3	Summary of receipt	rule 84	Head of Accounts	Daily
Payment voucher	4	Payment of money	Chapter 10 (rule 147)	Head of Accounts	On payment of money on behalf of the Municipal Council
Journal voucher	5	Entries other than cash and bank transactions	rule 57	Head of Accounts	As and when amount is receivable or payable on behalf of the Municipal Council

Form	Form No.	Nature of transaction	Particulars		
			Process	Authorization	Periodicity
Contra voucher	6	Deposit of money into bank or withdrawal of cash from the bank or transfer of funds from one bank to another	rule 97	Head of Accounts	As and when cash is withdrawn or deposited into the bank or funds are transferred from one bank a/c to another bank a/c
Material receipt note	101	Receipt of material	rule 253	Stores Officer	As when and when material is received by the stores clerk
Material issue note	103	Issue of material	rule 259	Stores Officer	As and when material is issued to the department or the contractor



**CHAPTER 34**  
**COMPUTERISED ACCOUNTS**

**Responsibility**

476. Maintenance of books of account shall be the responsibility of Chief Finance Officer or the Head of Accounts of the Municipal Council whether the books of account are maintained manually or in computerized form. Where the accounts are maintained in computerized form, the Chief Officer should ensure that the software used is capable of generating the outputs in the format and for the periodicity as has been specified.
477. Where any books or registers are maintained in computerized form, the person responsible shall take the printouts of the same at the periodicity specified in Chapter 5. The Summary of the printout shall be signed and verified by the Authorised Officer. The detailed printout in prescribed form along with the signed summary as mentioned above, duly numbered and bound shall be the prescribed register.
478. Whenever accounts and records are maintained in electronic format, appropriate measures shall be taken to ensure the integrity and security of software as well as the accounting data. The Authorised Officer shall prescribe, by order in writing, the periodicity and method of taking and maintaining backup files and the person responsible for doing so.
479. Only software authorised by the Government and/ or Director Municipal Administration should be used for the purpose of data processing.
480. The software used should provide appropriate hierarchical levels of security and password protection for the purpose of data entry and verification of the same.
481. The software used should be able to provide appropriate procedural linkages of Audit Trails. If any entry, which has been entered earlier, requires deletion/modification, the same can be made only by the Authorised Officer and the software used should be able to provide all the information about the original entry as an exception report which should be signed by the Chief Officer stating the reasons for carrying out changes.

**FUNCTIONS / ACTIVITY LISTING**

Note 1: The following Function Codes shall be used to sum up the codes as indicated below. These Function Codes shall be reflected in the first level "Income Expenditure Statement" of the Municipal Body.

Code	Description	Codes Summed up
00	General Administrative Expenses	01 to 09
10	Town Planning, Building Permissions, Licenses	11 to 19
20	Roads and Footpaths	21 to 29
30	Water Supply, Sewerage, Solid Waste and Sanitation	31 to 39
40	Municipal Markets & Other Allied Activities	41 to 49
50	Culture, Sports and Gardens	51 to 59
60	Health and Veterinary Services	61 to 69
70	Social Welfare Activities	71 to 79
80	Education, Transport, Electricity and Disaster Management	81 to 89
90	Municipal Taxes	91 to 99

Note 2: "C" Class Municipal Bodies may use the Function Codes 10, 20, 30, etc. to record income and expenditure provided that they do not use the codes summed up under these codes. Other Municipal Bodies shall not use these codes to record the basic accounting entries.

Note 3: Municipal bodies can propose additional functions / sub-functions code (where codes are not utilised so far) with the approval of DMA/ARC. Such approvals shall normally be given a committee consisting of CAFOs / Finance Officers of Municipal Bodies. The meeting of this committee shall normally be held once in three months.

Note 4: Municipal Bodies are free to add one two digit detailed function codes after the composite function / sub-function code. No prior approval is required for this from DMA / ARC.

Note 5: The sub-function code "0" should not be used to record basic accounting entries except by "C" class councils. Such councils may also use it only where they do not wish to classify their expenditure into the sub- function codes 1 to 9.

**FUNCTIONS / ACTIVITY LISTING CODES**

Function Code	Description	Sub-Function Code	Description	Composite Code
<b>01</b>	<b>Municipal Body</b>	<b>0</b>	<b>All</b>	<b>010</b>
		1	General Body	011
		2	Mayor / President	012
		3	Standing Committee	013
		4	Subject Committee	014
		5	Ward Committees	015
		6	Corporators/Councilors	016
		7	Municipal Secretary	017
		8	Municipal Elections	018
		9	Others	019
<b>02</b>	<b>Commissioner/Chief Officer</b>	<b>0</b>	<b>All</b>	<b>020</b>
<b>03</b>	<b>General Administration</b>	<b>0</b>	<b>All</b>	<b>030</b>
		1	General Administration	031
		2	Establishment Branch	032
		3	Public Relations	033
		4	Vigilance	034
		5	Record Room	035
		9	Others	039
<b>04</b>	<b>Finance / Accounts /Audit</b>	<b>0</b>	<b>All</b>	<b>040</b>
		1	Finance	041
		2	Budget	042

Function Code	Description	Sub-Function Code	Description	Composite Code
		3	Accounts	043
		4	Audit	044
		9	Others	049
<b>05</b>	<b>Ward Administration</b>	<b>0</b>	<b>All</b>	<b>050</b>
<b>06</b>	<b>Election &amp; Census</b>	<b>0</b>	<b>All</b>	<b>060</b>
<b>07</b>	<b>Common Services</b>	<b>0</b>	<b>All</b>	<b>070</b>
		1	Public grievances	071
		2	Computerisation	072
		3	Common Stores	073
		4	Purchase	074
		5	Common Workshop	075
		6	Legal Services	076
		7	Estate Department	077
		8	Security Services	078
		9	Others	079
<b>08</b>	<b>Common Activities of Municipal Body</b>	<b>0</b>	<b>All</b>	<b>080</b>
<b>09</b>	<b>Others</b>	<b>0</b>	<b>All</b>	<b>090</b>
<b>11</b>	<b>City Planning</b>	<b>0</b>	<b>All</b>	<b>110</b>
		1	City and Town Planning	111
		2	Economic Planning	112

Function Code	Description	Sub-Function Code	Description	Composite Code
		3	GIS Survey & Mapping	113
<b>12</b>	<b>Building Permission</b>	<b>0</b>	<b>All</b>	<b>120</b>
		1	Building Permissions /Regulations	121
		2	Layout	122
		9	Others	129
<b>13</b>	<b>Encroachment of Public Lands</b>	<b>0</b>	<b>All</b>	<b>130</b>
		1	Municipal Lands	131
		2	State Government Lands	132
		3	State Public Sector Undertakings Land	133
		4	Central Government Lands	134
		5	Central Government Public Sector Undertakings Land	135
		6	Wakf Board & Public Trust Land	136
		9	Others	139
<b>14</b>	<b>Unauthorised construction on Private Lands</b>	<b>0</b>	<b>All</b>	<b>140</b>
		1	Trust & Wakfs Board	141
<b>15</b>	<b>Heritage Conservation</b>	<b>0</b>	<b>All</b>	<b>150</b>
<b>21</b>	<b>Roads</b>	<b>0</b>	<b>All</b>	<b>210</b>

Function Code	Description	Sub-Function Code	Description	Composite Code
		1	Bridges and Fly Overs	211
		2	Cement Concrete Roads	212
		3	Cement Roads	213
		4	Asphalt/Tar Roads	214
		5	WBM Roads	215
		6	Paver Blocks	216
		7	Murrum Roads	217
		9	Others	219
22	Pedestrian Facilities	0	All	220
		1	Pavements/Foot paths	221
		2	Causeways & Subways	222
		9	Others	229
23	Storm Water Drains	0	All	230
		1	Road Side Drains	231
		2	Nallah Works	232
		3	Flood Prevention Works	233
		4	Holding Ponds	234
		9	Others	239
24	Street Lighting	0	All	240
		1	Street Lightings	241
		2	Traffic Signals	242
		9	Others	249
25	Parking Facilities	0	All Parking Facilities	250
		1	Parking Facilities	251

Function Code	Description	Sub-Function Code	Description	Composite Code
		9	Others	259
26	Central Verge	0	All	260
27	Traffic Islands	0	All	270
28	Street Furniture	0	All	280
31	Piped Water Supply	0	All	310
		1	Water Source	311
		2	Purchase of Water	312
		3	Transmission Mains	313
		4	Water Treatment	314
		5	ESR / GSR	315
		6	Distribution Pipelines	316
		9	Others	319
32	Other Water Supply	0	All	320
		1	Tankers Supply	321
		2	Tubewells	322
		3	Open wells	323
		4	Ground Water Services	324
		5	Small Piped water Supply	325
		9	Others	329
33	Sewerage and Sullage	0	All	330
		1	Sewage Treatment Plant	331
		2	Sewerage Lines	332
		3	Sewerage Pumping Stations	333

Function Code	Description	Sub-Function Code	Description	Composite Code
		9	Others	339
34	Solid Waste Management	0	All	340
		1	Collection & Transportation	341
		2	Secondary Storage	342
		3	Road Cleaning	343
		4	Litter Bins	344
		5	Cleaning of Gutters, Nallahs etc.	345
		6	Waste Processing	346
		7	Dumping Grounds	347
		9	Others	349
35	Public Conveniences	0	All	350
		1	Public Washing Places	351
		2	Public Toilets in slums	352
		3	Toilets in Public Places	353
		4	Urinals in Public Places	354
		5	Mobile Toilets	355
		6	Mobile Urinals	356
		9	Others	359
41	Licensing Services	0	All	410
		1	Hotels	411
		2	Clinics, Hospitals & Nursing Homes etc.	412
		3	Industry	413
		4	Shops & Profession	414
		5	Trade	415
		6	Hawkers	416
		7	Storage	417



## APPENDIX IA

Function Code	Description	Sub-Function Code	Description	Composite Code
		8	Explosives	418
		9	Others	419
42	Foods and Drugs	0	All	420
43	Shops and Establishment	0	All	430
44	Municipal Markets	0	All Municipal Markets	440
		1	General Municipal Markets	441
		2	Vegetables and Fruit Markets	442
		3	Meat and Fish Markets	443
		4	Weekly Markets	444
		5	Hawking Zones	445
		9	Others	449
45	Municipal Property on Rent	0	All	450
		1	Shopping Premises	451
		2	Office Premises	452
		3	Industrial Premises	453
		4	Other Premises	454
		5	Grounds	455
		6	Street Premises	456
		7	Other Open Spaces	457
		8	Aerial projection on Municipal Lands	458
		9	Others	459
46	Advertising on Municipal Property	0	All	460

Function Code	Description	Sub-Function Code	Description	Composite Code
51	Community Amenities	0	All	510
		1	Community Halls	511
		2	Marriage Halls	512
		3	Rest House	513
		4	Dharamshala/ Sarai	514
		9	Others	519
52	Art & Culture	0	All	520
		1	Library	521
		2	Art Gallery	522
		3	Museum	523
		4	Public Festivals	524
		9	Others	529
53	Recreation	0	All	530
		1	Auditorium	531
		2	Open Theatre	532
		9	Others	539
54	Sports	0	All	540
		1	Playgrounds	541
		2	Stadiums	542
		3	Gymnasium	543
		4	Swimming Pool	544
		5	Open Grounds	545
		6	Events(Competition)	546
		9	Others	549
55	Parks & Gardens	0	All	550

Function Code	Description	Sub-Function Code	Description	Composite Code
		1	Parks & Gardens	551
		2	Nurseries	552
		3	Lakes and Ponds	553
		4	Roadside Plantation	554
		5	Rotaries/ Islands	555
		6	Open Spaces (Mangroves, Forests etc.)	556
		7	Rivers & Ghats	557
		8	Zoos	558
		9	Others	559
56	Environment Conservation	0	All Environment Conservation	560
		1	Air Pollution Control	561
		2	Noise Pollution Control	562
		6	Wet lands	566
		9	Others	569
57	Tourism Development	0	All	570
58	Burial and Cremations	0	All	580
		1	Crematorium	581
		2	Burial Grounds (Christian)	582
		3	Muslim Cemetary	583
		9	Others	589
61	Hospital Services	0	All	610
		1	General OPD	611
		2	Speciality Services	612
		3	IPD	613

Function Code	Description	Sub-Function Code	Description	Composite Code
		4	ICCU	614
		5	Operation Theatres	615
		6	Investigation Services	616
		7	Medicines	617
		8	Linen/ Diet etc.	618
		9	Others	619
62	Public Health Services	0	All	620
		1	Primary Health Centres	621
		2	School Health	622
		3	MCH Services	623
		4	Water Quality Monitoring	624
		9	Others	629
63	National Health Programmes	0	All	630
		1	Family Planning	631
		2	Malaria Control	632
		3	Immunisation	633
		4	Pulse Polio	634
		5	T.B. Control	635
		6	Leprosy	636
		9	Others	639
64	Vital Statistics (Birth & Death)	0	All	640
66	Animal Control Services	0	All	660
		1	Cattle Pounding	661
		2	Dog Control	662
		3	Mosquito Control	663

Function Code	Description	Sub-Function Code	Description	Composite Code
		4	Rodent Control	664
		5	Pig Control	665
		6	Poultry & birds	666
		9	Others	669
67	Veterinary Services	0	All	670
		1	Slaughter Houses	671
		2	Veterinary Dispensaries	672
		9	Others	679
71	Urban Poverty Alleviation	0	All	710
72	Social Welfare	0	All	720
		1	Welfare of Women	721
		2	Welfare of Children	722
		3	Welfare of Aged	723
		4	Welfare of Handicapped	724
		5	Welfare of SC/ST	725
73	Slum Improvements	0	All	730
74	Housing	0	All	740
81	Disaster Management	0	All	810
		1	Fire Services	811
		2	Fire Safety	812
		3	Fire Services Outside Municipal Area	813
		4	Natural Calamities	814
		9	Others	819

Function Code	Description	Sub-Function Code	Description	Composite Code
82	Education	0	Education Services	820
		1	Balwadis / Anganwadis	821
		2	Primary Schools	822
		3	Secondary Schools	823
		4	Higher Secondary Education	824
		5	Vocational Education ( Diploma, Certificate)	825
		6	Higher Education (Degree)	826
		7	Medical Education	827
		8	Adult Literacy	828
		9	Others	829
83	Municipal Transport	0	All	830
		1	Bus Services.	831
		2	Rail	832
		3	Water	833
		4	Air	834
		5	Sky Bus	835
84	Electric Supply	0	All	840
85	Air Transport	0	All	850
91	Consolidated Tax on Property	0	All Property Taxes	910
		1	General Tax	911
		2	General Water Tax	912
		3	Lighting Tax	913
		4	General Sanitary Tax	914

## APPENDIX IA

Function Code	Description	Sub-Function Code	Description	Composite Code
		5	Special Latrine Tax	915
		6	Fire Tax	916
		7	Environment Tax	917
		9	Others	919
92	Advertisement Tax	0	All	920
93	Taxes on Performances & Shows	0	All	930
94	Voluntary Municipal Taxes	0	All	940
		1	Tax on Animals	941
		2	Tax on Vehicles	942
		3	Special Sanitary Tax	943
		4	Drainage Tax	944
		5	Special Water Tax	945
		6	Tax on Pilgrims	946
		7	Special Education Tax	947
		8	Tree Tax	948
		9	Others	949
97	Tolls / Entry Tax	0	All	970
		1	Toll	971
		2	Entry Tax	972
98	State Government Cesses	0	All	980
		1	Education Cess	981
		2	EGS Cess	982
		3	Large Premises Cess	983
		9	Other Cess	989

APPENDIX IA

Function Code	Description	Sub-Function Code	Description	Composite Code
99	Other Taxes	0	All	990



**OBJECT HEAD / CODE OF ACCOUNT**

*Object Class*      *Major Head*      *Minor Head*      *Detailed Head*      *Composite Code*

<b>Revenue Receipts</b>					
<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
<b>1</b>	<b>Revenue receipts</b>	<b>0</b>	<b>All Tax revenue</b>	<b>0</b>	<b>All</b>
		<b>1</b>	<b>Consolidated Tax on Property</b>	<b>0</b>	<b>All</b>
				<b>1</b>	<b>Residential Property</b>
				<b>2</b>	<b>Industrial Property</b>
				<b>3</b>	<b>Institutions</b>
				<b>4</b>	<b>Commercial</b>
				<b>5</b>	<b>State Government Property</b>
				<b>6</b>	<b>Central Government Property</b>
				<b>7</b>	<b>Open lands (N.A.)</b>
				<b>8</b>	<b>Agricultural lands</b>
				<b>9</b>	<b>Others</b>
		<b>2</b>	<b>Advertisement Tax</b>	<b>0</b>	<b>All</b>
				<b>1</b>	<b>Hoarding on Public Lands</b>
				<b>2</b>	<b>Hoarding on Private Lands</b>
				<b>3</b>	<b>Bus Stops</b>
				<b>4</b>	<b>Neon Signs &amp; Shops</b>
				<b>5</b>	<b>Electric polls</b>
				<b>6</b>	<b>Mobile vans</b>
				<b>7</b>	<b>Balloons</b>
				<b>8</b>	<b>Posters &amp; banners</b>
				<b>9</b>	<b>Others</b>

**OBJECT HEAD / CODE OF ACCOUNT**

<i>Object Class</i>	<i>Major Head</i>	<i>Minor Head</i>	<i>Detailed Head</i>	<i>Composite Code</i>
		<b>3</b>	<b>Tax on Performance &amp; Shows</b>	<b>0 All</b>
				<b>1 Cinema</b>
				<b>2 Drama</b>
				<b>3 Circus</b>
				<b>4 Carnivals</b>
				<b>5 Musical performances</b>
				<b>6 Religious gatherings</b>
				<b>9 Others</b>
		<b>4</b>	<b>Voluntary Municipal Taxes</b>	<b>0 All</b>
				<b>1140</b>
		<b>6</b>	<b>Cess on Entry of Goods</b>	<b>0 All</b>
				<b>1160</b>
				<b>1 Industrial Articles</b>
				<b>2 Trading Material</b>
				<b>3 Articles of Residential Use</b>
				<b>1163</b>
				<b>4 Liquor</b>
				<b>1164</b>
				<b>5 Cigaretette</b>
				<b>1165</b>
				<b>6 Petroleum products</b>
				<b>1166</b>
				<b>9 Other</b>
				<b>1169</b>
		<b>7</b>	<b>Toll / Entry tax</b>	<b>0 All</b>
				<b>1170</b>
				<b>1 Toll</b>
				<b>1171</b>
				<b>2 Entry tax on vehicles</b>
				<b>1172</b>
				<b>3 Entry tax on tourist</b>
				<b>1173</b>
				<b>9 Entry tax on animals</b>
				<b>1179</b>
		<b>9</b>	<b>Other Taxes</b>	<b>0 All</b>
				<b>1190</b>

<i>Object Class</i>	<i>Major Head</i>	<i>Minor Head</i>	<i>Detailed Head</i>	<i>Composite Code</i>
<b>1</b>	<b>Revenue Receipt</b>	<b>0</b>	<b>All Assigned Revenue and Compensation</b>	<b>0 All</b>
		<b>1</b>	<b>Share in Taxes and Duties Collected by Govt.</b>	<b>All</b>
				<b>1210</b>
		<b>1</b>	<b>Transfer of Property/Stamp Duty Grant</b>	<b>1211</b>
		<b>2</b>	<b>Entertainment Tax</b>	<b>1212</b>
		<b>3</b>	<b>Land Revenue Grant</b>	<b>1213</b>
		<b>4</b>	<b>Motor Vehicle Tax Grant</b>	<b>1214</b>
		<b>5</b>	<b>Mining tax (Minor)</b>	<b>1215</b>
		<b>6</b>	<b>Mining tax (Major)</b>	<b>1216</b>
		<b>7</b>	<b>Water Cess</b>	<b>1217</b>
		<b>9</b>	<b>Others</b>	<b>1219</b>
		<b>2</b>	<b>Compensation in lieu of Taxes and Duties .</b>	<b>All</b>
		<b>1</b>	<b>Compensation in Lieu of Octroi</b>	<b>1221</b>
		<b>2</b>	<b>Pilgrim Grant</b>	<b>1222</b>
		<b>3</b>	<b>Professional Tax</b>	<b>1223</b>
		<b>9</b>	<b>Others</b>	<b>1229</b>
		<b>3</b>	<b>Compensation in Lieu of Concessions</b>	<b>All</b>
		<b>0</b>	<b>All</b>	<b>1230</b>
		<b>9</b>	<b>Others</b>	<b>All</b>
		<b>0</b>	<b>All</b>	<b>1290</b>

<i>Object Class</i>	<i>Major Head</i>	<i>Minor Head</i>	<i>Detailed Head</i>	<i>Composite Code</i>
<b>1</b>	<b>Revenue Receipt</b>	<b>3</b>	<b>Revenue Grants, Contributions and Subsidies</b>	<b>0</b>
			<b>All receipt from Grants, Contributions and Subsidies</b>	<b>0 All</b>
		<b>1</b>	<b>Revenue Grants</b>	<b>0 All</b>
				<b>1310</b>
		<b>1</b>	<b>Dearness Allowance</b>	<b>1311</b>
		<b>2</b>	<b>Pay &amp; Allowances of Staff</b>	<b>1312</b>
		<b>9</b>	<b>Others</b>	<b>1319</b>
		<b>2</b>	<b>Reimbursement of expenses</b>	<b>0 All</b>
				<b>1320</b>
		<b>1</b>	<b>Census grant</b>	<b>1321</b>
		<b>9</b>	<b>Others</b>	<b>1329</b>
		<b>3</b>	<b>Agency Charges for Collection</b>	<b>0 All</b>
				<b>1330</b>
		<b>1</b>	<b>Education Cess</b>	<b>1331</b>
		<b>2</b>	<b>EGS Cess</b>	<b>1332</b>
		<b>3</b>	<b>Large Premises Cess</b>	<b>1333</b>
		<b>9</b>	<b>Other Cess</b>	<b>1339</b>
		<b>9</b>	<b>Others</b>	<b>0 All</b>
				<b>1390</b>
<b>1</b>	<b>Revenue Receipt</b>	<b>4</b>	<b>Rental Income from Municipal Properties</b>	<b>0 All</b>
			<b>All Income from Rental of Municipal Property</b>	<b>0 All</b>
		<b>1</b>	<b>Rent from Land</b>	<b>0 All</b>
				<b>1410</b>
		<b>1</b>	<b>Open spaces</b>	<b>1411</b>

APPENDIX IB  
Minor Head

Major Head

Object Codes	Object Class	Major Head	Minor Head	9	Detailed Head	Composite Code
				9	Others	1419
			<b>2</b>	0	All	1420
				1	Staff Quarters	1421
				2	Residential premises (other than staff quarters)	1422
				3	Office Space	1423
				4	Shops	1424
				9	Others	1429
			<b>3</b>	0	All	1430
			<b>4</b>	0	All	1440
			<b>5</b>	0	All	1450
			<b>6</b>	0	All	1460
			<b>7</b>	0	All	1470
			<b>8</b>	0	All	1480
			<b>9</b>	0	All	1490

<i>Object Class</i>	<i>Major Head</i>	<i>Minor Head</i>	<i>Detailed Head</i>	<i>Composite Code</i>
<b>1</b>	<b>5</b>	<b>0</b>	<b>All Income from Fees, User Charges and Fines</b>	<b>0</b>
		<b>1</b>	<b>Charge for Temporary Use of Municipal Property</b>	<b>0</b>
				<b>All</b>
				<b>1500</b>
		<b>1</b>		<b>0</b>
				<b>All</b>
				<b>1510</b>
		<b>1</b>	<b>Erection of temporary structure</b>	<b>1</b>
				<b>Erection of temporary structure</b>
				<b>1511</b>
		<b>2</b>	<b>Stocking of Construction Material</b>	<b>2</b>
				<b>Stocking of Construction Material</b>
				<b>1512</b>
		<b>3</b>	<b>Encroachment Fee</b>	<b>3</b>
				<b>Encroachment Fee</b>
				<b>1513</b>
		<b>4</b>	<b>Road Cutting Charges</b>	<b>4</b>
				<b>Road Cutting Charges</b>
				<b>1514</b>
		<b>5</b>	<b>Vehicle Charges</b>	<b>5</b>
				<b>Vehicle Charges</b>
				<b>1515</b>
		<b>6</b>	<b>Parking Charges</b>	<b>6</b>
				<b>Parking Charges</b>
				<b>1516</b>
		<b>7</b>	<b>Charges for Use of Facilities</b>	<b>7</b>
				<b>Charges for Use of Facilities</b>
				<b>1517</b>
		<b>9</b>	<b>Others</b>	<b>9</b>
				<b>Others</b>
				<b>1519</b>
		<b>2</b>	<b>Fee &amp; User Charges</b>	<b>0</b>
				<b>All</b>
				<b>1520</b>
		<b>1</b>	<b>Fee for Services</b>	<b>1</b>
				<b>Fee for Services</b>
				<b>1521</b>
		<b>2</b>	<b>Entry Fee</b>	<b>2</b>
				<b>Entry Fee</b>
				<b>1522</b>
		<b>3</b>	<b>Membership Fee</b>	<b>3</b>
				<b>Membership Fee</b>
				<b>1523</b>
		<b>5</b>	<b>Admission Fee</b>	<b>5</b>
				<b>Admission Fee</b>
				<b>1525</b>
		<b>7</b>	<b>Transit Fee</b>	<b>7</b>
				<b>Transit Fee</b>
				<b>1527</b>
		<b>8</b>	<b>Escort Fee</b>	<b>8</b>
				<b>Escort Fee</b>
				<b>1528</b>
		<b>9</b>	<b>Others</b>	<b>9</b>
				<b>Others</b>
				<b>1529</b>
		<b>3</b>	<b>Charges for Goods &amp; Articles Provided</b>	<b>0</b>
				<b>All</b>
				<b>1530</b>
		<b>1</b>	<b>Goods produced by Municipal Body</b>	<b>1</b>
				<b>Goods produced by Municipal Body</b>
				<b>1531</b>
		<b>2</b>	<b>Purchased Goods</b>	<b>2</b>
				<b>Purchased Goods</b>
				<b>1532</b>

APPENDIX IB

Object Codes

<i>Object Class</i>	<i>Major Head</i>	<i>Minor Head</i>	<i>Detailed Head</i>	<i>Composite Code</i>
			3 Publications	1533
			4 Measuring Devices (Meters)	1534
			9 Others	1539
		<b>4</b>	<b>Registration, Licence &amp; N.O.C. Fees</b>	
			0 All	1540
			1 Permit Fee	1541
			2 Revalidation Fee	1542
			3 Licence Fee	1543
			4 Connection Fee	1544
			5 Disconnection Fee	1545
			6 Reconnection Fee	1546
			7 Registration Fee	1547
			9 Others	1549
		<b>5</b>	<b>Building Permissions Charges</b>	
			0 All	1550
			1 Investigation Charges	1551
			2 Collection Charges	1552
			3 Demolition Charges	1553
			4 Supervision Charges	1554
			5 Development Charges	1555
			6 Betterment Charges	1556
			7 Gunthewari	1557
			8 Clearance Charges	1558
			9 Others	1559
		<b>6</b>	<b>Transfer Charges</b>	
			0 All	<b>1560</b>
			1 Mutation Fee	1561
			2 Transfer Fee	1562
			3 Conversion Charges	1563
			9 Others	1569
		<b>7</b>	<b>Document Charges</b>	
			0 All	1570

## Object Codes

## APPENDIX IB

<i>Object Class</i>	<i>Major Head</i>	<i>Minor Head</i>	<i>Detailed Head</i>	<i>Composite Code</i>
			1 Certificates	1571
			2 Copying	1572
			3 Copies of Plans	1573
			9 Others	1579
		8 Fines and Penalties	0 All	1580
			1 Notice Fee	1581
			2 Warrant Fee	1582
			3 Delayed Payment	1583
			4 Demand Charges	1584
			5 Regularization Charges	1585
			9 Others	1589
		9 Others	0 All	1590
			1 ETP Charges	1591
			9 Others	1599
1 Revenue Receipt	6 Sales and Hire Charges	0 All income from Sales & Hire Charges (Other than Municipal Property)	0 All	1600
		1 Sale of Forms and Publications	0 All	1610
			1 Tender Forms	1611
			2 Plans & Maps	1612
			3 Municipal Publications	1613
			9 Others	1619
		2 Sale of Stores and Scrap	0 All	1620
		9 Others	0 All	1690
1 Revenue Receipt	7 Income from Interest	0 All Interest & Dividnds Earned	0 All	1700
		1 Interest on Bank Deposits	0 All	1710
		2 Interest on Deposits in Post Office	0 All	1720



## Object Codes

## APPENDIX IB

<i>Object Class</i>	<i>Major Head</i>	<i>Minor Head</i>	<i>Detailed Head</i>	<i>Composite Code</i>
		<b>3</b>	<b>Interest on Deposits with Financial Institutions</b>	0 All 1730
		<b>4</b>	<b>Interest on Loans and Advances to Employees</b>	0 All 1740
<i>Object Class</i>	<i>Major Head</i>	<i>Minor Head</i>		<i>Composite Code</i>
		<b>5</b>	<b>Interest on Loans Given to Others</b>	0 All 1750
		<b>6</b>	<b>Dividends</b>	0 All 1760
		<b>9</b>	<b>Others</b>	0 All 1790

<b>1</b>	<b>Revenue Receipt</b>	<b>8</b>	<b>Deposits Forfeited/Non Refundable Deposits etc.</b>	<b>0</b>	<b>All</b>	1800
		<b>1</b>	<b>Deposits Forfeited</b>	0	All	1810
		<b>2</b>	<b>Non Refundable Deposits</b>	0	All	1820
		<b>3</b>	<b>Lapsed Deposits</b>	0	All	1830
		<b>9</b>	<b>Others</b>	0	All	1890
<b>1</b>	<b>Revenue Receipt</b>	<b>9</b>	<b>Other Income</b>	<b>0</b>	<b>All</b>	<b>1900</b>
			<b>All receipt from Other Sources</b>	0	All	

Object Class	Major Head	Minor Head		Detailed Head	Composite Code
		<b>1</b>	<b>Profit on Disposal of Assets</b>	0 All	1910
		<b>2</b>	<b>Recoveries from Employees</b>	0 All	1920
		<b>3</b>	<b>Donations</b>	0 All	1930
				1 Donations	1931
				2 Endowment fund	1932
				9 Others	1939
		<b>4</b>	<b>Excess Provision Written Back</b>	0 All	1940
		<b>9</b>	<b>Others</b>	0 All	1990

### REVENUE EXPENSES

Code	Description	Code		Description	Code	Description	Code
<b>2</b>	<b>Expenses</b>	<b>1</b>	<b>Establishment Expenses</b>	<b>0</b>	<b>All</b>	<b>Establishment Expenses</b>	<b>0</b>
		<b>1</b>	<b>Salary</b>	<b>0</b>	<b>All</b>		<b>2110</b>
				<b>1</b>	<b>Basic</b>		<b>2111</b>
				<b>2</b>	<b>Dearness Allowance</b>		<b>2112</b>
				<b>3</b>	<b>City Compensatory Allowance</b>		<b>2113</b>
				<b>4</b>	<b>Housing Rent Allowance</b>		<b>2114</b>
				<b>5</b>	<b>Non Practising Allowance</b>		<b>2115</b>
				<b>9</b>	<b>Others</b>		<b>2119</b>

APPENDIX IB

Object Codes

<i>Object Class</i>	<i>Major Head</i>	<i>Minor Head</i>	<i>Detailed Head</i>	<i>Composite Code</i>
		<b>2 Wages</b>	0 All	2120
		<b>3 Allowances</b>	0 All	2130
			1 Washing Allowance	2131
			2 Overtime Allowance	2132
			3 Subsistence Allowance	2133
			9 Others	2139
		<b>4 Benefits</b>	0 All	2140
			1 Medical Reimbursement	2141
			2 Tuition Fees	2142
			3 Insurance of Employees	2143
			4 Leave Travel Concession	2144
			5 Uniform to Staff	2145
			6 HRD Activities	2146
			7 Bonus and Rewards	2147
			9 Others	2149
		<b>5 Contributions</b>	0 All	2150
			1 Pension Fund	2151
			2 Pension and Leave salary contribution of Employees on deputation	2152
			3 Contributory Provident Fund	2153
			9 Others	2159
		<b>6 Honorarium</b>	0 All	2160
			1 Non officials	2161
			2 Consultants	2162

APPENDIX IB

Object Codes

Object Class	Major Head	Minor Head	Detailed Head	Composite Code
			3 Staff	2163
			9 Others	2169
		<b>7 Pension and Terminal Benefits</b>	0 All	2170
			1 Regular Pension	2171
			2 Family Pension	2172
			3 Commutation of Pension	2173
			4 Gratuity	2174
<b>1</b>			5 T.A. on Retirement	2175
			9 Other terminal Benefits on Retirement	2179
		<b>9 Others</b>	0 All	2190
<b>2 Expenses</b>	<b>2 Administrative Expenses</b>	<b>0 All Expenses</b>	0 All	2200
		<b>1 Office Expenses</b>	0 All	2210
			1 Water Charges	2211
			2 Electricity Charges	2212
			3 Expenditure on Refreshment	2213
			4 Printing and Stationery	2214
			5 Purchases of office consumables	2215
			6 Insurance of Property	2216
			9 Others	2219
		<b>2 Rents, Rates and Taxes</b>	0 All	2220
			1 Telephones	2221
			2 Mobiles	2222
			3 Fax and Telegrams	2223

APPENDIX IB

Object Codes

					4	Postage and Courier Charges	2224
					5	Cess to Pollution control Board	2225
					9	Others	2229
		3	<b>Communication Expenses</b>	0	All		<b>2230</b>
				1	Telephone & Fax		2231
				2	Mobile		2232
				3	Postage & Courier		2233
				9	Others		2239
		4	<b>Books and Periodicals</b>	0	All		2240
			-	1	Newspapers		2241
				2	Books		2242
				3	Periodicals and Magazines		2243
				9	Others		2249
		5	<b>Travelling &amp; Conveyance</b>	0	All		2250
				1	Tavelling		2251
				2	Conveyance		2252
				9	Others		2259
		6	<b>Petrol, Oil &amp; Lubricant</b>	0	All		2260

Object Codes

APPENDIX IB

						7	Fees					
										0	All	2270
										1	Audit Fees	2271
										2	Legal fees	2272
										3	Engg. Services	2273
										4	Professionals (Other)	2274
										9	Others	2279
						8	Advertisement and Publicity			0	All	2280
										1	General Advertisements	2281
										2	Publicity of Schemes	2282
										3	Advt. on Special Occasions	2283
										9	Others	2289
						9	Others			0	All	2290

## Object Codes

## APPENDIX IB

Object Class		Major Head		Minor Head		Detailed Head		Composite Code
Code	Description	Code	Description	Code	Description	Code	Description	
2	Expenses	3	Interest and Finance Charges	0	All Interest and Finance Charges	0	All	2300
				1	Interest on Loan from GoI	0	All	2310
				2	Interest on Loan from GoM	0	All	2320
				3	Interest on Loan from Bank	0	All	2330
				4	Bank Charges	0	All	2340
				9	Others	0	All	2390
2	Expenses	4	Repairs and Maintenance of Assets	0	All Repairs & Maintenance	0	All	2400
				1	Lands	0	All	2410
				2	Buildings & Premises	0	All	2420
				3	Other Fixed Assets	0	All	2430
						1	Bridges	2431
						2	Gutters & Nallahs	2432
						3	Roads & Foot Paths	2433
						4	Toilets	2434
						9	Others	2439
				4	Plant and Machineries	0	All	2440

APPENDIX IB

Object Codes

Object Class	Major Head	Minor Head	Detailed Head		Composite Code
		<b>5</b>	<b>Electrical Installations</b>	0 All	2450
		<b>6</b>	<b>Vehicles</b>	0 All	2460
		<b>7</b>	<b>Office Equipment, Computers and Peripherals</b>	0 All	2470
		<b>8</b>	<b>Furnitures and Fixtures</b>	0 All	2480
		<b>9</b>	<b>Other Assets</b>	0 All	2490



Object Class		Major Head	Minor Head		Detailed Head		Composite Code	
<b>2</b>	<b>Expenses</b>	<b>5</b>	<b>Purchases for Operations and Programme Implementation</b>	<b>0</b>	<b>All Purchases</b>	<b>0</b>	<b>All</b>	<b>2500</b>
				<b>1</b>	<b>Purchase of Water for Supply</b>	<b>0</b>	<b>All</b>	<b>2510</b>
				<b>2</b>	<b>Purchase of Consumables</b>	<b>0</b>	<b>All</b>	<b>2520</b>
				<b>3</b>	<b>Purchases of Other Material for Distribution to Public</b>	<b>0</b>	<b>All</b>	<b>2530</b>
						<b>1</b>	<b>Books</b>	<b>2531</b>
						<b>2</b>	<b>Medicines</b>	<b>2532</b>
						<b>3</b>	<b>Water Meters</b>	<b>2533</b>
						<b>9</b>	<b>Others</b>	<b>2539</b>
				<b>4</b>	<b>Expenses for Maintenance of Premises (Other than R&amp;M)</b>	<b>0</b>	<b>All</b>	<b>2540</b>
				<b>5</b>	<b>Works &amp; Operation Contract</b>	<b>0</b>	<b>All</b>	<b>2550</b>
				<b>6</b>	<b>Hire Charges</b>	<b>0</b>	<b>All</b>	<b>2560</b>
				<b>7</b>	<b>Other Programme Expenses</b>	<b>0</b>	<b>All</b>	<b>2570</b>
						<b>1</b>	<b>Felicitations and Functions</b>	<b>2571</b>
						<b>2</b>	<b>Security Expenses</b>	<b>2572</b>
						<b>9</b>	<b>Others</b>	<b>2579</b>
				<b>8</b>	<b>Municipal and other Govt. Taxes</b>	<b>0</b>	<b>All</b>	<b>2580</b>

## Object Codes

## APPENDIX IB

Object Class	Major Head	Minor Head	Detailed Head	Composite Code
<b>2</b>	<b>6</b>	<b>0</b>	<b>All Depreciation</b>	<b>2600</b>
		<b>1</b>	<b>Lands</b>	<b>2610</b>
		<b>2</b>	<b>Buildings and Premises</b>	<b>2620</b>
		<b>3</b>	<b>Other Fixed Assets</b>	<b>2630</b>
		1	Bridges	2631
		2	Gutters & Nallahs	2632
		3	Roads & Foot Paths	2633
		4	Toilets	2634
		9	Others	2639
		<b>4</b>	<b>Plant and Machinery</b>	<b>2640</b>
		1	Generator plant	2641
		2	Centralised A.C. plant	2642
		3	Treatment Plant	2643
		9	Other	2649
		<b>5</b>	<b>Electrical Installations</b>	<b>2650</b>
		1	Elevators	2651
		2	Generators & Transformers	2652
		3	Street Lighting	2653
		4	Signals	2654
		9	Others	2659
		<b>6</b>	<b>Vehicles</b>	<b>2660</b>

APPENDIX IB

Object Codes

Object Class	Major Head	Minor Head	Detailed Head	Composite Code
			1 Commercial Vehicles	2661
			9 Other Vehicles	2669
		7 Office Equipment, Computers and Peripherals	0 All	2670
		8 Furnitures and Fixtures	0 All	2680
		9 Intangible & Other Assets	0 All	2690
2 Expenses	7 Revenue Grants, Contributions and Subsidies given	0 All Expenses	0 All	2700
		1 Grants	0 All	2710
		2 Contributions	0 All	2720
		3 Subsidies	0 All	2730
		4 Welfare Activities for Public	0 All	2740
			1 Scholarship to Students	2741
			2 Sports Activities	2742
			3 Scouts and Guide Events	2743
			9 Others	2749
		9 Others	0 All	2790
2 Expenses	8 Provisions and Writeseoff	0 All Expenses	0 All	2800
		1 Provisions for Doubtful	0 All	2810

APPENDIX IB

Object Codes

Object Class	Major Head	Minor Head	Detailed Head	Composite Code
		<b>Receivables of Tax Revenue</b>		
	<b>2</b>	<b>Revenue Written Off</b>	0 All	2820
			1 Assigned Revenue	2821
			2 Rental Income	2822
			3 Fees and User Charges	2823
			9 Others	2829
	<b>3</b>	<b>Fixed Assets Written Off</b>	0 All	2830
	<b>4</b>	<b>Movable Assets Written Off</b>	0 All	2840
	<b>5</b>	<b>Miscellaneous Income Written Off</b>	0 All	2850
	<b>6</b>	<b>Miscellaneous Expenses</b>	0 All	2860
	<b>9</b>	<b>Others</b>	0 All	2890
<b>2</b>	<b>9</b>	<b>Reserve Fund &amp; Misl Expenses</b>	<b>0 All</b>	<b>2900</b>
	<b>1</b>	<b>Loss on Disposal of Fixed Assets</b>	0 All	2910
	<b>2</b>	<b>Loss on Disposal of Movable Assets</b>	0 All	2920
	<b>3</b>	<b>Loss on Disposal of Investments</b>	0 All	2930
	<b>4</b>	<b>Transfer to Reserve Fund</b>	0 All	2940
	<b>5</b>	<b>Refunds</b>	0 All	2950

APPENDIX IB

Object Codes

Object Class	Major Head	Minor Head	Detailed Head	Composite Code
		<b>9 Others</b>	<b>0 All</b>	2990
			1 Felicitation and Welcome Functions	2991
			2 Statue Installations	2992
			3 Cost of Police Escort	2993
			4 Loss due to natural calamity	2994
			5 Loss due to any other reason	2995
			9 Others	2999

**LIABILITIES**

Object Class		Major Head		Minor Head		Detailed Head		Composite Code
Code	Description	Code	Description	Code	Description	Code	Description	
3	Liability	1	Municipal Fund and Reserves	0	All liability under Municipal Fund	0	All	3100
				1	Municipal Fund	0	All	3110
				2	Excess of Income Over Expenditure	0	All	3120
				3	General Reserve	0	All	3130
				4	Capital Reserve	0	All	3140
				5	Statutory Reserves	0	All	3150
						1	Salary Reserve	3151
						2	Surety for Land acquisition	3152
						3	Water Supply Reserve Fund	3153
				6	Loan Repayment Reserve	0	All	3160
				7	Special Reserves	0	All	3170
						1	Women and Child Welfare Fund	3171
						2	5% Weaker Section Fund	3172
						9	Others	3179
				8	Trust/ Agency Reserve	0	All	3180
						1	Pension Fund	3181
						2	G.P.F.	3182
						3	Trust Fund	3183
				9	Others	0	All	3190

Object Class	Major Head	Minor Head	Detailed Head	Composite Code		
<b>3</b>	<b>2</b>	<b>Grants, Contributions for Specific Purpose (Earmarked Funds)</b>	<b>0</b>	<b>All Grants, Contributions for Specific Purpose</b>	All	3200
		<b>1</b>	<b>Government of India</b>	All	3210	
				Grant from Finance Commission	3211	
				IUDP	3212	
				JNURM	3213	
				USDISMT	3214	
				Others	3219	
		<b>2</b>	<b>Government of Maharashtra (Urban Development Department)</b>	All	3220	
				Road Grants	3221	
				Dalit Vasti Grant	3222	
				UD-6	3223	
				MP/MLA Fund	3224	
				DPDC Funds	3225	
			Others	3229		
	<b>3</b>	<b>Government of Maharashtra (Other Department) (Purposive grants)</b>	All	3230		
	<b>4</b>	<b>Other Govt. Agencies</b>	All	3240		
	<b>5</b>	<b>Financial Institutions</b>	All	3250		
	<b>6</b>	<b>International Organisations</b>	All	3260		
	<b>9</b>	<b>Others</b>	All	3290		

APPENDIX IB

Object Codes

Object Class	Major Head	Minor Head	Detailed Head	Composite Code
<b>3</b>	<b>Liability</b>	<b>3</b>	<b>Secured and Unsecured Loans</b>	
		<b>0</b>	<b>All Secured and Unsecured Loans</b>	<b>3300</b>
		<b>1</b>	<b>Loans from Government of India</b>	<b>3310</b>
		<b>2</b>	<b>Loans from Government of Maharashtra</b>	<b>3320</b>
		<b>3</b>	<b>Loans from International Agencies</b>	<b>3330</b>
		<b>4</b>	<b>Bonds and Debentures</b>	<b>3340</b>
		<b>5</b>	<b>Secured Loans from Financial Institutions</b>	<b>3450</b>
		<b>1</b>	<b>LIC loan for water supply</b>	<b>3351</b>
		<b>2</b>	<b>HUDCO loan for water supply</b>	<b>3352</b>
		<b>3</b>	<b>HUDCO loan for housing</b>	<b>3353</b>
		<b>9</b>	<b>Others</b>	<b>3359</b>
		<b>6</b>	<b>Unsecured Loans from Financial Institutions.</b>	<b>3360</b>
		<b>7</b>	<b>Secured Loans from Banks</b>	<b>3370</b>
		<b>8</b>	<b>Unsecured Loans from Banks</b>	<b>3380</b>
		<b>9</b>	<b>Others</b>	<b>3390</b>



## Object Codes

## APPENDIX IB

Object Class	Major Head	Minor Head	Detailed Head	Composite Code
<b>3</b>	<b>4</b>	<b>0</b>	<b>All Interest on Loans</b>	<b>0 All 3400</b>
		<b>1</b>	<b>Interest on Loans from Government of India</b>	<b>0 All 3410</b>
		<b>2</b>	<b>Interest on Loans from Government of Maharashtra</b>	<b>0 All 3420</b>
		<b>3</b>	<b>Interest on Loans from International Agencies</b>	<b>0 All 3430</b>
		<b>4</b>	<b>Interest on Bonds and Debentures</b>	<b>0 All 3440</b>
		<b>5</b>	<b>Interest on Secured Loans from Financial Institutions</b>	<b>0 All 3450</b>
		<b>6</b>	<b>Interest on Unsecured Loans from Financial Institutions</b>	<b>0 All 3460</b>
		<b>7</b>	<b>Interest on secured loans from Banks</b>	<b>0 All 3470</b>
		<b>8</b>	<b>Interest on Unsecured loans from Banks</b>	<b>3480</b>
		<b>9</b>	<b>Others</b>	<b>0 All 3490</b>
<b>3</b>	<b>5</b>	<b>0</b>	<b>All Employers Liability</b>	<b>3500</b>
		<b>1</b>	<b>Salary and Wages Payable</b>	<b>0 All 3510</b>

APPENDIX IB

Object Codes

Object Class	Major Head	Minor Head	Detailed Head	Composite Code
		<b>2 Other Allowances Payable</b>	0 All	3520
		<b>3 Refunds Payable to staff</b>	0 All	3530
		<b>4 Benefits payable to staff</b>	0 All	3540
			1 Medical Reimbursement	3541
			2 Tuition Fees	3542
			3 Insurance of Employees	3543
			4 Leave Travel Concession	3544
			5 Uniform to Staff	3545
			6 HRD Activities	3546
			7 Bonus and Rewards	3547
			9 Others	3549
		<b>5 Deductions from salary payable to municipal fund</b>	0 All	3550
			1 Provident Fund	3551
			2 General Fund (Licence Fee of Quarters)	3552
			9 Others	3559
		<b>6 Deductions from salary on account of Government Taxes</b>	0 All	3560
			1 Income Tax	3561
			2 Professional tax	3562
			9 Others	3569
		<b>7 Deductions from salary payable to respective institutions</b>	0 All	3570
			1 L.I.C.	3571
			2 Post Office	3572

APPENDIX IB

Object Codes

Object Class	Major Head	Minor Head	Detailed Head	Composite Code
			3 Banks	3573
			4 Treasury in case of G.I.S.	3574
			5 Relief Funds	3575
			9 Others	3579
		8	Deposit from Staff	3580
		9	Others	3590

## Object Codes

## APPENDIX IB

Object Class	Major Head	Minor Head	Detailed Head	Composite Code
<b>3</b>	<b>Liability</b>	<b>6</b>	<b>Suppliers and Contractors Liability</b>	<b>3600</b>
		<b>0</b>	<b>All Suppliers and Contractors Liability</b>	<b>0</b>
		<b>1</b>	<b>Earnest Money Deposits</b>	<b>3610</b>
		<b>2</b>	<b>Security Deposits</b>	<b>3620</b>
		<b>3</b>	<b>Bills passed for payment but not paid</b>	<b>3630</b>
		<b>4</b>	<b>Bills received but not passed for payment</b>	<b>3640</b>
		<b>5</b>	<b>Disputed claims</b>	<b>3650</b>
		<b>6</b>	<b>Bills for utilities / Services</b>	<b>3660</b>
			1 Electricity	<b>3661</b>
			2 Water	<b>3662</b>
			3 Telephone	<b>3663</b>
			9 Others	<b>3669</b>
		<b>7</b>	<b>Deductions</b>	<b>3670</b>
		<b>8</b>	<b>Refunds payable to Contractors / Suppliers</b>	<b>3680</b>
		<b>9</b>	<b>Others</b>	<b>3690</b>
<b>3</b>	<b>Liability</b>	<b>7</b>	<b>Liability to Citizens</b>	<b>3700</b>
		<b>0</b>	<b>All Liability to Citizens</b>	<b>0</b>

## Object Codes

## APPENDIX IB

Object Class	Major Head	Minor Head	Detailed Head	Composite Code
		<b>1</b>	<b>Deposits from Public</b>	<b>0 All</b>
				<b>3710</b>
				<b>1 Short Term Deposits</b>
				<b>3711</b>
				<b>2 Long Term Deposits</b>
				<b>3712</b>
				<b>9 Others</b>
				<b>3719</b>
		<b>2</b>	<b>Revenue Deposits</b>	<b>0 All</b>
				<b>3720</b>
		<b>3</b>	<b>Deposit Works</b>	<b>0 All</b>
				<b>3730</b>
		<b>4</b>	<b>Refunds payable to Public</b>	<b>0 All</b>
				<b>3740</b>
				<b>1 Sale proceeds</b>
				<b>3741</b>
				<b>2 Excess revenue collected</b>
				<b>3742</b>
				<b>9 Others</b>
				<b>3749</b>
		<b>5</b>	<b>Taxes received in advance</b>	<b>0 All</b>
				<b>3750</b>
		<b>9</b>	<b>Others</b>	<b>0 All</b>
				<b>3790</b>
<b>3</b>	<b>Liability</b>	<b>8</b>	<b>Amount payable to Government</b>	<b>0 All</b>
				<b>3800</b>
		<b>1</b>	<b>All recoveries on behalf of Government</b>	<b>0 All</b>
				<b>3810</b>
				<b>1 Education Cess</b>
				<b>3810</b>
				<b>2 Employment Guarantee Cess</b>
				<b>3812</b>
				<b>9 Others</b>
				<b>3819</b>
		<b>2</b>	<b>Land price payable to Government</b>	<b>0 All</b>
				<b>3820</b>
		<b>3</b>	<b>Amount payable for supplies</b>	<b>0 All</b>
				<b>3830</b>

APPENDIX IB

Object Codes

Object Class	Major Head	Minor Head		Detailed Head	Composite Code
		<b>4</b>	<b>Amount payable for services</b>	0 All	3840
		<b>5</b>	<b>Amount payable for staff on deputation</b>	0 All	3850
		<b>9</b>	<b>Others</b>	0 All	3890
<b>3</b>	<b>9</b>	<b>0</b>	<b>Other Liabilities</b>	0 All	<b>3900</b>
		<b>1</b>	<b>Provisions for Expenses</b>	0 All	3910
				1 Office Expenses	3911
				2 Other Administrative Expenses	3912
				9 Other	3919
		<b>2</b>	<b>Provisions for Interest</b>	0 All	39320
		<b>9</b>	<b>Others</b>	0 All	3990

<b>ASSETS</b>										
<b>Object Class</b>		<b>Major Head</b>			<b>Minor Head</b>			<b>Detailed Head</b>		<b>Composite Code</b>
<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>	
4	Assets	1	Fixed & Movable Assets	0	All Fixed & Movable Assets	0	All	0	All	4100
				1	Lands			0	All	4110
				2	Buildings and Premises			0	All	4120
				3	Other Fixed Assets			0	All	4130
								1	Bridges	4131
								2	Gutters & Nallahs	4132
								3	Roads & Foot Paths	4133
								4	Water Supply System	4134
								5	Sewerage System	4135
								6	Toilets	4136
								9	Others	4139
				4	Plant and Machinery			0	All	4140
								9	Others	4149
				5	Electrical Installations			0	All	4150
								1	Generator plant	4151
								2	Centralised A.C. Plant	4152
								3	Elevators	4153
								4	Street Lighting	4154
								5	Signals	4155
								9	Other	4159

APPENDIX IB

Object Codes

<i>Object Class</i>		<i>Major Head</i>		<i>Minor Head</i>		<i>Detailed Head</i>		<i>Composite Code</i>
				<b>6</b>	<b>Vehicles</b>		0 All	4160
							1 Commercial Vehicles	4161
							9 Other Vehicles	4169
				<b>7</b>	<b>Office Equipment, Computers and peripherals</b>		0 All	4170
				<b>8</b>	<b>Furniture and Fixtures</b>		0 All	4180
				<b>9</b>	<b>Intangible &amp; Other Assets</b>		0 All	4190
<b>4</b>	<b>Assets</b>	<b>2</b>	<b>Accumulated Depreciation</b>	<b>0</b>	<b>All Fixed &amp; Movable Assets</b>		0 All	<b>4200</b>
				<b>1</b>	<b>Lands</b>		0 All	4210
				<b>2</b>	<b>Buildings and Premises</b>		0 All	4220
				<b>3</b>	<b>Other Fixed Assets</b>		0 All	4230
							1 Bridges	4231
							2 Gutters & Nallahs	4232
							3 Roads & Foot Paths	4233
							4 Water Supply System	4234
							5 Sewerage System	4235
							6 Toilets	4236
							9 Others	4239
				<b>4</b>	<b>Plant and Machinery</b>		0 All	4240
				<b>5</b>	<b>Electrical Installations</b>		0 All	4250
							1 Generator plant	4251
							2 Centralised A.C. Plant	4252
							9 Others	4259



APPENDIX IB

Object Codes

<i>Object Class</i>	<i>Major Head</i>	<i>Minor Head</i>	<i>Detailed Head</i>	<i>Composite Code</i>
		<b>6</b>	Vehicles	0 All 4260
		<b>7</b>	Office Equipment, Computers and Peripherals	0 All 4270
		<b>8</b>	Furnitures and Fixtures	0 All 4280
		<b>9</b>	Intangible & Other Assets	0 All 4290
<b>4</b>	<b>3</b>	<b>0</b>	All Capital Work in Progress	0 All 4300
		<b>1</b>	Lands	0 All 4310
		<b>2</b>	Buildings and Premises	0 All 4320
		<b>3</b>	Other Fixed Assets	0 All 4330
			Bridges	1 4331
			Gutters & Nallahs	2 4332
			Roads & Foot Paths	3 4333
			Toilets	4 4334
			Others	9 4339
		<b>4</b>	Plant and Machinery	0 All 4340
		<b>5</b>	Electrical Installations	0 All 4350
			Generator Plant	1 4351
			Centralised A.C. Plant	2 4352
		<b>6</b>	Vehicles	0 All 4360
		<b>7</b>	Office Equipment, Computers and Peripherals	0 All 4370

Object Codes

APPENDIX IB

<i>Object Class</i>	<i>Major Head</i>	<i>Minor Head</i>	<i>Detailed Head</i>		<i>Composite Code</i>	
		<b>8</b>	<b>Furniture and Fixtures</b>	0	All	4380
		<b>9</b>	<b>Other Assets</b>	0	All	4390

<i>Object Class</i>	<i>Major Head</i>		<i>Minor Head</i>		<i>Detailed Head</i>		<i>Composite Code</i>
<b>4</b> Assets	<b>4</b> Investments	<b>0</b> All Investments	<b>0</b> All				4400
		<b>1</b> Government of India Securities	<b>0</b> All				4410
		<b>2</b> Govt. of Maharashtra Securities	<b>0</b> All				4420
		<b>3</b> Term Deposit Receipts with Banks	<b>0</b> All				4430
		<b>4</b> National Savings Certificates	<b>0</b> All				4440
		<b>5</b> Accrued Interest on Investments	<b>0</b> All				4450
			<b>1</b> Bank FDRs				4451
			<b>2</b> National Savings Certificate				4452
			<b>9</b> Others				4459
		<b>9</b> Other Investments	<b>0</b> All				4490
<b>4</b> Assets	<b>5</b> Stock in Hand	<b>0</b> All Stock in Hand	<b>0</b> All				4500
		<b>1</b> Stores	<b>0</b> All				4510
		<b>2</b> Tools	<b>0</b> All				4520
		<b>9</b> Others	<b>0</b> All				4590
<b>4</b> Assets	<b>6</b> Sundry Debtors	<b>0</b> All Sundry Debtors	<b>0</b> All				4600
		<b>1</b> Receivable for Tax Revenue	<b>0</b> All				4610
		<b>2</b> Receivable for Assigned Revenue	<b>0</b> All				4620

APPENDIX IB

Object Codes

<i>Object Class</i>		<i>Major Head</i>		<i>Minor Head</i>		<i>Detailed Head</i>		<i>Composite Code</i>
				<b>3</b>	<b>Grants receivable</b>		0 All	4630
				<b>4</b>	<b>Receivable for Rental Income</b>		0 All	4640
				<b>5</b>	<b>Receivable from Fees and User Charges</b>		0 All	4650
				<b>6</b>	<b>Sales and Hire Charges</b>		0 All	4660
				<b>7</b>	<b>Interest</b>		0 All	4670
				<b>9</b>	<b>Others</b>		0 All	4690
<b>4</b>	<b>Assets</b>	<b>7</b>	<b>Loans , Advances and Deposits</b>	<b>0</b>	<b>All Loans , Advances and Deposits</b>		0 All	4700
				<b>1</b>	<b>Loans and Advances to Employees</b>		0 All	4710
				<b>2</b>	<b>Provident Fund Loans</b>		0 All	4720
				<b>3</b>	<b>Advances to Contractors</b>		0 All	4730
				<b>4</b>	<b>Deposits with External Agency</b>		0 All	4740
				<b>5</b>	<b>Temporary Advance</b>		0 All	4750
				<b>9</b>	<b>Others</b>		0 All	4790
<b>4</b>	<b>Assets</b>	<b>8</b>	<b>Cash and Bank Balance</b>	<b>0</b>	<b>All</b>		0 All	4800
				<b>1</b>	<b>Cash in Hand</b>		0 All	4810

<i>Object Class</i>		<i>Major Head</i>		<i>Minor Head</i>			<i>Detailed Head</i>		<i>Composite Code</i>
				<b>2</b>	<b>Cash at Bank</b>	0	All		4820
						1	Nationalised Bank		4821
						2	Co-operative Bank		4822
						3	Scheduled Bank		4823
						9	Others		4829
				<b>3</b>	<b>Cash in Post Office Account</b>	0	All		4830
				<b>9</b>	<b>Others</b>	0	All		4890
<b>4</b>	<b>Assets</b>	<b>9</b>	<b>Other Assets</b>	<b>0</b>	<b>All Other Assets</b>	0	All		4900
				<b>1</b>	<b>Deposit Works Expenditure</b>	0	All		4910
				<b>2</b>	<b>Inter Unit Transactions</b>	0	All		4920
				<b>3</b>	<b>Miscellaneous Expenditure to be Written off</b>	0	All		4930
				<b>4</b>	<b>Prepaid Expenses</b>	0	All		4940
				<b>5</b>	<b>Provision for Outstanding Property Tax</b>	0	All		4950
				<b>6</b>	<b>Other Taxes</b>	0	All		4960
				<b>7</b>	<b>Doubtful Debtors</b>	0	All		4970
				<b>9</b>	<b>Others</b>	0	All		4990

**APPENDIX II**  
See Rule 198

**RATES OF DEPRECIATION TO BE ADOPTED  
FOR PROVIDING DEPRECIATION ON FIXED ASSETS  
OF A MUNICIPAL COUNCIL**

Sr. No.	Category of assets	Type of assets included in the category	Rate of Depreciation
1	Land	Land	0
2	Building	Buildings	6.66 %
3	Infrastructure assets (included in Other fixed Assets)	Roads and Bridges, Sewerage and Drainage, Water ways	6.66 %
4	Plant and Machinery	Plant and Machinery	10%
5	Electrical Installations	Generator Plant, Public Lighting	15%
6 (a)	Vehicles	Commercial Vehicles (like Buses, Dumpers etc.)	20%
6 (b)	Vehicles	Other Vehicles	15%
7	Office Equipment, Computers and peripherals		20%
8	Furniture and Fixtures	Furniture, Fixtures, fittings and electrical appliances	15%
9	Intangible Assets	Computer Software Licences etc.	20%

Notes:

- (a) Fixed Assets are to be depreciated on Straight Line Method, based on the rates consistently being applied by the Municipal Council.
- (b) In case of assets capitalized during the year out of Capital Work in Progress, where date of completion of assets is not determinable accurately depreciation shall be provided by applying the rates for full year.

**APPENDIX III**  
See Rule 469 (4)

**Tenders**

**Preamble:**

Section 49 of The Maharashtra Municipal Councils, Nagar Panchayats and Industrial Townships Act 1965- prescribes the duties and functions of Municipal Councils. As per Section 49-A, these can be given effect to directly or through an agency arrangement. In order to get this effected through an agency, the terms and conditions agreed upon have to be in accordance with the prescribed standard terms and conditions. Section 93 of the said Act prescribes provisions related to contract and tenders.

Accordingly in matters of procurement of materials / services, invitation and allotment of tenders and appointment of agencies, the chief officer shall follow the under noted procedure:-

**Preliminary precautions to be taken before inviting Tenders:**

1. It should be confirmed that the job for which tender is proposed to be invited has the necessary provision available in the Revenue / Capital Budget and all other necessary administrative and financial sanctions have been obtained.
2. The type of tender to be invited and the process to be followed in this regard should be decided before calling the tender.
3. It should be seen that tenders/work orders should not be issued by splitting up the same so as to fit within the prescribed ceilings.
4. Normally, separate tenders for jobs that are likely to recur within a period of three months should not be called and the entire work should be clubbed within a single tender. For works /jobs undertaken frequently or on a regular basis, it may be desirable and practical to enter into fixed rate contracts rather than inviting tenders repeatedly.. The rate contracts entered into should be for a fixed duration.
5. Such rate contracts may be entered into with more than one party, subject to the condition that rates agreed upon with such other parties (other than the lowest bidder) shall not be more than 5% above the minimum bid rate. Care should also be taken that the lowest tenderer should get at least 50% of the work / order. The balance work/order may be distributed amongst other bidders who satisfy the above condition (of maximum five per cent differential in rate), taking care that the lowest bidders are allocated the maximum work/orders.

**Procedure for invitation and acceptance of tenders**

6. The entire process of issuance of tenders and selection of the agency/contractor should be fully transparent. To avoid delays and minimize expenditure, it shall be necessary that the entire procedure is overseen by a Tender committee. This committee shall be constituted by the chief officer comprising of
  - a) Chief Officer
  - b) Chief Accountant
  - c) Auditor (where available at the local body)
  - d) Head of Department of the concerned department/s.
  
7. The committee constituted as above shall oversee and approve
  - a) The contents of tender notice
  - b) Advertisement of tenders in the proper manner and giving proper time
  - c) In a two- cover bid system, examining the contents of the technical bid in order to carry out technical evaluation and identify the eligible bidders
  - d) Examining the financial bids to identify the lowest (where L1 system is followed) OR to identify the most qualified bid on the basis of combined ranking of technical and financial bid.
  
8. The following documents should be prepared before inviting tenders.
  - a) Tender notice (publication of Advertisement and Terms and conditions of the tender)
  - b) Agreement (Terms and Conditions)
  
9. Tenders are invited from eligible bidders who satisfy the terms and conditions as prescribed in the tender notice. The methodology for identification of eligible bidder shall be specified in the invitation. The invitation for tender shall specify the conditions of eligibility, place of sale of tender forms, manner of submission of tender, procedure for scrutiny and acceptance of tender etc. The committee mentioned above and the municipal body shall be responsible for ensuring full and proper compliance with these requirements.
  
10. The invitation for tender shall contain the following:
  - i. The name of work
  - ii. The amount of the estimate
  - iii. Location / address where the work is to be executed
  - iv. Place of delivery (where relevant)
  - v. The time that will be allowed for completion of the work
  - vi. When and where the tender forms with Schedules of quantities and specification will be supplied and at what rate
  - vii. The tender term shall specify that prospective tenderers shall have free access to contract documents or other particulars necessary for submission of tenders



- viii. When and to whom tenders are to be submitted
- ix. When and where they are to be opened (specifying that the same shall be done in an open and transparent manner)
- x. The amount of earnest money which should accompany the tender and the amount and nature of security required in case the tender is accepted
- xi. A tender so invited shall create no legal right in favour of the tenderer unless such tender is accepted in accordance with the prescribed procedure and in a legal manner, and
- xii. The Chief Officer reserves the right to reject any or all the tenders received without assigning any reasons
- 11. After calling the tender and identifying the successful bid an agreement between the selected contractor and the Municipal Council is required to be entered into. This agreement is binding upon both parties and therefore the terms and conditions mentioned in the tender should be clearly spelt out in it.
- 12. The terms of such agreement or the agreement itself should usually be incorporated in the tender. There should not be any change in terms and conditions mentioned in agreement after inviting a tender. If such change becomes necessary and such change has financial implications, fresh tender should be invited.

### **Norms for eligibility**

- 13. The agency selected by the Municipal Council should be capable of providing effective and quality service to public. For identifying that the selected contractor is so capable, the following norms shall be applied:
  - a) Technical Capacity: i.e. Availability of equipments, know how and expertise
  - b) Financial Capacity: The availability of funds for implementation of contract.
  - c) Experience and Eligibility: Past experience in successfully implementing similar contracts and staff / employees having the necessary technical skills and exposure.
  - d) Registration and Permits: The contractor should be registered and should hold of all necessary licenses and permits.
- 14. The Contractor shall be required to furnish a declaration, along with the tender, showing all the works for which he has already entered into contract with the Municipal Council specified by the tender, and the value of the work that remains to be executed in each case, on the date of submitting the tender
- 15. The copies of documents required to be attached by the bidder along with tender to prove his eligibility should be clearly mentioned in the tender. Unnecessary documents should not be asked for. Which documents are essential should also be clearly mentioned in the tender notice.

16. A contractor against whom the municipal council has taken action for any substandard work done in the past shall be disqualified from participation in the tender.
17. No corporator can have any direct or indirect interest in any tender. For this purpose a declaration to that effect in form given in Schedule A shall be called for and obtained along with the tender documents submitted by the tenderer. The terms of the tender should also specify that in the event of any such interest being noticed at a later date, the contract shall be considered voidable. The Municipal Council will also have the right to withhold payment in regard to any work done under the said contract.
18. Generally tender should not be called under any brand name. But if use of such brand-name is essential, then along with the brand name the name of an equivalent item should be mentioned in tender notice.
19. To obtain the most competitive rate by invitation of a tender, maximum possible publicity should be given for tender notice. It shall be necessary as per Section 93(6) of the Act, to give advertisement in a local newspaper for calling a tender. However, where the budgeted expenditure is in excess of Rs. 5,00,000/-, a tender notice should be published in the manner indicated hereunder.

Sr. No	Budgeted Expenditure on the work /job	Tender to be published in a publication meeting the undernoted criteria
1.	Rs. 5,00,000/- to 50,00,000/-	a) Any State level Daily publication
		b) Publication at District level having daily sale of 20,000 copies
2.	More than Rs. 50,00,000/-	a) Any National level Daily publication
		b) Any State level Daily publication
		c) Publication at District level having daily sale of 20,000 copies

20. Notice of the tender shall be put up on a pre-designated notice board of the Municipal Council. In addition to the above, the tender notice should as far as possible be made available on the website of the Municipal Council. Downloading of tender notice from the website should be facilitated by making suitable arrangements for collection of cost of downloaded tender form by cheque or at the time of submission of tender. In any event, tender forms should be freely available to any person on payment of the prescribed cost. The cost of tender should be as per Schedule B.

**Meeting before opening tender**

21. In all cases where the value of tender is likely to exceed Rs. 100 Lakhs, a pre-bid meeting (held before last date of submitting tender) shall be arranged. At such meeting the terms and conditions of the tender and the work to be undertaken should be explained to the prospective tenderers. If any modifications in the format of the bid or in any of the other terms and conditions are suggested and if the same are accepted by Committee referred to in Clause 6, then the terms and conditions should be rectified by intimation to all parties participating in the tender. Thereafter only bidders who agree to such modified terms and conditions of the tender should be taken into consideration. Similar pre-bid meeting may also be convened where the value of tender is expected to be less than Rs. 100 Lakhs. But holding such a pre -bid meeting shall be at the discretion of the Committee in such cases.

**D. Submission of tender**

22. The tenderer shall be required to be specific in regard to the job, rate and period and shall not draw on any external reference as to price, time frame etc
23. All expenses towards submission of tender should be borne by the contractor. Tender should be called for in duplicate. Duplicate copy of the Tender document should be sealed and be preserved in Council's Record section. In the event of any dispute regarding the tender arising, this copy shall be available for examination. After award of the tender, copies of the documents attached with original tender should be attached with said duplicate copy of tender and stored in Council's Record section.
24. Earnest money amount payable along with tender should be taken by way of Draft, or Fixed Deposit. The amount of earnest money to be deposited with a tender shall be sufficiently large to be a security against loss, in case the contractor fails to furnish the required security within the appointed time after the acceptance of tender.
25. Security shall in all cases be taken from every contractor for the due fulfillment of the contract and shall be either in the shape of a lump-sum or a deduction of 10 percent to be fixed by the Chief Officer (permissible where value of work done does not exceed Rs. 10 Lakhs) made from the bills payable to the contractor. Such security shall be returned to the contractor, only after six months from the completion of the work and full satisfaction of Municipal Council's claim against him or after expiry of defect liability period (if prescribed).
26. To enable prompt refunds to bidders who do not qualify or whose bids are rejected at the technical evaluation stage, the draft of Earnest Money should not be deposited into the account of the municipal council until the evaluation of technical bids. Thus, those bids that are unsuccessful on account of non eligibility

of tenderer or technical eligibility not being accepted as mentioned above should be refunded the amount of earnest deposit by returning the draft forthwith. Refund of Earnest money in regard to other bids that were unsuccessful should also be issued promptly once the successful bid is accepted. If the tender is accepted the earnest money shall be taken to form part of the security deposit and transferred to the Deposit Register.

### **Opening of Tenders**

27. Tenders shall be opened by the Chief Officer, or any two members of the Committee referred to in Cl. 6 at the time and place specified in the notice inviting tenders in the presence of such of the tenderers or their authorized agent as may be present.
28. Minimum 3 bids should be received in response to any tender invited. If less than 3 tenders are received during specified period, then either the period for accepting of tender should be extended or fresh tender should be invited. If period of the tender is extended, due publicity as prescribed in Clause 17 should be given for such extension. If on more than one occasion, the minimum number of eligible bids are not received despite extension of time / fresh invitation of bids, a selection may be done out of the qualifying bids received and the selected tender be approved by the Chief Officer and placed before the Standing Committee of the Municipal Council.
29. Where tenders are according to the two cover system, the envelope containing the technical bid should first be opened and the documents submitted therein be examined to verify the bidders eligibility as per technical norms. The details of the bids found eligible as per technical norms should be displayed on notice board for the knowledge of all the bidders. Should any complaint or grievance be received in regard to the technical eligibility the same should be disposed of by the committee or other appropriate authority. Until this is done, the envelope No. 2 containing the financial bid should not be opened. There should be a minimum period of 2 days between the opening of the technical bid and opening of envelope no. 2 containing the financial bid.
30. On opening the tenders, the Chief Officer / or any member of the Committee shall initial all corrections in each tender which may have been made and attested by the tenderer. If in the tender there are corrections unattested by the tenderer, a note of such corrections shall be made on the tender itself, when it is opened. The tenders shall then be tabulated and scrutinized by the Chief Officer or any member of the Committee and the concerned officer and placed before the Committee with the recommendation for orders.
31. If at the technical eligibility stage, less than three bids qualify, the procedure as prescribed in Clause 28 above shall become effective.

32. The chief officer shall ensure that all the prescribed procedures are adhered to and that there are no irregularities in the process of framing, invitation and acceptance of tender. In the event of any irregularity being noted, the chief officer may take appropriate corrective action; and in the event of such irregularity being considered to be serious in nature, the chief officer shall have the authority to cancel the tender.
33. Where two envelope bid system is followed, the envelope containing financial bid can be opened in respect of those bids found to be qualifying in regard to technical bid. Once the technical bid is declared to be eligible and the financial bid envelope is opened, such bid cannot be disqualified for failure to qualify as per technical bid requirement norms.

### **Acceptance of Tenders**

34. Subject to the provisions of sub-section (8) of section 93 of the Act, the lowest tenders should ordinarily accepted. An exception to this general rule may only be made where the quality of service / work is of paramount importance and the anticipated value of the tender is significant. In such cases, it shall be admissible to invite bids with a clear stipulation that the bid shall be evaluated on quality cum cost based selection process. This fact must be clearly mentioned in the tender document which shall also indicate the weightage for technical and financial parameters. Such an approach may be adopted only with the prior permission of Collector.
35. Upon acceptance of tender by the Council, the same shall be communicated to the successful tenderer in writing.
36. There shall be no avoidable delay in the disposal of tenders after they are opened. Ordinarily they shall be disposed of within a week of the date of opening and in no case shall the period exceed one month.
37. The committee/chief officer shall give suitable instructions on the course of action to be taken in cases where the lowest bid received is higher than the budgeted/estimated expenditure by more than 10% after the matter is examined in detail. The chief officer shall ensure that the appropriate instructions and guidelines in force in this regard are followed meticulously.
38. A higher tenderer shall in no circumstances be asked to accept a lower rate. Negotiation may be done with the eligible tenderers only in regard to the financial bid submitted by him and such negotiation is to be done only with the tender who has given the lowest bid.

**Procurement without tenders**

39. As per Section 93(8), with the prior permission of District Collector, the chief officer can act without issuance of tender where a rate agreement is entered into as per the rate contract of the DGSD. In such cases, district collector is authorised to scrutinize and approve such work orders/indents in accordance with appropriate directions and in force.

**Difficulty in Implementation of best practices in regard to tenders**

40. In the event of there being any difficulty in compliance with the requirements prescribed above, and application may be made by the Municipal Council to the Director, Municipal Administration seeking relaxation of one or more of the requirements mentioned above. In such situation, the Director, Municipal Administration may by order in writing grant such relaxation or direct the manner in which the Municipal Council shall proceed in regard to allotment of such job /work order.
41. In emergencies where urgent action is considered necessary, the District Collector shall have the authority to reduce the period of tender prescribed in the above rules for one or more tenders (which shall be specified in the said order) by way of an order in writing recording the nature of emergency and the reduced period permissible.



**APPENDIX IV**  
See Rule 469 (5)

**Pension**

- A. If a Municipal Council has established a Pension fund, the contribution to such fund by the Municipal Council and the interest earned on the fund shall be adjusted in the Municipal accounts on due dates and the contribution payable if any by Municipal Officers or servants shall be recovered monthly by deductions from their pay bills.
- B. In order to supervise payment of pension bills a register of pension shall be maintained in Form 54. When the Municipal Council makes a permanent arrangement for contributing to Pensions payable by it to its permanent employees or for any specific class or classes of them by payment to the Pension Fund established under by-laws under the Act, each shall contribute at one- ninth of the average cost of the post and the amount of the contribution shall be added to the establishment bill and paid from the Municipal Fund for credit to the Pension Fund immediately. After the monthly establishment bill is cashed such person shall on retirement receive their pensions from the Pension Fund.
- C. On 1st March of each year or soon thereafter but not later than 15th April, the Municipal Council shall prepare in the Forms prescribed for submission of the Establishment Returns in Government Departments, Statement of its establishment, as it stood on 1st March and keep the same on record for being checked during audit. The Annual returns of Municipal Establishment for, which no contribution is paid, shall be separately prepared.
- D. The pension of the Municipal employees shall be regulated in accordance with the rules framed by Government and by-laws framed by the Municipal Council with the sanction of the Competent Authority.
- E. The amounts drawn for "Credit to the Pension Fund" shall be debited to the sub-head "Contribution to Pension Fund".
- F. The administration, accounting and recording of pension of the Municipal employees shall be regulated in accordance with the rules framed by the Government and by-laws framed by the Municipal Council with the sanction of the competent authority.
- G. Pensions payable to the retired employees shall be debited to the Pension Fund and not to the General Fund. No amount from the Pension Fund shall be spent for any other purpose without the previous sanction of Government.
- H. Pension fund should be under the Administrative control and administration of the Municipal Council. The Municipal Council shall as soon as practicable invest all accumulated Funds, of the Pension Fund in Government securities within the meaning of

clause (a) of section 2 of the Indian Securities Act, 1920 or in the securities of the natures specified in clauses (a), (c) and (d) of Section 20 of the Indian Trust Act, 1882, through any bank approved for the purposes of Section 99 of the Act, subject to the limits prescribed by the Government from time to time.

- I. All expenses in connection with the keeping of accounts of the Pension Fund shall be met from the Municipal Pension Fund.
- J. The pension cases of all those who have retired during the year previous to the year for which the audit is taken up shall be placed before the Government Auditors or post audit.
- K. The pension payment order shall be issued by the Chief Officer of the Municipal Council in Form 112. A Bill in Form 113 shall be presented at the Municipal office whenever the pensions become payable to any pensioner.
- L. As a protection against fraud the Authorized Officer shall compare the signature on the money order receipt every month with pensioner's recorded specimen signature.
- M. The Authorized Officer shall arrange through some suitable agency for reporting promptly to the Municipal Accountant the death of the pensioner whose pension is paid by money order.
- N. In the case of female pensioners, whose pension are terminable on their marriage or remarriage the Authorized Officer shall, before remitting the pensions for December and June, obtain the half yearly declarations prescribed in Form 114.
- O. Every Pension Bill which is not personally presented shall be accompanied by a life certificate. When payment is made on a life certificate, it shall be made only for one or more complete months prior to the date of certificate. Save as hereinafter provided a pensioner must take payment in person after identification by comparison with the Pension Payment Order. A life certificate submitted under sub-rule N of this rule must be signed by any member of Municipal Council or the Police or any person exercising the powers of the Magistrate or the Registrar or the Sub-Registrar under the Indian Registration Act, 1908, or any Pensioned Officer, who, before retirement, exercised the power of Magistrate or any Gazetted Government Officer.
- P. The Authorized Officer shall also satisfy himself on 1st April and 1st October each year that the pensioner is alive. At the beginning of each month, the Authorized Officer shall record the following certificate: -
  - a) Certified that I have satisfied myself that all pensions included in the register for the previous month have been paid in the previous month and that money order receipts from the payees in support of these payments have been duly filed.
  - b) Certified that I have satisfied myself that no unauthorized alteration had been made in respect of any of the entries in the Pension Payment Order Register maintained in Form 55.



- Q. When a Pensioner is a minor or is for any other reason incapable of managing his own affairs and has no regularly appointed guardian or Manager and when no such guardian or Manager is nominated by the Sanctioning Authority, the competent authority of the Municipal Council may, on an application by or on behalf of the pensioner and subject to such condition as it may impose, declare any suitable person to be the Manager or the guardian for the purpose of receiving on behalf of the pensioner, the pension due to him and payment of pension may be made to such Manager or Guardian in the same way as to the original holder, provided that sufficient proofs are forthcoming at the time of each payment of the original holder being alive and eligible to receive the pension for the period covered by the payment, such declarations may, at any time, be revoked or altered at the discretion of the competent authority of the Municipal Council.

#### **Gratuity**

- R. The register of Gratuity shall be maintained in Form 56 in which details as mentioned in the form shall be entered.

#### **Pension payment order**

- S. The Pension Payment Order issued to a pensioner should be recorded in a Register in Form 112.

#### **Audit register of pension**

- T. Audit register of pension shall be maintained in Form 57 in which details as mentioned in the form shall be recorded.

**APPENDIX V**  
See Rule 469 (5)

**Provident fund**

- A. A Provident fund account shall be kept of each subscriber separately and shall show the amount of his subscription, the municipal contribution and interest accrued thereon.
- B. At the close of each year the Head of Accounts shall send to each subscriber a statement of his account in the fund showing opening balance as on 1st April of the year, the total amount credited or debited during the year, the total amount of interest credited as of 31st March of the year and closing balance as on that date. Subscribers should satisfy themselves as to the correctness of the annual statement and errors, should be brought to the notice of the Head of Accounts within three months from the date of receipt of the statement. Any error in the account noticed by the subscriber brought to the notice of the Head of Account should be rectified.
- C. For subscribers to Provident Fund, Provident Fund Ledger in Form 115 and broad sheet in Form 116 shall be maintained and written up in accordance with the following instructions
  - (1) Amount credited or debited to the Provident Fund shall be posted in the Provident Fund ledger as soon as practicable but not later than the last day of the month in which the transaction take place.
  - (2) The entries of interest in the ledger shall, except in cases provided in sub-rule (4) be made once a year only.
  - (3) As soon as possible after the close of the month the balance at the credit of the account shall be entered in column 15 of the ledger, and carried into the broad sheet.
  - (4) At the close of the year, the columns of the broad sheet shall be totaled and the interest earned shall be calculated and entered in column 8 of the ledger.
- D. When an account is closed in the Provident Fund Ledger, any amount at its credit shall be dealt with, in accordance with the applicable Provident Fund Rules in respect of officers specified in sub-sections (1) and (2) of section 75 (ii) of the Act
- E. The recovery of advances from Provident Fund shall also be watched through Provident Fund ledger in Form 115. A Provident Fund Day book shall also be maintained in Form 117 to show the balance at the credit of Provident Fund Account.

**Form No. 1**  
( See Rule No. 67, 70, 71 )

**Statement of Demand Raised / Income Accrued**

Name of Department .....

Date of raising demand

Sr. No

Period

Sr. no	Particulars	Account Code	Year	Amount Rs.
1	2	3	4	5

Total Amount receivable (in words).....

Signature of Authorised person preparing the demand  
(Name / designation / code of the Authorised person)

Verified and approved

Signature of Head of the Department  
(Name / designation / code of the Head of the Department)

**For Accounts Department**

Date

I hereby certify that the entry for the demand raised / income accrued has been made in the books of Accounts vide a Journal

Voucher No..... dated.....

Signature of Head of Accounts  
(Name / designation / code of the Head of Accounts)

**Notes**

1. This statement shall be submitted in duplicate. Original copy will be retained in the accounts department and duplicate copy shall be returned to the concerned department duly stamped.

# Form No.2

(See Rule No.75 ,87 to 89 )

## Receipt

Name of Municipal Council.....	Book no <input style="width: 100%;" type="text"/>
Department.....	Receipt no <input style="width: 100%;" type="text"/>
Account Code.....	Date <input style="width: 100%;" type="text"/>
Demand No / Property reference / other particulars if any	
Particulars	Demand No / Property reference / other particulars
1	2
Receipt for Cash <input style="width: 50px; height: 20px;" type="text"/>	
Receipt for Cheque / DD <input style="width: 50px; height: 20px;" type="text"/>	cheque no./ DD no..... Dated.....
Drawn on..... <input style="width: 50px; height: 20px;" type="text"/>	A/C No <input style="width: 50px; height: 20px;" type="text"/>
Received from .....	
a sum of Rs ( words).....	Amount Rs. <input style="width: 50px; height: 20px;" type="text"/>
On account of .....for the period from.....	
This receipt is valid subject to realisation of cheque	
<input style="width: 50px; height: 20px;" type="text"/>	
Signature of Authorised Officer (Name / designation / code of the Authorised Officer)	
<b>Notes</b>	
1. Receipt shall be prepared in triplicate	
2. A revenue stamp shall be affixed as per the provisions of Bombay Stamp Act.	
3. The above receipt shall be used for all types of receipts including receipt of money by way of money order or pay order, Municipal Taxes etc	
4. If the payee is making multiple payments the particulars of the same shall be noted on the reverse of the receipt along with the respective Account	



**Form No. 4**  
( See Rule No.147 to 156, 181, 208, 270, 467,475 )  
**Payment Voucher for Works and Supplies**

<b>Part A</b>	
Name of the Department.....	Date <input type="text"/>
Inward bill no.....	<b>Bill details</b>
Name of the payee.....	First <input type="text"/>
Work order No.....	Running <input type="text"/>
	Final <input type="text"/>

<b>Part B</b>						
Sr. No	Particulars of work / description	Qty	Rate	Unit	Account Code	Amount Rs.
1	2	3	4	5	6	7

					<b>Gross Amount Payable Rs.</b>	<input type="text"/>
Deductions and recoveries						
Particulars	Account code	Amount				
1	2	Rs 3				
Total						
					<b>Total Deductions And Recoveries</b>	<input type="text"/>
					<b>Net Amount Payable Rs.</b>	<input type="text"/>
Net amount payable (in words).....						
Amount (in figures) Rs.....						

<b>Part C</b>		
Budget provision.....	Total expenditure including this bill.....	
Budget Code.....	Balance .....	
Bills paid till now.....	Ref. No of Measurement book.....	Book No.....
Current bill amount Rs.....	Ref. No. stock book.....	Book No.....
I have examined the claim and found it correct. Certified that the rates and quantities shown in this bill are correct and materials, articles received are as per the specifications and of good quality and in good working condition. Passed for payment for Rs.....(in words).....		
		Signature of the Head of the Department (Name / Designation / Code of the Head of Department)

<b>Submitted to Internal Auditor</b>
I hereby certify that all the details entered in this voucher are correct
Verified and found correct ..... Signature of the Internal Auditor (Name / Designation / Code of the Internal Auditor)

<b>Submitted to Accounts Department for verification</b>
Ref.No of register of bills received Sr.No..... Date .....
Paid by cash / cheque.....
Verified and found correct ..... Signature of the Head of Accounts (Name / Designation / Code of the Head of Accounts)

<b>Submitted to the President for final sanction</b>	
Date <input type="text"/>	
The sum of Rs.(in words).....As shown in the bill is sanctioned	
Pay Rs.....(in words)..... (in figures)	
.....	
Name & Signature of Chief Officer	Name & Signature of the President

<b>Resubmitted to Accounts department for making entry in Books of Accounts</b>
I hereby certify that the entry for the amount payable has been made in the books of Accounts vide a Journal voucher No _____ dated--
Signature of the Head of Accounts (Name / Designation / Code of the Head of Accounts)

<b>Submitted to the Head of Cash</b>
Voucher No <input type="text"/>
Date <input type="text"/>
Paid by cash / Cheque No ..... Dated ..... and entered in the Cash Book / Bank Book.
Signature of the Cashier (Name / Designation / Code of the Cashier)

Name of the Municipal Council.....
Received payment of Rs. ....
Amount Rs.....
<input type="text"/>
Signature of the Receiver

**Note**  
1. The payment voucher shall be numbered by Head of Cash  
2. At the time of making payment voucher for first bill , running bill & the final bill procedures prescribed in Rule143 shall be complied with.  
3. Details of quantity, rates, units in part B above shall be entered wherever applicable.

### Form No. 5

( See Rule No. 57, 72, 99, 104, 111, 112, 159, 178 )

#### Journal Voucher

					Date	<input style="width: 100px;" type="text"/>
					Voucher No	<input style="width: 100px;" type="text"/>
<b>Dr.</b>			<b>Cr.</b>			
Account code	Particulars	Amount Rs	Account code	Particulars	Amount Rs	
1	2	3	4	5	6	
..... Signature of the Authorised Officer preparing the voucher (Name / Designation / Code of the Authorised Officer) Approved by						
..... Signature of the Head of Accounts (Name / Designation / Code of the Head of Accounts)						

### Form No.6

( See Rule No. 97 )

#### Contra Entry voucher

					Date	<input style="width: 100px;" type="text"/>
					Voucher No	<input style="width: 100px;" type="text"/>
<b>Dr.</b>			<b>Cr.</b>			
Account code	Particulars	Amount Rs	Account code	Particulars	Amount Rs	
1	2	3	4	5	6	
..... Signature of the Authorised Officer preparing the voucher (Name / Designation / Code of the Authorised Officer) Approved by						
..... Signature of the Head of Accounts (Name / Designation / Code of the Head of Accounts)						

**Form No.7**  
( See Rule No. 77, 93 )

**Tear away slip**

Name of the Municipal Body.....			
Demand Notice No..... Due date..... Sr. No. in Demand register.....			
Amount Rs..... Cheque / DD No.....			
Payee's name.....			
For the period.....			
Nature of Demand	Previous arrears Rs.	Current demand Rs.	Total Rs.
1	2	3	4 (2+3)
<b>Notes</b>			
1. Make cheque payable to _____			
2. You can make payments at any of our conveniently located collection centres or at authorized bank			
3. You can either pay by cash, cheque,demand draft, or through ECS.			
4. If you are making multiple bill payments by a single cheque the particulars of the same shall be noted on the reverse of the cheque.			
5. Cheque should be A/C payee only.			
6. Receipt of payment is subject to realisation.			



# Form No.8

( See Rule No. 144 )

## Claim Form

Bill No. ....		Date		
Name of the claimant.....		Particulars of claim submitted as per bill attached.....		
On account of .....				
Bill details ( First / Running / Final ).....				
PAN of the claimant.....				
Service Tax Registration No. / Sales Tax Registration No.....				
Description charges	Account Code	Gross Amount Rs.	Deductions & recoveries	Net Amount Rs.
			Particulars	Amount Rs.
1	2	3	4	5
				6
	<b>Total</b>			

Total Gross Amount payable Rs.....

Total deductions & recoveries.....

Net amount payable ( in figures) Rs.....

Net amount payable ( in words) Rs.....

.....

Prepared by  
( Name / Designation / Code of the person preparing the voucher)

.....  
Signature of the Authorised Officer  
Approved by  
(Name / Designation / Code of the Authorised Officer)

**Form No. 9**  
(See Rule No. 177)  
**Stop Payment Order**

No. \_\_\_\_\_

Date :

To,  
The Manager,  
\_\_\_\_\_ Bank

**Sub.: Stop Payment Order**

Sir,  
We had on \_\_\_\_\_ date issued Cheque No. \_\_\_\_\_ for Rs. \_\_\_\_\_ in favour of \_\_\_\_\_. The said cheque was drawn from our Account No. \_\_\_\_\_ with your Bank, \_\_\_\_\_ Branch.

For the reason given in box below, the said cheque is not to be paid. **STOP THE PAYMENT OF THE SAID CHEQUE** of which particulars are given below.

This is as per authority exercised by the undersigned.

.....  
Chief Officer

Particulars of cheque to be stopped for payment

Cheque No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. \_\_\_\_\_

Account Code originally debited	Particulars of Payment	Amount (Rs.)
1	2	3
Reason for stop payment		

.....  
(Prepared by)  
Cashier

.....  
(Approved by)  
Chief Officer

## Form No. 21

( See Rule No.49, 51, 52 )

### General Cash Book / Cashier's Cash Book

Date	Voucher No	Payer / Payee	Particulars	Account code	L/F	Amount Received (Dr.)	Amount Paid (Cr.)	Remarks & Signature of Authorised Officer
1	2	3	4	5	6	7	8	9
..... Signature of Cashier								

**Notes**

1. Closing balance of each day shall be carried forward to the next day.
2. The date of receipt/payment to be shown in Cash book shall be the date on which amount has actually been received/paid.
3. Cash book shall be closed and balanced daily under the signature of the Cashier

## Form No. 22

( See Rule No. 49, 53 to 55 )

### General Bank Book

Date of receipt	Voucher No	Cheque no	Drawn on	Payer / Payee	Particulars	Account code	L/F	Amount Received (Dr)	Amount paid (Cr)	Remarks & Signature of Authorised Officer
1	2	3	4	5	6	7	8	9	10	11

.....  
Signature of the Cashier

**Notes**

1. Bank book shall be closed and balanced daily under the signature of the Head of Cash.
2. By the end of each day, the transactions recorded in the bankbook shall be posted to the appropriate ledger account of the general ledger
3. Closing balance of each day shall be carried forward to the next day.

## Form No. 23

( See Rule No.49, 56, 57 )

### Journal register

Date	JV No	Particulars	Account code	L/F	Amount (Dr.) Rs.	Amount (Cr.) Rs.	Remarks & Signature of Authorised Officer
1	2	3	4	5	6	7	8

**Notes**

1. By the end of each day, the transactions recorded in the Journal register shall be posted to the appropriate Ledger Account.
2. All amounts receivable shall be recorded in Column 6 ( Dr.) of the Journal register and all amounts payable shall be recorded in Column 7 ( Cr.) Journal register.

## Form No. 24

( See Rule No.49, 58 to 60 )

### General ledger

Date	Particulars	Account code	Folio	Amount (Dr.) Rs.	Amount (Cr.) Rs.	Remarks & Signature of Authorised Officer
1	2	3	4	5	6	7

**Notes**

1. Closing balance of each day shall be carried forward to the next day.

**Form No: 31**  
**(See Rule No. 62)**

**Cheque Issue Register**

Sr.No	Date	Voucher No	Work order No	Sr.No	Date	Voucher No	Work order No	Signature of the Authorised Officer	Signature of the receipt of cheque / draft	Date of issue of cheque /	Remarks

**Form No.32**  
( See Rule No. 62 )

**Register of Licenses**

Sr. No	Name of license	Address	Number of license	Date of license	Nature of trade	Account Code	Period of license		Amount of license fee Rs.	Signature of Authorised Officer	Remarks
							From	To			
1	2	3	4	5	6	7	8	9	10	11	12

**Form No.33**  
( See Rule No.62 )

**Register of Municipal Property Given On Hire For The Year.....**

Sr. No	Month and date	Name and address of the hirer	Details of property hired	Period of hire of Municipal property		Rate at which charged	Amount Due Rs.	Receipt no and date of credit	Balance due Rs.	Remarks and Signature of Authorised
				Date of issue	Date of return					
1	2	3	4	5	6	8	9	11	12	13

**Form No.34**

( See Rule No. 62 )

**Register of Miscellaneous Sales**

Sr No	Name and address of purchaser or successful dealer	Particulars of articles sold	Authority for sale or page of the auction proceedings register	Date of sale	Amount for which sold Rs.	Number and date of receipt	Amount received Rs.	Balance due at the end of the year of the year Rs.	Remarks and Signature of the Authorised Officer
1	2	3	4	5	6	7	8	9	10



## Form No. 35

( See Rule No. 62, 120)

### Work Order Register

Sr No.	Date	Name of the project	Work order No	Ref of WIP register	Estimated cost Rs.	Tender cost Rs.	Name of the contractor	Sanctioned tender rates in % over estimate	Year in which sanctioned
1	2	3	4	5	6	7	8	9	10
Planned completion date	Total value of work Rs.	EMD received	Security deposit received		Actual Date of completion	Completion certificate No	Remarks and Signature of the Authorised Officer		
			Receipt No	Amount Rs.					
11	12	13	14	15	16	17	18	19	

## Form No. 36

( See Rule No. 62, 145, 256 )

### Register Of Bills Received

Sr. No	Date of presentation	Name of the claimant	Bill received no	Work order no	Total value of work Rs.	Particulars	Bill Amount. Rs.	Signature of Authorised Officer
1	2	3	4	5	6	7	8	9
Date of sanction	Sanctioned Amount Rs.	Date of payment or issue of cheque	Amount Rs.	Voucher No	Amount disallowed Rs.	Balance outstanding Rs.	Reason for delay in payment	Remarks
10	11	12	13	14	15	16	17	18

**Form No.37**

( See Rule No.62, 169, 170 )

**Register For Unpaid Amounts**

Receipt					Payment								
Date	Sr.No of credit	Connecting No of payment voucher	Name of person	On what account	Amount Rs.	Signature of Authorised Officer	Date	Sr.No of payment	Connecting No of original receipt entry	Name of person	Amount Rs.	Acquittance of payee	Signature of Authorised Officer
1	2	3	4	5	6	7	8	9	10	11	12	13	14

**Form No. 38**  
( See Rule No. 62, 191)

**Register of Lands**

Name of the asset..... Asset ID No..... Ref. No. of agreement..... Purpose..... From whom acquired..... Area of land..... Location..... Mode of acquisition..... Whether leasehold / freehold..... Survey No. of land..... Boundaries, sketch of the land..... Source of funds..... Title documents available.....	Building, trees if any acquired with the land.....  Value paid for acquiring building, trees..... Ref. No of immovable fixed asset register..... Security deposit retained.....  Security deposit realised.....  Date..... Amount Rs..... <b>Disposal</b> Name of the person to whom disposed off.....  .....	Total Rs. 7 Rs. 6 Rs. 5 Rs. 4 3 2	Date 4 Date 3 Date 2	Voucher No 3 Voucher No 2	Addition Rs. 5 Deductions Rs. 6 Total Rs. 7	Date 8 Date 9 Date 10	Amount Rs. 9 Amount Rs. 11 Amount Rs. 12	Voucher No 10 Voucher No 11 Voucher No 12	Deductions (Transfer / Disposal) Amount Rs. 9 Amount Rs. 11 Amount Rs. 12	Remarks 11 12	Signature of the Authorised Officer
1. Separate page shall be allotted to each type of asset											

## Form No.39

( See Rule No. 62, 191 )

### Register of Immoveable Properties

Name of the asset.....	Mode of acquisition.....
Asset ID No.....	Source of funds.....
No. and date of orders under which property was acquired, purchased or constructed.....	Warranty (Y / N).....
Location.....	If yes, expiry date.....
Ref. No. of WIP register.....	Defect liability.....
No. of floors..... Plinth area.....	Security deposit retained.....
Cubic contents.....	Security deposit realised
Survey No. of land on which structure is located.....	Date.....
Dimensions of the structure.....	Amount Rs.....
Area of land on which constructed.....	<b>Disposal</b>
Title documents available.....	Name of the person to whom asset is sold
From whom acquired.....	.....
Anticipated Life of Asset.....	

Date of acquisition / construction / improvement	Opening WDV Rs.	Cost of acquisition / construction / improvement	Voucher no	Deductions			
				(Transfer / Disposal)			
				Date	Qty / No	Amount Rs.	Voucher No
1	2	3	4	5	6	7	8

Revaluation				Accumulated Depreciation			Closing WDV Rs.	Remarks and Signature of the Authorised Officer
Date	Addition Rs.	Deductions Rs.	Total	Opening balance	Current years depreciation	Closing depreciation		
9	10	11	12	13	14	15	16	17

**Notes**  
1. Separate page should be allotted for each type of asset.

## Form No. 40

( See Rule No. 62, 191 )

### Register of Movable Properties

Name of the asset.....	Rate of depreciation.....
Asset Id No.....	Warranty (Y / N).....
Work order No.....	If yes, expiry date.....
Ref. No. of WIP register.....	Defect liability.....
Location.....	Security deposit retained.....
No. or Qty.....	Security deposit realised
From whom acquired.....	Date.....
Mode of acquisition.....	(Amount Rs.....)
Source of funds.....	<b>Disposal</b>
Anticipated Life of Asset.....	Name of the person to whom asset is sold.....

Date of acquisition / construction / improvement	Opening WDV Rs.	Cost of acquisition / construction / improvement	Voucher no	Deductions			
				(Transfer / Disposal)			
				Date	Qty / No	Amount Rs.	Voucher No
1	2	3	4	5	8	9	10

Revaluation				Accumulated Depreciation			Closing WDV Rs.	Remarks and Signature of the Authorised Officer
Date	Addition Rs.	Deductions Rs.	Total Rs.	Opening balance Rs.	Current years depreciation	Closing depreciation		
11	12	13	14	15	16	17	18	19

**Notes**  
1. Separate page should be allotted for each type of asset.

**Form No. 41**

*(See Rule No. 62, 207, 442)*

**Register of Work In Progress**

Name of the project..... Account Code..... Location of the project..... Source from which project is being funded..... Resolution No and Date..... Work order No..... Sanctioned Estimate..... Security deposit received.....	Allotment for the year..... Estimated cost of the project..... Estimated date of completion..... <b>Final disclosure</b> Date of capitalisation..... Asset identification no..... Ref. No of register of fixed asset ..... Total cost.....									
Sr. No	Date of payment	Bill / claim / advance Amount Rs.	Retention money deducted if any Rs.	Total Amount paid Rs.	Voucher no	Refund of deposit Amount Rs.	Date	Balance Rs.	Remarks	Signature of Authorised Officer
1	2	3	4	5	6	8	7	9	10	11
<b>Notes</b>										
1. If the work is not completed within the specified time, the cause of delay should be noted in the remarks column.										

## Form No. 42

( See Rule No.62, 215, 443 )

### Register of Investments

Type of investment..... Particulars of investment quoting no and date ..... Rate of interest..... Periodicity..... Face value..... Purchase price..... Date of maturity..... Account Code.....	Whether interest will be credited automatically..... If yes, name of the bank..... A/C No..... Whether premature withdrawal permitted..... Special conditions attached if any..... Physical receipt of document if any..... If yes, date of receipt..... Name of the Authorised person in whose custody documents are kept.....						
Date	Amount due	Interest recovered Rs.	Principal recovered Rs.	Total amount recovered Rs.	Transfer / disposal		Remarks and Signature of Authorised Officer
1	Interest due Rs. 2 Principal due Rs. 3 Total amount due Rs. 4(2+3)	5	6	7(5+6)	Selling price Rs. 8	Voucher No 9	Profit / Loss Rs. 10
<b>Notes</b>							
1. Separate page would be allotted to each type of investment							



## Form No. 43

( See Rule No. 62 , 240, 243 )

### Register of Imprest Advances

Date	Opening balance	Name of the person to whom advance is given	Payment details			Expenditure during the Month						
			Account No	Voucher No	Amount Rs.	Monthly total	Apr	May	Jun	Jul	Aug	
1	2	3	4	5	6	7	8	9	10	11	12	
			Total						Recoupment			Signature of the Authorised Officer
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total Amount Recovered Rs.	Balance outstanding Rs.	Voucher no	Amount Rs.		
13	14	15	16	17	18	19	20 (Tot 8 to 19)	21 (= 6-20)	22	23	24	

**Notes**

1. Separate registers shall be maintained each year
2. Separate page shall be allotted for each type of advance.

**Form No. 44**  
( See Rule No. 62, 250, 254 )

**Inventory Register**

Name of the department.....											
Name of the article.....											
Account code.....											
Name of the supplier.....											
Sr. No	Opening Balance				Receipt				Signature of Stores Officer		
	Qty	Weight / Unit / Specification	Value	Date of receipt	Material receipt note no	Particulars of Dept. for which purchase made	Qty	Qty purchased Weight / Unit / Specification		Rate at which valued	Total value of the inventory
1	2	3	4	5	6	7	8	9	10	11 (8x 10)	12
Date of issue	Material issue note no	Particulars (Dept. to which issued)			Issue			Balance			Signature of Stores Officer
		Qty	Weight / Unit / Specification	Value	Qty	Weight / Unit / Specification	Value	Qty	Weight / Unit / Specification	Value	
13	14	15	16	17	18	19 (16 x 18)	20	21	22 (4+11-19)	23	

**Form No. 45**  
( See Rule No. 62, 276 )

**Register of Advances Given To Employees**

Type of Advance Given	Name of the Employee	Date of Payment	Amount of Advance Sanctioned Rs.	Amount repaid / adjusted from the salary of the employee ( Rs. )												Total Amount Recovered Rs.	Balance Outstanding Rs.	Remarks and Signature of Authorised Officer	
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16 ( 4 to 15 )	17 ( 3-16 )	18	

**Form No. 46**

( See Rule No. 62, 282, 283)

**Register of Loans**

Type of loan.....

Purpose for which loan is taken.....

Resolution No. and Date.....

Government / Sanction order No and Date.....

Particulars of lender.....

Particulars of Loan if any .....

Conditions attached if any.....

Security offered if any.....

Rate of interest.....

Amount of loan sanctioned Rs.....

Total interest payable.....

No of instalments in which repayable.....

Amount per instalment Rs.....

Date of last instalment.....

Date of Maturity.....

Processing charges / Commitment charges .....

Sr	Receipt		Balance Rs.	Signature of Authorised Officer	Name of work	Work order No if issued	Estimated amount Rs.	Cost as per budget	Estimated expenditure during the year.....	Actual Expenditure to the end of
	Date of receipt	Voucher No								
1	2	3	6	7	8	9	10	11	12	13

Principal amount Rs.	Repayment		Repayment		Balance		Signature of Authorised Officer
	Interest Rs.	Total amount due Rs.	Total amount repaid	Interest Rs.	Principal amount Rs.	Total Rs.	
14	15	16	Principal amount Rs.	Interest Rs.	20	21	23
			17	18		22	

## Form No. 47

( See Rule No. 62, 295 )

### Register of Deposits Received

Sr. No	Date	Name of the depositor	Type of deposit	Purpose	Voucher No	Amount recovered Rs.	Due date of refund	Date of repayment	Repayment	
									Apr	May
1	2	3	4	5	6	7	8	9	10	11
<b>Repayment</b>										
Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Signature of Authorised Officer
12	13	14	15	16	17	18	19	20	21	

**Notes**

1. Separate registers shall be maintained each year

**Form No. 48**  
(See Rules No.62, 301)

**Register of Security Deposits**

Sr. No	No and date of order under which deposited		Date of deposit	Name and address of the depositor	Purpose of deposit	Number and date of paper	Amount Rs.	
	No	Date					No	Date
1	2	3	4	5	6	7	8	9
Voucher No	No or date of order sanctioning the return or lapse of deposit		Date of return or lapse of deposit	Signature of the depositor acknowledging receipt of deposit	Voucher No	Balance at the close of the year Rs.	Remarks and Signature of Authorised Officer	
	No	Date						
10	11	12	13	14	15	16	17	

## Form No. 49

( See Rule No. 62, 315, 317, 450 )

### Register of Grants

Account code	Name of Grant	Nature of Grant	Order/Designation of authority sanctioning Grant	Period of Grant	Sanctioned Amount Rs.	Grants received		Balance Amount Rs.	
						Date	Receipt no		
1	2	3	4	5	6	7	8	9	10
Date	Nature of expenditure	Voucher no	Grant unutilised on expiry of Grant period	Date	Refund of unutilised Grants Voucher no	Amount Rs.	Other conditions if any	Signature of Authorised Officer	
11	12	13	14	15	16	17	18		

**Notes**

1. Each grant should be noted on separate page

## Form No. 50

( See Rule No. 62, 328, 333, 346 )

### Demand Register

Name of the Department.....														
Sr. no	Date	Name and address of taxpayer	Ref. No of assessment register	Bill No	Account code	Demand			Collection					
						Arrears Rs.	Current demand Rs.	Total Rs.	Receipt No and date	Arrears Rs.				
1	2	3	4	5	6	7	8	9(7+8)	10	11				
						Balance			Remarks & Signature of Authorised Officer					
						Collection		Remission		Total				
						Current Rs.	Arrears Rs.	Total Rs.	Current Rs.	Arrears Rs.	Total Rs.			
						12	13(11+12)	14	15	16(14+15)	17	18	19	20
<b>Notes</b>														
1. Entries shall be separately made for each bill raised.														





## Form No. 52

( See Rule No.62, 354 to 358 )

### Register of Salary Payable

Name of the department.....									
Sr.No	Name of the Employee	No. of days Present	Total Salary Payable Rs.	Leave salary Rs.	Allowances			Gross salary Rs.	
					1 Rs.	2 Rs.	7		
1	2	3	4	5	6	7	8	(4 to 7)	
Name of the department.....									
Advance salary Rs.	Recoveries if any			Deductions			Net Amount payable Rs.	Unpaid Salary Rs.	Remarks & Signature of The Authorised Officer
	Loan Rs.	Other recoveries Rs.	TDS Rs.	TDS Rs.	Other deductions Rs.	13			
9	10	11	12	13	14	15	16		

**Form No.53**  
( See Rule No. 405, 406, 411 )

**Detailed Estimate for the Year.....**

	Particulars	Account Code	Actuals for last three			Budget estimate for the current year		Total	Budget estimate	Explanation for increase / decrease
			Year 1	Year 2	Year 3	Actuals for 8 months	Probables for remaining 4 months			
	1	2	3	4	5	6	7	8	9	10
	<b>Function Code :-</b>									
	<b>PART I</b>									
	<b>REVENUE RECEIPTS</b>									
( A )	<b>Tax Revenue</b>									
	<b>Consolidated Tax on Property</b>									
	All									
	Residential Property									
	Industrial Property									
	Institutions									
	Commercial									
	State Government									
	Property									
	Central Government Property									
	Open lands(N.A.)									
	Agricultural lands									
	Others									
	<b>Advertisement Tax</b>									
	All									
	Hoarding on Public Lands									
	Hoarding on Private Lands									
	Bus Stops									
	Neon Signs & Shops									
	Electric poles									
	Mobile vans									
	Balloons									
	Posters & banners									
	Others									
	<b>Tax on Performance &amp; Shows</b>									
	All									
	Cinema									
	Drama									
	Circus									
	Carnivals									
	Musical performances									
	Religious gatherings									
	<b>Voluntary Municipal Taxes</b>									
	All									
	<b>Octroi</b>									
	All									
	Industrial Articles									
	Trading Material									
	Articles of Residential Use									
	Liquor									
	Cigarette									
	Petroleum Products									
	Other									
	<b>Cess on Entry of Goods</b>									
	All									
	Industrial Articles									
	Trading Material									
	Articles of Residential Use									
	Liquor									
	Cigarette									
	Petroleum products									
	Other									
	<b>Toll / Entry tax</b>									
	All									
	Toll									
	Entry tax on vehicles									
	Entry tax on tourist									
	Entry tax on animals									
	<b>Other Taxes</b>									
	All									
	<b>Total (A)</b>									





	Particulars	Account Code	Actuals for last three			Budget estimate for the current year		Total	Budget estimate	Explanation for increase / decrease
			Year 1	Year 2	Year 3	Actuals for 8 months	Probables for remaining 4 months			
	1	2	3	4	5	6	7	8	9	10
	<b>Function Code :-</b>									
	<b>PART II</b>									
	<b>REVENUE EXPENDITURE</b>									
(A)	<b>Establishment Expenses</b>									
1	<b>Salary</b>									
	All									
	Basic									
	Dearness Allowance									
	City Compensatory Allowance									
	Housing Rent Allowance									
	Non Practicing allowance									
	Other									
2	<b>Wages</b>									
3	<b>Allowances</b>									
	All									
	Washing Allowance									
	Overtime Allowance									
	Subsistence Allowance									
	Others									
4	<b>Benefits</b>									
	All									
	Medical Reimbursement									
	Tuition Fees									
	Insurance of Employees									
	Leave Travel Concession									
	Uniform to Staff									
	HRD Activities									
	Bonus and Rewards									
	Others									
5	<b>Contributions</b>									
	All									
	Pension Fund									
	Pension and Leave salary contribution									
	of Employees on deputation									
	Contributory Provident Fund									
	Others									
6	<b>Honorarium</b>									
	All									
	Non officials									
	Consultants									
	Staff									
	Others									
7	<b>Pension and Terminal Benefits</b>									
	All									
	Regular Pension									
	Family Pension									
	Commutation of Pension									
	Gratuity									
	T.A. on Retirement									
	Other terminal Benefits on Retirement									
8	<b>Others</b>									
	<b>Total (A)</b>									



(E)	<b>Purchases for Operations and Programme Implementation</b>									
1	<b>Purchase of Water for Supply</b>									
2	<b>Purchase of Consumables</b>									
3	<b>Purchases of Other Material for Distribution to Public</b>									
	All									
	Books									
	Medicines									
	Water Meters									
	Others									
4	<b>Expenses for Maintenance of Premises ( Other than R&amp;M)</b>									
5	<b>Works &amp; Operation Contract</b>									
6	<b>Hire Charges</b>									
7	<b>Other Programme Expenses</b>									
	All									
	Felicitations and Functions									
	Security Expenses									
	Others									
8	<b>Municipal and other Govt. Taxes</b>									
9	<b>Others</b>									
	<b>Total (E)</b>									
(F)	<b>Revenue Grants, Contributions and Subsidies given</b>									
1	<b>Grants</b>									
2	<b>Contributions</b>									
3	<b>Subsidies</b>									
4	<b>Welfare Activities for Public</b>									
	All									
	Scholarship to Students									
	Sports Activities									
	Scouts and Guide Events									
	Others									
5	<b>Others</b>									
	<b>Total (F)</b>									
(G)	<b>Provisions and Write-off</b>									
1	<b>Provisions for Doubtful Receivables of Tax Revenue</b>									
	All									
	Assigned Revenue									
	Rental Income									
	Fees and User Charges									
	Others									
2	<b>Fixed Assets Written off</b>									
3	<b>Movable Assets Written off</b>									
4	<b>Miscellaneous Income Written off</b>									
5	<b>Miscellaneous Expenses</b>									
6	<b>Others</b>									
	<b>Total (G)</b>									
(H)	<b>Reserve Fund &amp; Misl Expenses</b>									
1	<b>Loss on Disposal of Fixed Assets</b>									
2	<b>Loss on Disposal of Movable Assets</b>									
3	<b>Loss on Disposal of Investments</b>									
4	<b>Transfer to Reserve Fund</b>									
5	<b>Refunds</b>									
6	<b>Others</b>									
	All									
	Felicitation and Welcome Functions									
	Statue Installations									
	Cost of Police Escort									
	Loss due to natural calamity									
	Loss due to any other reason									
	Others									
	<b>Total (H)</b>									
Designation & Signature of Authorised Officer.....										



	Particulars	Account Code	Actuals for last three years			Budget estimate for the current year		Total	Budget estimate	Explanation for increase / decrease
			Year	Year	Year	Actuals for 8 months	Probables for remaining 4 months			
			1	2	3	6	7			
1	2	3	4	5	6	7	8	9	10	
	<b>Function Code :-</b>									
	<b>PART III</b>									
	<b>CAPITAL RECEIPT</b>									
(A)	<b>Grants, Contributions for Specific Purpose</b>									
	<b>Government of India</b>									
	All									
	Grant from Finance Commission									
	IUDP									
	<b>Government of Maharashtra</b>									
	All									
	Program Grants									
	Small Savings Grant									
	UD-6									
	Other									
	<b>Other Govt. Agencies</b>									
	<b>Financial Institutions</b>									
	<b>International Organisations</b>									
	<b>Purposive Grants/Schematic Grants</b>									
	All									
	Road Development Grant									
	Dalit Vasti Grant									
	Other									
	<b>Others</b>									
	Total (A)									
(B)	<b>Secured and Unsecured Loans</b>									
	<b>Loans from Government of India</b>									
	All									
	Secured Loans									
	Unsecured Loans									
	<b>Loans from Government of Maharashtra</b>									
	All									
	Secured									
	Unsecured									
	<b>Loans from Other Financial Institutions</b>									
	All									
	Secured									
	Unsecured									
	<b>Bonds and Debentures</b>									
	All									
	Secured									
	Unsecured									
	<b>Others</b>									
	Total (B)									
(C)	<b>Deposits Received</b>									
	<b>Deposit from Contractors/ Suppliers</b>									
	<b>Revenue Deposits</b>									
	<b>Deposit from Staff</b>									
	<b>Deposit from Public</b>									
	<b>Other Deposits</b>									

	<b>Recovery on behalf of Govt</b>									
	<b>Recoveries Payable</b>									
	<b>Govt. Dues Payable</b>									
	All									
	Education Cess									
	Employment Guarantee Cess									
	<b>Others</b>									
	Total ( C )									
(D)	<b>Provisions</b>									
	<b>Provision for Expenses</b>									
	All									
	Salary									
	Telephone									
	Electricity									
	Water									
	Other									
	<b>Provision for Interest</b>									
	<b>Others</b>									
	Total ( D )									
(E)	<b>Other Liabilities</b>									
	<b>Employee Liabilities</b>									
	<b>Creditors Liabilities</b>									
	<b>Interest Accrued and Dues</b>									
	<b>Refunds Payable</b>									
	<b>Advanced Collection of Revenue</b>									
	<b>Sale Proceeds</b>									
	<b>Others</b>									
	All									
	Excess Recovery payable									
	Total ( E )									
Designation & Signature of Authorised Officer.....										

	Particulars	Account Code	Actuals for last three			Budget estimate for the current year		Total	Budget estimate	Explanation for increase / decrease
			Year 1	Year 2	Year 3	Actuals for 8 months	Probables for remaining 4 months			
	1	2	3	4	5	6	7	8	9	10
	<b>Function Code :-</b>									
	<b>PART IV</b>									
	<b>CAPITAL EXPENDITURE</b>									
(A)	<b>Fixed &amp; Movable Assets</b>									
	<b>Lands</b>									
	<b>Buildings and Premises</b>									
	<b>Other Fixed Assets</b>									
	All									
	Bridges									
	Gutters & Nallas									
	Roads & Foot Paths									
	Toilets									
	Others									
	<b>Plant and Machinery</b>									
	All									
	Water Supply system									
	Sewerage System									
	<b>Electrical Installations</b>									
	All									
	Generator plant									
	Centralised A.C. Plant									
	Elevators									
	Street Lighting									
	Signals									
	Other									
	<b>Vehicles</b>									
	All									
	Commercial Vehicles									
	Other Vehicles									
	<b>Office Equipment, Computers and peripherals</b>									
	<b>Furniture and Fixtures</b>									
	<b>Other Assets</b>									
	<b>Total (A)</b>									
(B)	<b>Capital Work in Progress</b>									
	<b>Lands</b>									
	<b>Buildings and Premises</b>									
	<b>Other Fixed Assets</b>									
	All									
	Bridges									
	Gutters & Nallas									
	Roads & Foot Paths									
	Toilets									
	<b>Plant and Machinery</b>									
	<b>Electrical Installations</b>									
	All									
	Generator Plant									
	Centralised A.C. Plant									
	<b>Vehicles</b>									
	<b>Office Equipment, Computers and Peripherals</b>									
	<b>Furniture and Fixtures</b>									
	<b>Other Assets</b>									
	<b>Total ( B )</b>									

( C )	<b>Investments</b>										
	<b>Government of India Securities</b>										
	<b>Govt. of Maharashtra Securities</b>										
	<b>Term Deposit Receipts with Banks</b>										
	<b>National Savings Certificates</b>										
	<b>Accrued Interest on Investments</b>										
	All										
	Bank FDRs										
	National Savings Certificate										
	Others										
	<b>Other Investments</b>										
	Total ( C )										
( D )	<b>Stock in Hand</b>										
	<b>Stores</b>										
	<b>Tools</b>										
	<b>Others</b>										
	Total ( D )										
( E )	<b>Sundry Debtors</b>										
	<b>Receivable for Tax Revenue</b>										
	<b>Receivable for Assigned Revenue</b>										
	<b>Grants receivable</b>										
	<b>Receivable for Rental Income</b>										
	<b>Receivable from Fees and User Charges</b>										
	<b>Sales and Hire Charges</b>										
	<b>Interest</b>										
	<b>Others</b>										
	Total ( E )										
( F )	<b>Loans , Advances and Deposits</b>										
	<b>Loans and Advances to Employees</b>										
	<b>Provident Fund Loans</b>										
	<b>Advances to Contractors</b>										
	<b>Deposits with External Agency</b>										
	<b>Temporary Advance</b>										
	<b>Others</b>										
	Total ( F )										
( G )	<b>Cash and Bank Balance</b>										
	<b>Cash in Hand</b>										
	<b>Cash at Bank</b>										
	All										
	Nationalised Bank										
	Cooperative Bank										
	Scheduled Bank										
	Others										
	<b>Cash in Post Office Account</b>										
	<b>Others</b>										
	Total ( G )										
( H )	<b>Other Assets</b>										
	<b>Deposit Works Expenditure</b>										
	<b>Inter Unit Transactions</b>										
	<b>Miscellaneous Expenditure to be Written off</b>										
	<b>Prepaid Expenses</b>										
	<b>Provision for Outstanding Property Tax</b>										
	<b>Other Taxes</b>										
	<b>Doubtful Debtors</b>										
	<b>Others</b>										
	Total ( H )										
Designation & Signature of Authorised Officer.....											

**Form No.53 A**  
( See Rule No.406 )

**Summary of Function Wise Receipt & Expenditure**

Particulars	Function /Account Code	Actuals for last three				Budget estimate for the current year		Total	Budget estimate	Explanation for increase / decrease
		Year 1	Year 2	Year 3	Actuals for 8 months	Probables for remaining 4 months				
1	2	3	4	5	6	7	8	9	10	
General Administrative Expenses										
Town Planning, Building Permissions, Licenses										
Roads and Footpaths										
Water Supply, Sewerage, Solid Waste and Sanitation										
Municipal Markets										
Culture, Sports and Gardens										
Health and Veterinary Services										
Social Welfare Activities										
Education, Transport, Electricity and Disaster management										
Municipal Taxes										
Designation & Signature of Authorised Officer.....										

**Form No.53 B**  
(See Rule No.406 )

**Summary of Budget For The Period.....**

Particulars	Function / Account Code	Actuals for last three				Budget estimate for the current year		Total	Budget estimate	Explanation for increase / decrease
		Year 1	Year 2	Year 3	Year 4	Actuals for 8	Probables for remaining 4			
1	2	3	4	5	6	7	8	9	10	
<b>Part I</b>										
<b>Revenue Receipt</b>										
Tax Revenue										
Assigned Revenue and Compensation										
Revenue Grants, Contributions and Subsidies										
Rental Income from Municipal Properties										
Fees, User Charges & Fines										
Sales and Hire Charges										
Income from Interest										
Deposits Forfeited/Non Refundable Deposits etc.										
Other Income										
<b>TOTAL REVENUE RECEIPTS</b>										
<b>Part II</b>										
<b>Revenue expenditure</b>										
Establishment Expenses										
Administrative Expenses										
Interest and Finance Charges										
Repairs and Maintenance of Assets										
Purchases for Operations and Programme Implementation										
Revenue Grants, Contributions and Subsidies given										
Provisions and Write-off										
Reserve Fund & Misl Expenses										
<b>TOTAL REVENUE EXPENDITURE</b>										



**Form No.53 C**

( See Rule No.426)

**Statement Of Reappropriations Submitted to the Council at the meeting held on.....**

Sr.No	FROM					TO					Remarks	
	Major , Minor & Detailed Head	Work services etc	Original Grant	Expenditure to date	Balance available	Major , Minor & Detailed Head	Work services etc	Original Grant	Expenditure to date	Balance available		Amount proposed to be increased



**Form No.54**

*( See Appendix IV. B )*

**Pension Register**

Month	20.....20.....		20.....20.....		20.....20.....		20.....20.....		Remarks				
	Date of payment	Voucher No	Date of payment	Voucher No	Date of payment	Voucher No	Date of payment	Voucher No					
1	2	3	4	5	6	7	8	9	10	11	12	13	14
April													
May													
June													
July													
Aug													
Sep													
Oct													
Nov													
Dec													
Jan													
Feb													
Mar													

**Form No.55**

( See Appendix IV. P )

**Pension Payment Order Register**

Number of pension payment order	Name of pensioner	Monthly Amount Rs.	Remarks & Signature of Authorised Officer
1	2	3	4

**Form No.56**  
( See Appendix IV. R )  
**Register of Gratuity**

Major Head.....									
Minor Head.....									
Sr No	Orders of sanctioning authority	Name of payee	Place of payment	Amount Rs.	Incidence of charge	Payment		Signature of Auditor	Remarks
						Date	Voucher No		
1	2	3	4	5	6	7	8	9	10

**Form No.57**  
( See Appendix IV. T )

**Audit Register Of Pension**

No O.P.P.O	Name of pensioner & pay last drawn	Class of pension	Monthly amount & date of commencement	Incidence of charge	Orders of sanctioning authority	Date of birth	Height	Personal marks of pensioner	Residence	Date of payment of monthly pension
1	2	3	4	5	6	7	8	9	10	11

**Note**

1. Separate page for each pensioner shall be allotted.

**Bill of Taxes For The Period.....**

No.....  
 Name.....  
 Address.....  
 Serial No Demand register.....  
 The amount due from you as per details given herein Rs..... is required to be paid to the Body within 15 days from the presentation of this bill

Name of tax	Account Code	Previous arrears	Current demand	Total
1	2	3	4	5 (3+4)

If within the said period of fifteen days....  
 ( a ) the sum demanded in this bill is not paid or  
 ( b ) no cause is shown to the satisfaction of the chief officer why the same should not be paid or  
 ( c ) no appeal is preferred according to section .... Of the Maharashtra Municipal Act 1965 ; a notice of demand will be served upon you for the payment of the said sum

Office.....Municipal Body  
 Date .....

.....  
 Chief Officer

Note: The amount shown as previous arrears should be paid along with the current demand

**Payment slip**  
 Name of the Municipal Body.....  
 Demand Notice No..... Due date..... Sr. No. in Demand register.....  
 Amount..... Cheque / DD No..... Period.....  
 Payee's name.....

Nature of Demand	Account Code	Previous arrears	Current demand	Total
1	2	3	4	5 (3+4)

- Notes**
1. Make cheque payable to \_\_\_\_\_
  2. You can make payments at any of our conveniently located collection centres or at authorized bank branches.
  3. You can either pay by cash, cheque,demand draft, or through ECS.
  4. If you are making multiple bill payments by a single cheque the particulars of the same shall be noted on the reverse of the cheque.
  5. Cheque should be A/C payee only.
  6. Receipt of payment is subject to realisation.

**Form No.72**

*( See Rule No.68 )*

**Bill For Miscellaneous Demands**

.....Municipal Body  Book No..... Bill No..... Nature of Demand..... To, Name..... Address..... .....	Date.....
The amount due from you as per details given herein Rs..... You are required to pay the same to the Body within 30 days from the presentation of this bill. If the amount of bill is not paid within 30 days from the presentation of bill, interest at ..... per cent will be charged on the amount due , from the date of the bill till the claim is finally paid in to the Municipal Body.	

Name of Demand	Account Code	Previous arrears	Current demand	Total
1	2	3	4	5(3+4)

Form No.73

**License**

(Counterfoil of license)  
 ..... Municipal Council .....Municipal Body  
 Book No..... License No..... Book No..... License No.....  
 Whereas Shri.....has paid to the .....  
 Municipal Body Rs..... He is hereby  
 1) Name of Licensee..... permitted subject to the conditions mentioned below to ..... at.....  
 2) Father's Name ..... with the .....Municipal Body from.....  
 3) Address.....  
 4) Trade.....  
 5) Purpose of license.....  
 6) Site.....  
 7) Period of license.....  
 8) Amount paid.....

Description of Licensee				
Name	Father's name	Address	Trade	Remarks
1	2	3	4	5

Date.....  
 Conditions of license.....  
 .....  
 Signature of licensing officer ..... Signature of licensing officer

**Note**  
 1. If licensee desires to renew this license, application for such renewal shall be made before the end of the month of ... the year in which the period of license expires.





Form No.82  
( See Rule No.388 )

**Balance Sheet as on.....**

Account Code	Description of items	Schedule No	Previous Year Amount (Rs.)	Current Year Amount (Rs.)
1	2	3	4	5
	<b>LIABILITIES</b>			
	Municipal fund			
	Reserves			
	Earmarked Funds			
	<b>Total reserves and surplus (1)</b>			
	<b>Grants, Contributions for Specific Purpose (2)</b>			
	<b>Loans</b>			
	Secured loans			
	Unsecured Loans			
	<b>Total loans (3)</b>			
	<b>Current Liabilities and Provisions</b>			
	Deposits Received			
	Recovery on behalf of Govt			
	Provisions			
	Other Liabilities			
	<b>Total Current Liabilities and Provisions (4)</b>			
	<b>Total liabilities (1+2+3+4)</b>			
	<b>ASSETS</b>			
	Fixed & Movable Assets			
	Gross block			
	Accumulated Depreciation			
	Net block			
	Capital Work in Progress			
	<b>Total fixed assets (5)</b>			
	<b>Investments (6)</b>			
	<b>Current assets, loans and advances</b>			
	Stock in Hand			
	Sundry Debtors			
	Loans , Advances and Deposits			
	Cash and Bank Balance			
	<b>Total current assets, loans and advances (7)</b>			
	<b>Other Assets (8)</b>			
	<b>Total assets (5+6+7+8)</b>			
	Notes Forming part of Accounts			

**Form No.83**  
(See Rule No.388 )

**Income and Expenditure Account for the year ended**

Account Code	Item/ Head of Account	Schedule No	Previous Year Amount (Rs.)	Current Year Amount (Rs.)
1	2	3	4	5
	<b>INCOME</b>			
	Tax Revenue			
	Assigned Revenue and Compensation			
	Revenue Grants, Contributions and Subsidies			
	Rental Income from Municipal Properties			
	Fees, User Charges & Fines			
	Sales and Hire Charges			
	Income from Interest			
	Deposits Forfeited/Non Refundable Deposits etc			
	Other Income			
	<b>Total income</b>			
	<b>EXPENDITURE</b>			
	Establishment Expenses			
	Administrative Expenses			
	Interest and Finance Charges			
	Repairs and Maintenance of Assets			
	Purchases for Operations and Programme Implementation			
	Depreciation			
	Revenue Grants, Contributions and Subsidies given			
	Provisions and Writes Off			
	Reserve Fund & Misl. Expenses			
	<b>Total expenditure</b>			
	Gross surplus/ (deficit) of income over expenditure before Prior Period Items			
	Add: Prior period Items (Net)			
	Gross surplus/ (deficit) of income over expenditure after Prior Period Items			
	Less: Transfer to Reserve Funds			
	Net balance being surplus/ deficit carried over to Municipal Fund			

**Form No.84**  
( See Rule No. 388 )

**Receipts and Payments Account**

Account Code	Account Head	Previous Year Amount Rs.	Current Year Amount Rs.	Code	Account Head	Previous Year Amount Rs.	Current Year Amount Rs.
1	2	3	4	5	6	7	8
	Opening Balances# Cash balances including Imprest Balances with Banks/Treasury (including balances in designated bank accounts)  Operating Receipts Tax Revenue Assigned Revenues & Compensations Rental income from Municipal Properties Fees & User Charges Sale & Hire Charges Revenue Grants, Contributions & Subsidies Income from Investments Interest Earned Other Income Non-Operating Receipts 31 Loans Received Deposits Received Grants and contribution for specific purposes Sale proceeds from Assets Realisation of Investment – General Fund Realisation of Investment – Other Funds Deposit works Revenue Collected in Advance Loans & Advances to Employees (recovery) Other Loans & Advances (recovery) Deposits with External Agencies (recovery) Other Receipts [specify]				Operating Payments Establishment Expenses Administrative Expenses Operations and Maintenance Interest & Finance Charges Programme Expenses Revenue Grants, Contributions & Subsidies Purchase of Stores Other Collections on behalf of State and Central Government Non-Operating Payments Other Payables Refunds Payable Repayment of Loans Refund of Deposits Acquisition / Purchase of Fixed Assets Capital Work – in – Progress Deposit works Investments – General Fund Investments – Other Funds Loans & Advances to Employees Prepaid Expenses Other Loans & Advances Deposits with External Agencies Other Payments [specify] Closing Balances # Cash balances including Imprest Balances with Banks/Treasury (including balances in designated bank accounts)		
	<b>GRAND TOTAL</b>				<b>GRAND TOTAL</b>		

Form No.85  
( See Rule No. 388)  
**Cash Flow statement**

Particulars	Previous year		Current year	
1	2		3	
<b>a. Cash flows from operating activities</b>				
<b>Gross surplus/ (deficit) over expenditure</b>				
<b>Adjustments for</b>				
<b>Add:</b>				
Depreciation				
Interest & finance expenses				
Less:				
Profit on disposal of assets				
Dividend Income				
Investment income				
Adjusted income over expenditure before effecting changes in current assets and current liabilities and extra ordinary items.				
<b>Changes in current assets and current liabilities</b>				
(Increase) / decrease in Sundry debtors				
(Increase) / decrease in Stock in hand				
(Increase) / decrease in prepaid expenses				
(Increase) / decrease in other current assets				
(Decrease)/ increase in Deposits received				
(Decrease)/ increase in Deposits works				
(Decrease)/ increase in other current liabilities				
(Decrease)/ increase in provisions				
Extra ordinary items (Specify)				
Net cash generated from/ (used in) operating activities (a)				
<b>b. Cash flows from investing activities</b>				
(Purchase) of fixed assets & CWIP				
(Increase) / Decrease in Special funds/grants				
(Increase) / Decrease in Earmarked funds				
(Purchase) of Investments				
<b>Add:</b>				
Proceeds from disposal of assets				
Proceeds from disposal of investments				
Investment income received				
Interest income received				
Net cash generated from/ (used in) investing activities (b)				
<b>c. Cash flows from financing activities</b>				
<b>Add:</b>				
Loans from banks/others received				
Less:				
Loans repaid during the period				
Loans & advances to employees				
Loans to others				
Finance expenses				
Net cash generated from (used in) financing activities (c)				
<b>Net increase/ (decrease) in cash and cash equivalents (a + b + c)</b>				
Cash and cash equivalents at beginning of period				
<b>Cash and cash equivalents at end of period</b>				
<b>Cash and Cash equivalents at the end of the year comprises of the following account balances at the end of the year:</b>				
i. Cash Balances				
ii. Bank Balances				
iii. Scheduled co-operative banks				
iv. Balances with Post offices				
v. Balances with other banks				
<b>Total</b>				

**Form No.91**  
( See Rule No.80 )

**Account of Receipt Books**

Sr.No	Receipt			Issue Books		To whom issued (Designation)	Signature of recipient
	Date and Voucher No	No. of forms	Books				
			No	No. of pages			
1	2	3	4	5	6	8	9
<b>Balance</b>							
No. of forms	Books		Signature of Authorized Officer	Date	Return of books and forms		Remarks and Signature of Authorized Officer
	No	No of pages			No of forms	Book No	
10	11	12	13	14	15	16	17
							18

**Form No.92**  
( See Rule No. 88 )

**Stock Account Of Face Value Tickets**

.....Municipal Council Face value tickets for toll / pilgrim tax etc Denomination of ticket.....paise									
Opening balance			Receipts				Under whose supervision printed (if printed locally)		Month and date
No of books	No of tickets	Value	Month and date	Tickets printed during the year		Value			
				No. of books	No of foils				
1	2	3	4	5	6	7	8	9	
Issues			Signature of person authorising issue		Signature of naka clerk receiving books		Closing balance		Remarks
Ticket issue									
Name of the naka to which issued	No of books	No of tickets	Value				No. of		
							books	tickets	
10	11	12	13	14	15	16 (1+5-11)	17	18	19

**Form No.93**  
( See Rule No. 88)

**Account Of Tickets Issued To Collection Clerks**

Date	Paise Tickets		Paise Tickets		Paise Tickets		Total Value	Remarks and Signature of Authorised		
	No	Value	No	Value	No	Value				
1	2	3	4	5	6	7	8	9	10	11
1st April										
Date of credit with chalan No										
Balance at the end of the month										

**Form No. 94**  
( See Rule No.137 )

**Measurement Book**

Name of the work.....									
Agency by which work is executed.....									
Name of the contractor.....									
Work order no.....									
Date of measurement	Particulars of work	Details	L	B	D	Contents or area	Last measurement Page quantity	Signature of Authorized officer	Total up to date
1	2	3	4	5	6	7	8	9	10



**Form No.95**  
( See Rule No.139, 141 )

**Completion Report / Certificate**

Name of work..... Date.....

Name of contractor.....

Authority of work.....

Work order no.....

Date of commencement of work.....

Date of completion of work.....

Date specified in the agreement.....

The form below is to be used when any item of the estimate has been exceeded

Sub head of estimate	As estimated			As executed			Difference		Remarks and Signature of Authorized Officer	
	Qty	Rate	Amount Rs.	Qty	Rate	Amount Rs.	Rate	Amount Rs.		
1	2	3	4	5	6	7	8	9	10	11
Total										

If the work is not completed within the specified time, the cause of delay should be explained and if no penalty is levied the reasons for the same should be recorded

..... Municipal Engineer

Certified that the above mentioned work was completed on ..... and that I have myself satisfied to the best of my ability that the work has been done properly and noted in the Fixed asset register

..... Signature of Authorised Officer

---

**Completion certificate of repairs**

Date.....

Name of building.....

Authority.....

Certified that the repairs to the above mentioned buildings were completed on.....that it is a clean and habitable order and that I have satisfied myself to the best of my ability that the repairs have been properly done.

..... Signature of Chief Officer

Form No.96  
( See Rule No.158, 466 )

**Disallowance Statement**

<p style="text-align: right;">Date <input style="width: 100px;" type="text"/></p> <p style="text-align: right;">No <input style="width: 100px;" type="text"/></p> <p style="text-align: right;">Bill no <input style="width: 100px;" type="text"/></p> <p>From.....</p> <p>To.....</p> <p>The bill for Rs.....</p> <p style="text-align: right;">.....Amount Rs. <input style="width: 100px;" type="text"/></p> <p>is herewith returned for the reasons noted below. Please rectify the defect and return the bill,</p> <p>Reason.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: right;">.....</p> <p style="text-align: center;">Signature of the Authorized Officer</p>	<p style="text-align: center;"><b>Reply</b></p> <p style="text-align: right;">Date <input style="width: 100px;" type="text"/></p> <p style="text-align: right;">No <input style="width: 100px;" type="text"/></p> <p style="text-align: right;">Bill no <input style="width: 100px;" type="text"/></p> <p>From.....</p> <p>To.....</p> <p>Reply.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: right;">.....</p> <p style="text-align: center;">Signature of the Authorized Officer</p>
--	--



Form No.98

(See Rule No.184)

Indemnity Bond

KNOW ALL MEN BY THESE PRESENTS THAT I, (a) ..... Resident of .....And (b) .....the widow / the son of.....And I / We (c).....sureties on her/ is behalf are held and firmly bound to the Municipal Body in the sum of Rupees .....Rs..... To be paid to the said Municipal Body or assigns FOR WHICH payment to be well and truly made each of us severally bind (s) himself and his heirs, executors, administrators and assigns and every one and all of us jointly bind ourselves and our heirs, executors, administrators and assigns firmly by these presents.

As WITNESS our hands this..... Day of .....20.; WHEREAS (d) ..... was at the time of his death in the employment of Municipal Body or was receiving a pension of Rs..... Rs..... From the Municipal Body; AND WHEREAS the said.....died on the ..... Day of ..... And there was then due to him the sum of Rupees..... Rs.....for pay and allowances in respect of his said office or (in respect of his pension / death cum retirement gratuity). AND WHEREAS THE above bounded (a).....(hereinafter called 'the Claimant") claims to be entitled to the said sum as heir of the said (d)..... But has not obtained letters of administration of or a succession certificate to the property and effect of the said (d). AND WHEREAS THE claimant has satisfied the (e).....that he/she is entitled to the aforesaid sum and that it would cause undue delay and hardship if the Claimant were required to produce letters of administration of or a succession certificate to the property and effects of the said (d)..... AND WHEREAS THE Municipal Body desires to pay the said sum to the claimant but under the Municipal rules and orders it is necessary that the claimant should first execute a bond with one surety/two sureties to indemnify the Municipal Body against all claims to the amount so due as aforesaid to the said(d)..... Before the said sum can be paid to the claimant, NOW THE CONDITION of this bond is such that if after payment has been made to the claimant, the claimant or the surety / sureties shall in the event of a claim being made by any other person against the Municipal Body with respect to the aforesaid sum of Rs..... refund to the Municipal Body harmless from all liability, in respect of aforesaid sum and all cost incurred in consequence of any claim thereto THEN the above written bond or obligation shall be void but otherwise the same shall remain in full force and virtue.

IN WITNESS TO the above written bond and the condition therefore I/We ..... And.....and have hereunto set our hands this ..... Day of .....20.....

Signed and delivered in the presence of -

Form No.99  
( See Rule No.54, 228, 396, 399, 447 )

**Bank Reconciliation Statement**

Name of the bank .....		Date <input style="width: 50px;" type="text"/>
Account No .....		
<b>Bank Balance as per Cash Book</b>		XXXX
Add: Cheques issued but not presented into bank (a cheque-wise list to be appended)	XXXX	
Add: Cheques drawn but not actually issued to parties (a list to be appended)	XXXX	
Add: Cheque issued and payment stopped by ULB (a list to be appended)	XXXX	
Add: Credits of investment proceeds in Bank (e.g. Fixed Deposits) accounted by the bank but not accounted for in Cash Book	XXXX	
Add: Amount (Cash or Cheque) deposited by the depositor(s) into bank but not accounted for in Cash Book	XXXX	
Add: Credit given by Bank either for interest or for any other account but not accounted for in Cash Book	XXXX	
<b>Sub-total</b>		XXXX
Less: Cheques Deposited but not cleared	XXXX	
Less: Payments directly made by the bank but not accounted for in Cash Book	XXXX	
Less: Cheques deposited but dishonored	XXXX	
Less: Service Charges / Bank Charges or any other charge levied by the Bank but not accounted for in Cash Book	XXXX	
<b>Sub Total</b>		XXXX
<b>Bank Balance as per Pass Book/Bank Statement</b>		XXXX

**Form No.100**  
( See Rule No.248 )

**Stamp Account For The Year.....**

Receipts				Issues				
Date	Voucher No	Value of stamps received	Letter No	Name of addressee	Value of stamps affixed	Daily balance	Signature of despatcher	Remarks
1	2	3	4	5	6	7	8	9

**Notes**

1. The balance of stamp on hand should be verified and certified atleast once a month by the Chief Officer

**Form No.101**  
( See Rule No.253 )

**Material Receipt Note**

					Date		
					Material receipt note No		
					Requisition No		
Received following materials from (name of the supplier) ..... vide delivery challan No.....bill no.....dated.....							
Name of the article.....							
Sr No	Account Code	Total Qty ordered	Qty accepted		Rate per unit	Amount Rs.	Remarks
			No	Weight			
1	2	3	4	5	6	7 (4 or 5 x 6)	8
Material received by ..... ..... ( stores clerk)							..... Signature of Stores officer

**Form No.102**  
( See Rule No.258 )

**Material Requisition Note**

Book No..... Requisition.....Form No..... Date.....

To.....

Name of the person to whom materials are to be handed over.....

Please supply the following articles

Sr. No	Name of article	Qty or weight	Rate	Amount Rs.	Remarks
1	2	3	4	5(3x4)	6

Officer in charge

.....Department

Supplied the articles requisitioned except\* .....vide Material Issue Note No.....

Date.....

Received the articles requisitioned except\* .....correctly

Officer in charge

.....Department

**Notes**

The requisition form should be in carbon triplicate

\*Here enter articles not supplied



**Form No. 103**  
 ( See Rule No. 259 )

**Material Issue Note**

	Date				
	Material issue note				
	Requisition No				
Name of the article..... Name of the contractor / department (To whom issued)..... ..... Purpose.....					
Sr. No	Account code	Qty issued		Value Rs.	Remarks
		No	Weight		
1	2	3	4	5	6
Material issued by ..... ( stores clerk)			Received by ..... (contractor/dept) ..... Signature of stores officer		

**Form No.104**  
*( See Rule No. 274, 374 )*  
**Report of Closing Stock**

Name of the Department.....

Date of physical verification

Date of reconciliation of physical stock with inventory register

Account Code	Ref. no of register of stores	Unit	Qty in units	Rate per unit	Amount Rs.	Remarks
1	2	3	4	5	6 (4 x 5)	7

Signature of the person preparing the report

Prepared by.....

.....  
Signature of Stores Officer

**Notes**  
 1. If at the time of physical verification of stock, any discrepancy is found it should be noted in the remarks column.

**Form No. 105  
( See Rule No.350 )**

**Paybill and Acquittance Roll of The Permanent / Temporary Establishment of The Municipal Council For The Month of.....**

Section of Post post	Name of incumbent	Name of Post	Basic Pay Rs.	Olficating Pay Rs.	Dearness allowance Rs.	House allowance Rs.	Dearness allowance Rs.	Compensatory Local Allowance Rs.	Transaction allowance Rs.
2									
<b>Total</b>									
13									

Total Rs.	Gross Salary Rs.	Deductions				Net Salary payable Rs.	Signature of Authorised Officer
		GPF Rs.	ITAX Rs.	GIS Rs.	HRA Rs.		
	14	15	16	17	18	19	
						20	
						21	
						22	
						23	

**GPF ABSTRACT**

Schedule showing the subscription and refund of GPF recovery of the following Government servants for the month of.....

Name of the Municipal Council	No. of Gov. servants	Pay - DP	Subscription	DA Contribution	Refund Amount	Total Rs.
2	3	4	5	6	7	8

Total Rupees.....

**CERTIFICATE**

I have personally verified the correctness of the details in this schedule and they are found correct.

Date.....  
Signature of Authorised Officer

FOR USE OF AUDIT OFFICE

1. Certified that the details of individuals, deductions and total shown in this bill have been checked.

2. Certified that the rates of pay shown in this bill have been verified with the amounts actually drawn in the bill.

Date.....  
Signature of the Auditor

**RECOVERY OF HOUSE RENT**

Schedule for the recovery of House Rent

For the month of.....

Name of the Municipal Council.....

Sr. No	Name and Designation of Government servants	Pay Rate and particulars of occupation	HRA Rs.	Total Deduction Rs.	Amount Actually recovered Rs.	Date and Voucher No in which recovery made	Signature of Authorised Officer
1	2	3	4	5	6	7	8

Total Rupees.....

**CERTIFICATE**

Certified that total recoveries shown above are tallying with the amount actually recovered and shown in the bill of the Council

Date.....

.....  
Signature of Authorised Officer

**INCOME TAX**

Schedule for the recovery of Income Tax

For the Month of .....

Name of the Municipal Council.....

Sr.No	Name and Designation of Municipal Servant	Gross Rs.	Amount pf Deduction Rs.
1	2	3	4

Total deduction in words.....

.....  
Signature of Authorised Officer

**GIS**

Schedule for the recovery of GIS

For the month of.....

Name of the Municipal Council.....

Sr.No	Particulars of Group	Recovery made at composite rate		Recovery made at Premium rate		Arrears Rs.	Total Recovery Rs.		
		No. of Employees	Rate	Amount Rs.	Rate			Amount Rs.	
1	2	3	4	5	6	7	8	9	10

Total Rupees in words.....

**CERTIFICATE**

1. Certified that total recoveries shown above are tallying with the amount actually recovered and shown in the bill of the council.

Date.....

.....  
Signature of Authorised Officer

**RECOVERY OF ADVANCE**

Schedule for the recovery of advance

Sr.No	Name and Designation of Municipal Servant	Voucher No and Date of advance	Original Amount of advance Rs.	Amount recovered Rs.	Total amount recovered Rs.	Balance outstanding Rs.

Total Rupees.....

**CERTIFICATE**

1. Certified that total recoveries shown above are tallying with the amount actually recovered and shown in th bill of the Council.

2. Certified that recoveries effected have been duly posted in the Register of Advances given to employees

Date.....

.....  
Signature of Authorised Officer

Certified that I have satisfied myself that all emoluments included in the bill drawn in the month of ..... with the exception of those detailed below ( of which the total has been refunded by deduction from his bill) have been disbursed to the proper persons and their acquittances have been taken and filled in my office with receipt stamps duly cancelled for every payment in excess of Rs. 500

\*Details of pay of absentees refunded

Section of Establishment	Name	Period	Amount Rs.

**Form No.106**  
( See Rule No.352 )

**Increment Certificate**

Name of the Department..... Date

Certified that the officers named below are allowed the sanctioned increments from the date specified herein for approved service.(1) Having been the incumbents of the appointments specified for not less than \_\_\_\_\_ year from the date of last increments after deducting period of absence without leave or of suspension for misconduct. ( 2 ) Being entitled to the increments as shown in the explanatory memorandum recorded in remarks column

Name of the incumbent	Permanent Officiality	Present Pay	Date from	Amount of present increment
1	2	3	4	5

Date of present increment	Pay after present increment	Period excluded from calculation of service		Details of leave period, suspension outstanding	
		From	To	From	To
6	7	8	9	10	11

Note:- The explanatory memorandum should be made in a case in which the increment is given otherwise for continuous service of the prescribed period.

.....  
( Name / Designation / Code of the Authorised Officer )

**Form No.107**

( See Rule No.361 )

**Travelling Bill For The Establishment.....For The Month of .....**

Name & designation	Head Quarters	Actual pay	Department			Arrival			Kind of journey by rail (Mail or passenger) steamer road or trolley
			Station	Date	Hour	Station	Date	Hour	
1	2	3	4	5	6	7	8	9	10

Railway or steamer fare			Mileage by road or trolley			Daily allowance			Actual expense	
Class	No. of fares	Amount Rs.	No. of KM	Rate	Amount Rs. P	No. of days	Rate	Amount Rs. P	Particulars	Amount Rs. P
11	12	13	14	15	16	17	18	19	20	21
Total										

Purpose of Journey	Total of each line	Remarks
22	23	24

Deduct - Amount of advance of traveling allowance on transfer / tour

# Appropriation for the year.....  
Rs.....expenditure including this bill

Deduct - Undisbursed traveling allowance refunded as detailed on page 1

Net sum required for payment	Balance
Rupees in words)	Contents received
	Head of office

2. You can make payments at any of our conveniently located collection centres or at authorized bank branches.

# 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"

**Instructions for preparing Travelling allowance bill**

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 into the last money column	(Classification to be filled in by the preferring officer)
2. Permanent travelling, conveyance and house allowance should be drawn along with the pay of the Municipal servant and not in travelling allowance bill	Major Head..... Minor Head..... Primary unit.....
3. Fractions of a mile in the total of a bill for any one journey for each person should not be charged for	Detailed head.....
4. When the first item of a travelling allowance bill is a halt, the date of commencement of the halt should be stated in the "Remarks" column.	
5. If daily allowance is claimed in respect of a road journey the number of miles travelled should be entered in column 14 and the daily allowance in column 17 to 19	
6. Journey performed beyond Indian territory should be indicated separately and the distance travelling should be stated in each case	
7. 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	

**Form No.108 A**  
( See Rule No.367 )

**Salary Reserve Fund**

**Statement of Establishment.....**

Number of posts sanctioned	Scale of pay attached to the post	Names of persons appointed to the post		Actual pay drawn in the month of	Allowances			Total incumbent
		Original incumbent	Substitute		D.A	C.A	Other allowances	
1	2	3	4	5	6	7	8	9



**Form No.108 B**  
( See Rule No.367)

**Schedule To Salary Reserve Fund**  
.....Municipal Council

Date	Amount deposited in salary reserve fund Rs.	Interest on investment	Total	Grand total with opening balance			Date	Fixed and other deposits
				Cash		Investment		
				Cash in Hand	Cash in Bank			
1	2	3	4	5	6	7	8	9

Other payments	Particulars of payments	Cheque no. on which amounts are paid	Total payment	Grand total with closing balance		Signature of Authorised Officer
				Cash	Investment	
10	11	12	13	14	15	16

**Form No. 109**  
( See Rule No. 413 )

**Statement Showing The Details of Provision For Salary And Wages Provided For In The Budget  
For the period.....**

Name and designation	Ref. To page of estimate form	Sanctioned pay of post			Amount of provision for the year at the rate in column 5	Increment falling due within the year			Total provision for the year	Allowance to be paid	Remarks & signature of the Authorized Officer
		Minimum	Max	Actual pay due on 1st April next year		Date	Rate	Amount			
1	2	3	4	5	6	7	8	9	10	11	12

**Form No.110**  
( See Rule No.413 )

**Statement Showing The Details of Expenditure On Public Works Provided For In The Budget for the year.....**

Item of work	Account code	Work order No If issued	Cost as per budget	Amount Rs.	Area or extent of work	Expenditure incurred till date	Estimated expenditure	Signature of the Authorized Officer	Remarks regarding Excess / less Expenditure
	2	3	4	5	6	7	8	9	10
1									

**Form No.111**  
( See Rule No.413 )

**Statement Showing The Estimated Receipts, Payments And Balances  
of Any Trust Funds Administered By The Municipal Council With The Opening  
And Closing Balance In Each Case For The Year.....**

Name of funds	Estimated opening balance on 1st April	Estimated receipts during.....	Total	Estimated payments during .....	Estimated closing bal. On 31st March	Remarks & Signature of Authorised Officer
1	2	3	4(2+3)	5	6(4-5)	7

**Form No.112**  
(See Appendix IV. K.)

**Pension Payment Order**

Place for signature of  
Pensioner on the first payment made

PENSION PORTION

Class of pension and date of order sanctioning it	Personal identification	Height	Date of approximate date of birth	Residence showing village and pergunnah	Amount of monthly pension
		Feet inches			
1	2	3	4	5	6

Office of the.....

No

Sir,

Until further notice and on the expiration of every month be pleased to pay to.....the sum of rupees.....(less Income tax) being the amount.....pension, as.....upon the production of the pensioner's portion of this order taking from the claimant a receipt for the amount according to usual form. the payment should commence from.....

.....

Signature  
Designation

To

The Chief Officer,..... Municipal Council,

Notes –

(1) No Pension shall be liable to seizure, attachment or sequestration by process of any Court in part A and C states of India at the instance of a creditor for any demand against the pensioner (Section 11, Act XXIII of 1871).

(2) Payment under this order is to be made only to the pensioner in person, with the following exceptions:-

(a) To persons specially exempted by Government

(b) To females unaccustomed to appear in public and persons unable to appear on account of illness or bodily infirmity. Payment in both classes (a) and (b) is made on production of a Life certificate signed by a responsible officer of Government or other well-known and trustworthy person.

(c) To any person sending a Life Certificate signed by some person exercising the powers of a Magistrate of any class under the Criminal Procedure Code, or by any Registrar or Sub-Registrar under the Register Act, or any pensioned officer who before retirement exercised the powers of a Magistrate or by a Chaplain or any Gazetted Officer of Government or by a Munsiff or by any person holding a Government title.

(d) In all cases referred to in clauses (a) (b) and (c) the 'Disbursing Officer' must at least once

a year require proof independent of that furnished by the Life Certificate of the continued existence of the pensioner.

Reverse of disburser's portion

Amount of pension Rs.....(in words)

This document is to be retained by disbursing officer so long as the authority remains in force in such manner that the pensioner shall have no access to it. Every separate payment is to be recorded as below

Month for which pension is due	20.. @	20.. %	20.. @	20.. %	20.. @	20.. %	20.. @	20.. %	20.. @	20.. %	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
Mar											
Apr											
May											
Jun											
Jul											
Aug											
Sep											
Oct											
Nov											
Dec											
Jan											
Feb											

Note on pensioner's identification

Month for which pension is due	20.. @	20.. %	20.. @	20.. %	20.. @	20.. %	20.. @	20.. %	20.. @	20.. %	Remarks
13	14	15	16	17	18	19	20	21	22	23	24
Mar											
Apr											
May											
Jun											
Jul											
Aug											
Sep											
Oct											
Nov											
Dec											
Jan											
Feb											

Note on pensioner's identification

If the payment is by postal money order identification is required twice a year as prescribed otherwise annually.

Note

@ = Date of payment

% = Disbursing Officer's initials

(Rs....Date...Initials)

**Form No.113**  
( See Appendix .IV. K )

**Pension Bill**

\* NOT EXCEEDING RUPEES .....PER ANNUM  
 .....Family\*  
 Pension payment order No.....  
 Memo - It is requested that this form may be used for submission of next bill

District	Head of Account	Voucher No of list of payments for
1	2	3

Received the amount of pension due to me for the month of .....  
 Less - Income tax  
 Net Rs  
 (in words) Rs.....  
 .....

Pensioner's residence

I declare that I have not received any remuneration for serving in any capacity either in Government establishment or an establishment paid by a provincial Government or from Local Fund during the period for which the amount of pension claimed in the claimed in the bill is due.

\*\* I Further declare that I have accepted commercial employment after obtaining / without obtaining the previous sanction of the President to such acceptance.  
 OR  
 I further declare that I have not accepted any commercial employment.

Pensioner

Received payment  
 .....  
 Identified by me  
 Signature

Station.....  
 Designation or address

Date.....

Certificate to be given in case of non-attendance in person ( except in case in which such Certificates are not required under any rule or order).  
 Certified that I have seen the pensioner..... and that he is alive on this date and that the bill has been signed by him.

Date  
 Name.....  
 Designation .....

\* To be filled in only in the case of Political Pensions.

\*\* This declaration is required to be given by a pensioner who immediately before retirement was a member of an All India Service or a Central Service, Class I and who on or after the 1st January 1948, accepts any commercial employment before the expiry of two years from the date of his retirement. " Commercial employment " for this purpose means employment in any capacity including that of an agent under a company firm or individual engaged in commercial business and includes also a directorship of firm or individual engaged in commercial business and includes also a directorship of

Note :- When exemption of income tax is claimed in respect of any premium paid to an Insurance Company, the receipt of the Company for the amount paid should be attached to the bill.

Pay ( \_\_\_\_\_ ) Rupees \_\_\_\_\_

Treasury of Sub- Treasury.  
Officer-in-charge of .....at.....

Incorporated in account.

Disbursing Officer

Received Payment  
Signature of Messenger of Agent  
Identified by me.

Hea of Accounts

Signature .....  
Designation or Address.....

Date

For use in Municipal Council's Office

Admitted Rs.....  
Objected to Rs.....

Auditor

Head of Accounts

Chief Officer



Form No.114  
( See Appendix IV. N )

**Half Yearly Declaration of Female Pensioners Whose Pensions Are Terminable On  
Their Marriage or Remarriage**

	Date.....
This certificate is to be attached to the pension bills for December & June.	
Pension payment order.....	
I hereby declare that I am not married and that I have not been married during the past half-year	
Dated.....	
	.....
	Signature
	Widow/Daughter of the late.....
	.....
To be signed by the responsible officers or well known persons	We certify to the best of our knowledge and belief that the above declaration is correct
	Signature.....
Date.....	Designation.....
	Signature.....
Date.....	Designation.....

# Form No.115

( See Appendix V. C & E )

## Provident Fund Ledger

Name.....		.....Number.....		.....Official designation.....		.....District			
Pay on 31st March of preceding year	1	Subscription	Contribution of the council	Refund of withdrawals	Total	Withdrawals		Monthly balance of which interest is calculated	Remarks
						No & date of voucher	Amount Rs.		
		2	3	4	5	6	7	8	9
April									
May									
June									
July									
Aug									
Sep									
Oct									
Nov									
Dec									
Jan									
Feb									
Mar									
<b>Total Rs.</b>									
		.....		Checked by					
Posted by						Deduct			
						Withdrawals as above			
						Total Rs.			
						Interest for			
						Deposits & refunds as above			
						Balance from			
						Balance as on			

**Form NO. 116**  
( See Appendix V. C )

**Broad Sheet of The Provident Fund For The Year.....**

No. of Account		No. of Account	Receipts in the Month of .....
Ledger Folio		Ledger Folio	
Balance at commencement of year		Balance at commencement of year	
April		April	
May		May	
June		June	
July		July	
August		August	
September		September	
October		October	
November		November	
December		December	
January		January	
February		February	
March		March	
Closing balance		Interest for the year	
Total withdrawal and closing balance		Total receipt and closing balance	
Remark			

**Form No.117**  
( See Appendix V. E )

**Provident Fund Day Book**

Date	Member's subscription	Contributions of the Council	Refund of withdrawals (advances) from the fund	Interest on current & fixed deposit	Interest on loan recovered	Total receipts	Grand total with opening balance
1	2	3	4	5	6	7	8

Date	Fixed or other deposits	Withdrawals (advances)	Settlement of account		Interest	Total payment	Grand total with closing balance
			Member's subscription	Contributions of the Council			
9	10	11	12	13	14	15	16

**Form No.201**  
( See Rule No.63 )

**Register of Suits**

Sr. No	Suit No	Name of the plaintiff	Name of the defendant	Particulars of suit containing details regarding amount of the suit, pleaders engaged	Section of the act applied	Date of report of the responsible officer	Date of service of summons on the Municipal Body	Resolution of the Municipal Body with date
Particulars of pleaders engaged and fees fixed	Date of information given to the pleader	Date of institution of the suit or the production of vakalatnama in court	Name of court where suit has been fixed	Name of the responsible officer attending the case on behalf of the Municipal Body	Date of judgement or decree	Particulars of decree / judgement containing details regarding fine etc	Opinion of pleader or officer on the result of case	
Particulars of further process for recovery, due date of Darkhast	Particulars of actual amountt recovered	Date of credit in Municipal accounts (Day Book Page)	Particulars of payment	Date of debit in Municipal Accounts (Voucher No Day book Page)	Remarks regarding verification with reference to court records,adjustment of advances	Signature of Authorized Officer	Remarks	

**Form No.202**  
( See Rule No. 63 )

<b>Register of Traveller's of The..... Traveller's Bungalow, Sarai, Dharmashala</b>									
Name of the traveller	Full address of the traveller with destination	Arrival		Class of accommodation and no. of rooms occupied	No. of persons accompanying the traveller	Departure		Period of halt	
		Date	Hour			Date	Hour	Days	Hour
<b>Rental charges</b>									
No. of days for which due	Rent at Rs.... For day for one person		Rent at Rs. ... per day for each additional person		Other charges at Rs.... Per day per room		Total amount due and paid Rs.		Signature of traveller and remarks if any
Date of remittance to Municipal office		Initials of cashier or accountant		Remarks					

**Form No.203**  
( See Rule No.63 )

**Register of Production of Town Compost For The Year.....**

No of trench heap	Date of starting filling of trench or of building the heap	Type of compost whether rain water compost etc	Size of the material in the trench or the heap viz. length x breadth x depth or height at the beginning	Date when material is ripe and ready for application to land	Size of the material in trench or heap when ready for sale	Remarks and Signature of Authorised Officer

**Form No.204**  
( See Rule No.63 )

**Register of Work Done For Private Individuals**

Sr No	Date	Name and address	Nature of work to be done	Amount of deposit received	Number and date of receipt	Cost of work done		Supervision charges
						Labour Rs.	Cost of work material Rs.	
<b>Total Rs.</b>			<b>Balance due to party Rs.</b>	<b>Number and date of challan</b>	<b>Signature of Authorised Officer</b>	<b>Remarks</b>		



**Form No.205**  
( See Rule No. 63 )

**Register of Measurement Books**

Part I for Ordinary Measurement book					
Sr. No of the book	Name of the person to whom issued	Date of issue	Date of return	Year from the last day of which period of presentation is to be completed	Remarks

**Form No.206**  
( See Rule No.63 )

**Register of Live Stock**

Sr. No	Authority of Purchase	Date of Purchase	Kind of Animal	Description of animal	Value Rs.	Voucher No and Date	Signature of Authorised Officer
Reference to orders for disposal of unserviceable animal	Sale proceeds of unserviceable animal Rs.	Date of receipt of realisation	Signature of Authorised Officer	Conditions of animals at the end of the year	Remarks		

**Form No. 207**  
( See Rule No.63 )

**Assessment List / Register**

Name of the department.....							
Sr No	Name and address of persons liable to pay tax	Description	Date of receipt of notice	Amount of tax payable Rs.	Amount and date from which tax is recovered Rs.	Signature of Authorised Officer	Remarks

**Form No.208**  
( See Rule No.63, 358 )

**Scale Register**

Department	Designation of appointment	Sanctioned scale from			Authority and signature of Authorised officer
		No of posts	Scale of pay of each appointment Rs.	Allowances (Other than D.A)	
<b>Sanctioned scale from.....</b>					
No of posts	Scale of pay of each appointment Rs.	Allowances (Other than D.A)	Authority and signature of Authorised officer	No. of posts	Scale of pay of each appointment Rs.
Allowances (Other than D.A)	Remarks				

## Form No. 209

( See Rule No.63 and 333 )

### Register of Objection of Assessed Taxes

Sr. No	Name and address of the applicant	Other particulars	Information regarding previous years			Assessment by C.O/secretary for current year			Assessment objected to			
			N.D in assessment list	Taxable income Rs.	Finally assessed Rs.	Taxable income Rs.	Tax assessed Rs.	Valuation Rs.	Amount of Tax Rs.	Any other nature		
Service of notice	Date of		Date of decision	Assessment confirmed		Brief notes of orders (if any) passed	Signature of the Authorised Valuation officer / chairman of the Standing committee if no valuation officer has been appointed	Remarks				
	Receipt of objection			Valuation Rs.	Amount. Of tax Rs.							

Note

1. Separate page shall be allotted for each type of taxes

**Form No.210**  
( See Rule No.63 )

**Register of Building Permission**

Sr. No	Ward No	House No	Owner's Name	Nature of construction	Date of application	Date of permission
Date of completion	Date of occupation	Date of intimation to tax dept	Date of assessment	Amount Of assessment Rs.	Remarks and Signature of Authorised Officer	

**Form No.211**  
( See Rule No.63 )

**Register of Increases or Decreases of Assessed Taxes For The Year.....**

Name of the Department.....						
Sr. No	Month and Date	Name of ward Division, circle and street	No of property in demand register	Name of assessee		
Original assessment						
Rateable value		Amount of tax assessed	Rateable value	Revised assessment		
	Rs.	Rs.	Rs.	Amount of tax assessed		
				Rs.		
Difference between original and revised tax						
Plus	Minus	Authority for enhancement or remission	Remarks	Signature of Authorised Officer		

**Form No.212**  
( See Rule No.63 )

**Register of Private Pipe Connections**

No. of connections at the begiging of year	Serial numbers of connections newly made during the year		Serial no. of connections permanently cut off during the year		Number of connections at the end of year	
	Domestic	Non domestic	Domestic	Non domestic	Domestic	Non domestic



## Form No.213

( See Rule No.63 )

### Register of House Connection

- 1) Serial no
- 2) Name of street / circle and ward
- 3) Number of premises
- 4) Description of premises
- 5) Name of owners
- 6) Name of applicant
- 7) Serial no. in the application register
- 8) Date of completion of connection
- 9) Purpose of water supply domestic or non domestic
- 10) Is the supply under water tax assessment ferrule rates, purely by meter by measurement composition etc.
- 11) Size of ferrule
- 12) Size of communication pipe
- 13) Number of stop-cocks
- 14) Size and position of stop-cocks
- 15) Number of taps
- 16) Size and position of taps
- 17) Number and position of shower baths, cisterns etc
- 18) Date of reduction of ferrule
- 19) Size of reduction of ferrule
- 20) Date of enlargement of ferrule
- 21) Size of enlargement of ferrule
- 22) Date of fixing meter
- 23) no. of meter
- 24) Size of the meter
- 25) Date of removal of meter
- 26) Date of permanently cutting off connection
- 27) Remarks

Note : - The entry in this column should clearly show whether residential building, bungalow, temple, mosque, school, dharmashala, garden, factory, shop etc



**Form No.215**  
(See Rule No.63)

**Muster Roll Of Daily Labour Employed..... For The Period From .....**

No	Name	Designation												
Total	Rate per diem Rs.	Amt Rs.	Deductions, fines etc Rs.	Balance due Rs.	Initials and remarks of paying officer or signature or thumb impression of the labour	Description of work done	Quantity							
<b>Abstract of work done</b>														
Rate Rs.	As per schedule		Actual cost per muster Rs.	Remarks	Signature of officer in charge	Details of payment		Signature of officer						
	Per	Schedule cost Rs.				Date	Amt Rs.							

Amount (in words) Rupees.....

Certified that the above labourers were actually employed in the interest of the Body on the days mentioned and their pay entered in the muster roll was paid in my presence

Date ..... Signature  
Designation

Pay Rs.....

Date .....

Examined Pay by cheque No.....dated.....

Chief officer/Mini. Engineer

Accountant

Chief officer

**Form No.216**  
(See Rule No.63)

**Morning Report Of Ward Section No.....**

Date.....

Work on which employed	Mukadamas	Labourers	Carpenters	Others	Total no employed	Remarks

Form No.217  
( See Rule No.63 )

**Notice of Private Scavenging Service**

.....Municipal Body	
1) No.....	Date.....
2) Name.....	
3) Address.....	
4) Fee or cess to be levied Rs.....	
5) Date of commencement of service.....	
6) Date of service of notice.....	
.....	
Municipal Body or Athorised Officer	
Entry in demand register at item No. ....	.....
	Tax supritendent

---

Notice of private scavenging service	
.....Municipal Body	
	Date.....
1) No.....	
2) Name.....	
3) Address.....	
4) Take notice that private scavnging service will be rendered by the Municipalty from ..... In respect of the latrine attached to house No....., street....., Ward.....The amount of fee that will be levied according to the sanctioned scale of Rs..... Per..... In the absence of a reply to this notice or of a notice of discontinuance from you the liability for the payment of the cess or fee will not cease.	
5) Date of service of notice.....	
.....	
President	
Municipal Body or Head of Municipal office	

**Form No.218**  
( See Rule No.63 )

**Sanitary Inspector's Report of Private Scavenging Service for the week ended.....**

Sr. No	Name of party	To be filled in by sanitary inspector			To be filled in by the tax supritendent				Remarks
		Address	Commencement of service	Date of Discontinuance of service	Entry in the demand register	Increase	Decrease	Signature of the poster	
		3	4	5	6	7	8	9	10
1	2								

.....  
Signature of Sanitary Inspector

.....  
Signature of Supritendent

**Form No.219**  
( See Rule No.63 )

**Meter Reading Book**

Name of registered consumer.....					
Purpose for which water is taken.....					
House No..... Street/ Ward/ Circle.....					
Description of premises.....					
No and description of meter.....					
Date of fixing meter.....					
Date of removal of meter.....					
Rent of meter per month.....					
Rate of charge for meter.....					
No. of entry in the demand register.....					
..... Signature of Municipal Engineer / Water Works Engineer					
<b>Month for which reading is taken</b>	<b>Date of reading</b>	<b>Meter reading</b>	<b>Actual monthly consumption</b>	<b>Signature of water works inspector</b>	<b>Remarks</b>
1	2	3	4	5	6
Last reading					
B/F					
April					
May					
June					
July					
Aug					
Sep					
Oct					
Nov					
Dec					
Jan					
Feb					
Mar					
Carried over to page..... Of register for.....					





**Form No.221**  
( See Rule No.63 )

**Motor Vehicle Account**

Date	Time of departure from garage	Registration No of vehicle	Time of return to the garage	Journey		Mileage recorded		No of miles kilo meters run	Petrol used		Purpose of Journey	Name and designation of officer persuading the Journey	Remarks and Signature of Authorised Officer
				From	To	start of journey	end of journey		Qty in Ltr	Vr No date			
1	2		3	From 4	To 5	6	7	8	9	10	11	12	13

**Form No.222**  
**Toll Receipt**  
(See Rule No. 63)

..... Municipal Council  
Book No. .... Toll Receipt No. ....  
Naka .....

Description of vehicle or animal .....

Face value I Rs. ....  
(in words) Rupees.....

Date .....  
Time .....