

FORMS

FORM B. M. 25

(Referred to in paragraph 11.2)

DEPARTMENT

Statement of Revenue and Receipts claimable and realized and credited in
the District for the month of

1	2	3	4	5	6	7	8	9	10
Major heads of Revenue	Minor and detailed heads of Receipts	Budget estimate for current year	Actual realization during of same month last year	Actual realizations during the month now reported on	Actual realizations from commencement of year to close of the same month last year	Actual realizations from commencement of the year to close of the month now reported on	Anticipated realizations for remainder of current year	Total present estimate for current year (columns 7 and 8)	Explanation of important difference between columns 4 and 5, 6 and 3 and 9
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	

Collecting Officer



FORMS

FORM B.
 [Referred to in paragraphs 12.9 (1), (4) and
 Disbursing Officer's Register and
 Office of the
 Major Head/Sub-major-Head of Account
 Subordinate Head, if any

No.	VOUCHER (1)		SALARIES (2)						TRAVEL EXPENSES (3)									
	Date	Pay	Dearness Allowance		Ad hoc Relief		House Allowance		Medical Charges		Chandi- garh Co- mpensa- tory Allow- ances		Other Allow- ances		Total Salaries		Fixed Travell- ing Allow- ances	
			Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Allotment																		
Total																		

Note.—(1) The Disbursing officer should utilize blank columns for other standard objects detailed of each object in the appropriate column utilized for it.
 (2) Allotment should be noted in red ink,—vide paragraph 12.9(1).

FORMS.

M. 26
 (7), 12.10, 12.12, Appendix G and Appendix HJ
 Account of Expenditure
 District
 Minor Head
 Month and year

Other Travelling Allowance		Total		Office Expenses		Wages		Payment for Professional and Special Services (6)		Rents Rates Taxes Royalty (7)		(8)		(9)		(10)		(11)		Grand Total (12)	
Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

head which may be in use under the minor or sub-head concerned, indicating the nomenclature

FORM B. M. 26-A
(Referred to in Para 12.11)

Office of _____
Liability Register for the year _____
Grant No. _____

Serial No.	Nature of liability	Number and date of indent or connected letter	Agency on which indent is placed or demand is made	Estimated cost	Permissible excess over the estimated cost, if any	Total liability (columns 5 and 6)	Progressive amount of commitments
1	2	3	4	5	6	7	8

Whether the liability has been included in the Budget Estimates of the current or the succeeding financial year or in the Revised Estimates of the current financial year	Probable month in which the expenditure will be accounted for in the departmental expenditure statement	Initials of the Branch Officer	Record of payment	Difference between columns 7 and 12 Excess (+) Saving (-)	Initials of the Branch Officer	Remarks
9	10	11	12	13	14	15

FORMS

FORM B. M. 27

[Referred to in paragraph 12.9(3)—Appendix G—paragraph 23 (3)(8)]

*Slip or Bill Extract to be attached to Disbursing Officers Bills and Accounts**Major Head—255—Police**Minor Head—District Police*

Number and date of Voucher	Primary and secondary units of appropriation	Amount
41, dated May 24	Contract Contingencies	Rs. 350

Dated _____*Signature* _____

Paid

Designation _____*Dated* __________ *Treasury.**Note.*—The above entries are merely illustrative.

FORMS

FORM

(Referred to in Appendix

Controlling Office,

Office of the

Major Heads/Sub-Major Head of Account _____

Sub-Head, if any _____

SALARIES

Disbursing Officer	Month	Pay		Dearness Allowance		Ad hoc Relief		House Allowance		Medical Charges		Chandigarh Compensatory Allowances		Other Allowances		Total Salaries		Fixed Travelling Allowances	
		Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted
Allotment		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Total																			

Notes.—(1) Only the monthly totals communicated by disbursing officers will be entered under each detailed head.

(2) *Allotment should be noted in red ink.

(3) The controlling officer should utilise blank columns for other standard objects of expenditure (detailed head) which may be in use under the minor or sub-head concerned indicating the nomenclature of each object in the appropriate column utilised for it.

FORMS

Disbursing Officer's
Controlling Officer's
Head of Department's

(FORM

(Referred to in paragraph 12.10 (b), 12.14, 12.17,
Monthly Account

Office of
Major Head/Sub Major Head
Sub Head, if any

	Salaries																		Fixed Travelling Allowances	
	Pay		Dearness Allowances		Adhoc Relief		House Rent Allowance		Medical Charges		C.C.A.		Other Allowances		Total Salaries					
	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted		
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
*Allotment beginning of month																				
Additions during month																				
Total																				
Reductions during month																				
Modified grant																				
Expenditure during month																				
Expenditure of previous month																				
Total Expenditure to date																				
Balance of allotment																				

* Here give modified grant and not balance of allotment as it stood at the beginning of the
Note:—(1) In the copy of the statement to be sent to A.G. only give totals of columns 'salaries'
(2) Blank columns may be utilized for other standard objects of expenditure (detailed
of each object in the appropriate column utilized for it.

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B. M. 29)
 12.18 Appendix G and Appendix H)
 of Expenditure
 Month and Year _____
 Minor Head _____

Travel Expenses																						
Other Travelling Allowances		Total		Office Expenses		Wages		Payments for Professional and Special services		Rents, Rates, Taxes Royalty										Grand Total		
Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	Charged	Voted	
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

month to which the return relates.
 and 'Travel Expenses'.
 heads) which may be in use under the minor or sub-head concerned, indicating the nomenclature

FORMS

FORM B.M. 30

(Referred to in paragraph 12.22)

*Heads of Department's Monthly Account of Expenditure in the Finance Department*Month and year _____

Major Head of Account _____

	Minor Heads				
	Non-Plan	Plan	Total		
*Allotment at beginning of month ..					
Additions during month ..					
Total ..					
Reductions during month ..					
Modified grant ..					
Expenditure of previous month ..					
Total expenditure to date ..					
Balance of allotment ..					

*Head give modified grant, and not balance of allotment, as it stood at the beginning of the month to which the return relates.

FORM 31

FORMS

FORM
(Referred to in
Form of Ledger)

*Major Head :**Minor Head :*

1	2	3	4	5
Addition	Reduction	Modified grant	Particulars	No. and date of letter

The columns under column 6 are meant for showing the names of Subordinate

FORMS

B.M. 31
 paragraph 12.17
Account of Supply.

Unit of Appropriation

6							7	8	9
Distribution of the grant among Subordinate Officers							Undistrib- uted grant	Expendi- ture Reported by Accoun- tant General, Haryana	Remarks
						Total			

Officers (Controlling Officers or Disbursing Officers) among whom the grant is distributed.

FORMS

FORM B.M. 32

(Referred to in paragraph 1.33)

Due in Finance Department on 1st December every year, Statement of excesses and Surrenders

Voted

Major and Sub-Major Head

Charged (a)

1	2		3	4	5	6	7	8	9	10	11
Major Head	STANDARD OBJECTS OF EXPENDITURE		Original appropriation	Modified grant	Actuals for Month (b)	Actuals for Month (c)	Total	Anticipated total expenditure of year (Revised Estimate) (d)	Surrender (e)	Excess (e)	Revised Estimate adopted by the Finance Department
	Sub-Head	Detailed Head									
			Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

Note—Heads of Departments should send statements for complete, major heads controlled by them unless a particular minor head is controlled by a different Head of the Department. Figures reported under detailed head should be totalled in all columns by sub-heads or minor heads and summaries should be appended as is the printed budget.

- (a) "Charged" (figures should be given red ink.)
- (b) First six months of the current year.
- (c) Last six months of the year just closed.
- (d) This will be the heads of Department forecast of the expenditure for the whole year on the progress of actuals, and on it the Finance Department will base its Revised Estimates.
- (e) Result of comparison of the Revised Estimates with Modified Great More-Excess, Less-Surrenders.

- Notes**—1. Date of Submission of this return by P.W.D. I.B., are given in Appendix E.
2. In the case of I.B. 6+6 and 8+4 months actuals need not be supplied for any head except "Maintenance and Repairs" and "Establishment."

FORMS

FORM B.M. 33

(Referred to in paragraph 14.11)

*Application for an additional appropriation for the year*DistrictDivisionforDepartment

1	2	3	4	5	6		
Budget Head	Original appropriation as modified by competent authority	Expenditure			Expenditure during the past three years		
Major and Minor heads of account and primary unit of appropriation	Amount	Account upto the month of	Necessary for remaining months	Additional appropriation applied	19	19	19
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

FORMS

No.

dated

19 .

7
Explanation of insufficiency of grant, recommendations and proposals for reappropriation by—

- (1) Disbursing Officer ;
- (2) Controlling Officer;
- (3) Head of Department ;
- (4) Secretary to Government in Administrative Department—

No.

, dated

19 .

8.
Order of sanction, with details of source of appropriation

Additional appropriation of Rs. _____

sanctioned. The amount will be met by reappropriation from _____

(Sd.) A.B.

Designation of

(a) Controlling Officer.

(b) Head of Department.

(c) Secretary to Government, Haryana,
Finance Department.

*Strike out whichever entries are not required.

FORMS

FORM B.M. 34

[Referred to in paragraphs 13.7, 14.11]

Notes

1. This form should be used by the Executive Engineer in any of the following cases :-

- (a) When he requires a grant or an addition to an existing grant for carrying on a sanctioned major work.
- (b) When he is unable to utilise the grant at his disposal for any work, and wishes to resign it either wholly or in part.
- (c) When he wishes to utilise the grant for one work upon some other.

Branch—

Circle—

Division—

2. Either of the columns for "Proposed new grant" or for "Proposed reductions" or both, may be used as required.

3. If it happens that the grant already allowed has been reduced, the entry in the column "Existing grant for current year" would of course be the amount less such reduction.

4. It being of the utmost importance that early intimation of possible lapses or of excesses in outlay on works should be communicated to the Government, a close watch should be maintained on the progress of all works by Executive Officers, and this form employed the moment the facts are sufficiently known.

5. Applications for reappropriations should be submitted by the Chief Engineer in triplicate* Applications by Executive Engineers should be submitted through the Superintending Engineers of their Circles.

*One of these forms will be returned to the Chief Engineer duly sanctioned, the other forwarded to the Accountant-General and the third retained in the Finance Department.

Explanation of necessity for Reappropriation

(To be continued on the last page)

Application for additional appropriation or reappropriation of sanctioned grants.

No. _____ dated the _____ 19 _____

Forwarded to the Secretary to Government, Haryana, Finance Department, for sanction

Two extra copies are attached as usual.
For Chief Engineer, Public Works
Irrigation
Department, _____ Branch.
B. & R.

No. _____
Returned to the Chief Engineer,
Irrigation _____ Branch, duly sanctioned.
B. & R.

Secretary to Government, Haryana,
Finance Department,

No.

Copy forwarded to the Accountant-General,
Haryana.

Secretary to Government, Haryana,
Finance Department.

FORMS

Application for Additional appropriation or Re-appropriation of sanctioned grants

Proposed New Grants						Proposed reduction				
Name of canal and circle	Major and minor heads	Original appropriation for current year	Existing appropriation for current year	Proposed increase	Appropriation as now proposed	Name of canal and circle	Major and minor heads	Existing appropriation for current year	Proposed reduction	Amount at which appropriation for work will stand after reduction
1	2	3	4	5	6	7	8	9	10	11
		Rs.	Rs.	Rs.	Rs.			Rs.	Rs.	Rs.

FORMS

FORM B.M. 35

[Referred to in paragraph 14.22]

Form of Supplementary or Additional Estimate for proposals other than works

DEMAND NO.

(Grant No. _____) Major Head _____

Minor head and Primary unit of appropriation and detail of demand for grant	AMOUNT OF DEMAND SUB DIVIDED INTO		*Recurring cost in the year 19
	Non-recurring	Recurring	
	Rs.	Rs.	

*Recurring cost in the next year is to be given.

FORMS

FORM B.M. 36

[Referred to in paragraph 14.22]

Form of Supplementary or Additional Estimate for Works

DEMAND No. _____

(Grant No. _____)

Major Head _____

Minor head and Primary unit of appropriation	Detail of demand for grant	Total cost of each work]	Cost in the year 19 . (a)	Cost of the year 19 . (b)	No. and date of order giving administrative approval
		Rs.	Rs.	Rs.	

(a) This is the year to which the estimate relates.

(b) This is the year succeeding that to which the estimate relates.



FORMS

FORM
[Referred to in
SUPERINTENDENTS ENGINEER'S
(Irrigation)

Major Head of Account _____

Name of Scheme/Canal _____

Month	Works			Extension & Improvement					Maintenance and Repairs
	Gross Amount	R. & R. on C.A.	Net Amount	Major Works	Minor Works	Gross Total	R. & R. on C.A.	Net Total	
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Allotment to be noted in red ink									

Note:—Columns for receipts and recoveries on capital account may be filled up in respect of

FORMS

FORM
[Referred to in
DIVISIONAL OFFICER'S
(Irrigation

Major Head of Account
Name of Scheme/Canal

Month	Works			Extension & Improvement						Maintenance and Repairs
	Gross Amount	R. & R. on C.A.	Net Amount	Major Works	Minor Works	Gross Total	R. & R. on C.A.]	Net Total		
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
<p>Allocation to be noted in red ink</p> <p>Expenditure</p>										

Note :—Columns for receipts and recoveries on capital account may be filled up in respect of

FORMS

FORM

(Referred to in

DIVISIONAL OFFICER'SSUPERINTENDING ENGINEER'S MONTHLYCHIEF ENGINEER'S

Major Head of Account _____

(The expenditure under Major Head 533 should be shown Scheme-wise)

	Works			Extension and Improvement				
	Gross Amount	R. & R. on C.A.	Net Amount	Major works	Minor works	Gross Total	R. & R. on C.A.	Net Total
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
*Allotment at beginning of month ..								
Additions during month ..								
Total ..								
Deductions during month ..								
Modified grant ..								
Expenditure during month ..								
Expenditure of previous months ..								
Total expenditure of date ..								
Balance of allotment ..								

*Here give modified grant, and not balance of allotment as it stood at the beginning of the
 Note :— Columns for receipts and recoveries on Capital account may be filled up in respect of

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B.M. 40
Appendix G

ACCOUNT OF EXPENDITURE Name of Division Month _____

Circle

(Irrigation Branch)

Maintenance and Repairs	Machinery and Equipment							Suspense						
	Purchases	Renewal and Replacement	Maintenance	Tools and Parts	Gross Total	R. & R. on C.A.	Net Total	Purchases	Stock	Misc. P. W. Advances	Workshop Suspense	Gross Total	R. & R. on C.A.	Net Total
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

month to which the return relates.
Capital Heads only.

FORMS

FORM

(Referred to in
 DIVISIONAL OFFICER'S
 SUPERINTENDING ENGINEER'S
 CHIEF ENGINEER'S

Division
 Name of _____
 Circle
 Major Head of Account _____

(Buildings and

	Tool and Plant		Original												
	New Supplies	Repairs and carriage Lumpsum Charges creditable to other departments	Total	Land Revenue	Provincial	Stamps	Forest	Registration	General Administration		Administration of Justice	Jails	Police	Scientific Department	
									Charged	Voted					
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
*Allotment at beginning of month ..															
Additions during month ..															
Total ..															
Reductions during month ..															
Modified grant ..															
Expenditure during month ..															
Expenditure of previous month ..															
Total Expenditure to date ..															
Balance of allotment ..															

*Here give modified grant, and not balance of allot-

FORMS

B. M. 41
Appendix H)

MONTHLY ACCOUNT OF EXPENDITURE.

Roads Branch.)

Month _____

works												Repairs									
Education	Medical	Public Health	Agriculture	Veterinary	Co-operation	Industries	Civil Works	Stationery and Printing	Miscellaneous Departments	COMMUNICATION		Miscellaneous	Civil buildings	COMMUNICATION		Improvement	Miscellaneous	Grants-in-aid	Suspense	Loss or gain by exchange	
Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Charged	Voted	Rs	Rs	Charged	Voted	Rs	Rs	Rs	Rs	Rs	

ment as it stood as the beginning of the month to which the return relates.

FORM B. M. 42.

[Referred to in paragraph 19 (b) and (d) of Appendix G and paragraph 18 (a) of Appendix H]

Form giving details of Major Works in progress in Buildings and Roads and Major Works in progress under 133 Extensions and Improvements in Irrigation Branch and Major Works in progress under 533—Irrigation (Open Canals)

1	2	3	4	5	6	7	8	9
Serial No.	Name of work	Amount of sanctioned estimate	Outlay up to end of previous year	Allotment for current year	Actual Outlay to end of September during current year	Probable total outlay for year (i.e. to end of March)	Proposed provision for next year	Remarks
		Rs						

Note.—This form should be checked to see that total of columns 4, 7 and 8 does not exceed the figures in column 3 and in cases it does exceed the position should be explained in Remarks column.

FORM B.M. 43



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(N.B.—This index has been compiled for the purpose of references and no expression used in it should be considered as in any way interpreting the paragraph(s) quoted therein.)

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