

BILL FORMS:

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 2. SPECIAL FESTIVAL ADVANCES - 7610-800-04-001
 3. PAY ADVANCES - 010-011
 4. TRAVELLING ALLOWANCE ADVANCES - 110-111
 5. ADVANCE FOR MEDICAL REIMBURSEMENT -010-017
 6. A.P.EMPLOYEES WEFLARE FUND LOAN -8121-117-01
 7. HOUSE BUILDING ADVANCES - 7610-201-05
 8. MARRIAGE ADVANCE - 7610-800-05
 9. COMPUTER ADVANCES - 7610-204-12
 10. G.P.F. TEMPORARY / PART FINAL / FINAL WITHDRAWAL
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3. **SALARY BILL FORM A.P.T.C. FORM.47**
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 2. ENCASHMENT OF E.L. 010-018
 3. EDUCATIONAL CONCESSION 010-012
 4. HONORORIUM TO VILLAGE SERVANTS 010-011
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 3. CONVEYANCE ALLOWANCE - 110-115
 4. PAYMENTS TOWARDS BUS WARRANTS - 110-112
 5. LEAVE TRAVEL CONCESSION 010-019
 6. TA/DA TO NON GOVT. OFFICIALS 110-0113
5. **ABSTRACT CONTINGENT BILL FORM (A.C.BILL A.P.T.C. FORM. 57)**
 1. FOR DRAWL OF ALL TYPES OF ADVANCES BY THE GOVT. OFFICERS FOR DEPARTMENTAL PURPOSE FOR WHICH DETAILED BILLS ARE REQUIRED TO BE SUBMITTED TO THE ACCOUNTANT GENERAL.
 2. DRAWALS OF UNDER T.R.27
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 4. PUBLICATIONS - 160
 5. ADVERTISING, SALES AND PUBLICITY - 260
 6. MATERIALS AND SUPPLIED - 210-211
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 8. OVER TIME ALLOWANCES
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 10. EXGRATIA/AD-HOC PAYMENTS TO GOVT. SERVANTS
 11. HONORARIA PAYMENTS
 12. OTHER CONTRACTUAL SERVICES SALARIES - 300
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20. SALARIES / HONORARIA OF ANGANWADI WORKERS / HOME GUARDS
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21. WATER AND ELECTRICITY - 130-133
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 1. ALL KINDS OF GRANTS-IN-AID
 2. SOCIAL SECURITY - EXGRATIA PAYMENTS
 3. EXGRATIA AND RELIEF TO VICTIMS OF NATURAL CALAMITIES
 4. LEGAL AID TO POOR
 5. DISCRETIONATY GRANTS MADE TO INDIVIDUALS / INSTITUTIONS
 6. ADJUSTMENT OF TAXES / CELL TO LOCAL BODIES, SUCH AS ENTERTAINMENT TAX, PROFESSION TAX, WATER TAX, SURCHAGE ON STAMP DUTY, MOTOR VEHICLES TAX, MINERAL CESS ETC.,
 7. GIA TOWARDS SALARIES
 8. CONTRIBUTIONS
12. **SCHOLARSHIPS & STIPENDS BILL FORM (A.P.T.C. FORM.103)**

1. ENCLOSED TO THIS ORDER AND IT SHALL BE USED FOR DRAWAL OF
ALL KINDS OF SCHOLARSHIPS AND STIPENDS
SOME IMPORTANT MAJOR HEAD OF ACCOUNT OF DEPARTMENTAL

1.	STATE LEGISLATURE (MLA SALARIES)	2011
2.	ADMN. OF JUSTICE	2014
3.	LAND REVENUE	2029
4.	STAMPS AND REGISTRATIONS	2030
5.	STATE EXCISE	2039
6.	SALTES TAX	2040
7.	DIST. ADMINISTRATION (REVENUE)	2053
8.	TREASURIES AND ACCOUNTS DEPT.	2054
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10.	JAILS	2056
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14.	TECHNICAL EDUCATION	2203
15.	SPORTS AND YOUTH SERVICES	2204
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17.	MEDICAL AND PUBLIC HEALTH	2210
18.	FAMILY WELFARE	2211
19.	WATER SUPPLY AND SANITATION (MPLTY)	2215
20.	URBAN DEVELOPMENT (MPLTY)	2217
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25.	I.C.D.S.	2235
26.	OTHER SOCIAL WERVICES (ENDOWMENTS ETC.,)	2250
27.	CENSUS,SURVEY & STATISTICS (cpo)	3454
28.	CO-OPERATIONS	2425
29.	AGRICULTURE	2401
30.	SOIL CONSERVATION OF AGRL.	2402
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32.	FISHERIES	2405
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A.P. TREASURY CODE

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	PART-II	FORMS FROM 1 TO 109
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T.R. 3		LOCATION OF MONEY STANDING IN THE GOVT. ACCOUNT
T.R. 4		GENERAL SYSTEM OF CONTROL OVER TREASURY DISTRICT TREASURIES
T.R. 5		SUB-TREASURIES
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T.R.23		RULES RELATING TO THE ISSUE OF LAST PAY CERTIFICATE
T.R.24		TREASURY OFFICER IS RESPONSIBLE TO THE A.G. FOR ACCEPTANCE OF ANY CLAIM
T.R.25		TREASURY OFFICER SHOULD OBTAIN SUFFICIENT INFORMATION AS TO THE NATURE OF EVERY PAYMENT.
T.R.26		A TREASURY OFFICER MAY CORRECT AN ARITHMETICAL INACCURACY OR AN OBVIOUS MISTAKE IN ANY BILL PRESENTED TO HIM FOR PAYMENT. BUT SHALL INTIMATE TO THE DDO ANY CORRECTION WHICH HE MAKES
T.R.27		SPECIAL POWERS OF THE DIST. COLLECTORS IN THE EVENT OF OCCURANCE OF EARTH QUAKES, FLOODS AND LIKE TO DRAW MONEY WITHOUT A REFERENCE TO THE BUDGET ALLOTMENTS. THE TREASURY OFFICER

SHOULD SEEK ORDERS OF THE FINANCE DEPT. IN CASE CLAIMS ARE PREFERRED OTHER THAN THE ABOVE.

T.R.28 INSTRUCTIONS TO THE DRAWING OFFICER TO NOTIFY TO THE BANK/TREASURY ABOUT THE NUMBER OF EACH CHEQUE BOOK BROUGHT INTO USE AND THE NO. OF LEAVE IT CONTAINS.

T.R.29 FURNISHING OF SPECIMEN SIGNATURES TO THE TREASURY/BANK

T.R.30 TRANSFER OF MONEYS STANDING IN GOVT. ACCOUNT BETWEEN ONE TREASURY TO ANOTHER OR FROM ONE BANK TO THE TREASURY VICE VERSA

RESPONSIBILITIES OF MONEYS WITHDRAWN:

T.R.31 RECOVERY OF DUES BY THE TREASURY OFFICER ON RECEIPT OF THE RETRENCHMENT SLIP FROM THE ACCOUNTANT GENERAL.

T.R.32 DRAWING OFFICERS RESPONSIBILITIES. IT IS THE RESPONSIBILITY OF THE DRAWING OFFICER TO SEE THAT PAYMENTS MADE TO PERSONS ENTITLED TO RECEIVE THEM.

INTER GOVT. TRANSACTIONS.

T.R.33 A.G. WILL AUTHORIZE RECEIPTS/PAYMENTS OF OTHER GOVT.S ADJUSTMENTS AGAINST THE BALANCES OF THE STATE BY DEBIT OR CREDIT TO ANOTHER GOVT. AND SHALL BE THROUGH THE CENTRAL ACCOUNTS SECTION OF THE RBI

T.R.34 RECEIPTS/PAYMENTS OF UNION GOVT. BY THE TREASURIES

T.R.36 RELATES TO THE RAILWAYS

T.R. 37 RECEIPTS AND DISBURSEMENTS OF THE STATE IN THE UNITED KINGDOM

T.R.38 AND 39 ACCOUNTANT GENERAL WILL FUNCTION UNDER THE CONTROL OF THE CONTROLLER AND AUDIT GENERAL OF INDIA.

T.R.40 FINANCE MINISTER MAY NOT EXERCISE ANY POWER CONFERRED UPON HIM BY THESE RULES

T.R.41 ALL REFERENCES IN THESE RULES TO THE FINANCE MINISTER SHALL DURING THE PERIOD ANY PROCLAMATION ISSUED UNDER ART.356 OF THE CONSTITUTION IS IN OPERATION, BE CONSIDERED AS REFERENCE TO THE PRESIDENT OF INDIA.

T.R.42 GOVT. MAY RELAX THE PROVISIONS CONTAINED IN ANY OF RULES IN FAVOUR OF ANY GOVT. SERVANT OR CLASS OF GOVT. SERVANTS, DEPT. OR DEPTS.

TREASURY CODE PART-II

INS. 2 UNDER T.R.3 :- A branch of the State Bank which conducts Treasury business shall be kept open for the transactions of that business on a recognized holiday, if the collector requests the agent/manager to keep it open for that purpose. SBI and SBH act as agents of the RBI.

T.R.4 :- CYPHER CODE :- The check signal book are the confidential records maintained in the Non-Banking Treasuries. There shall be one Dist.Treasury for each Revenue Dist. and the Dist. Treasury will be headed by a Dist.Treasury Officer. He will conduct inspection of the Sub-Treasuries annually in respect of Banking Sub-Treasuries and twice in case of Non-Banking Sub-Treasuries. Treasuries will attend to all kinds of Govt. transactions. The DTO shall personally examine and count all notes of Rs.100/- and above denominations. In respect of other denominations, a few notes in each bundle shall be folded back and the rest

counted by clerks or Assistants. The DTO shall submit classified accounts to the A.G.Monthly.

T.R.5 :- There shall ordinarily be a Sub-Treasury in each Mandal. Govt. Transactions will be conducted through the Bank. If it is banking Sub-Treasury. In respect of Non-Banking Sub-Treasury, all transactions shall be conducted in the Treasury itself. No person unconnected with the Sub-Treasury shall be allowed admission on any pretext in the Shroff's room beyond the Bar or counter.

S.R.4 under TR-5:- The STO shall personally be responsible to the DTO for the safe custody of cash, notes, stamps, securities and other Govt. property

S.R.8 under TR-5:- The STO shall prove the balance in the Sub-Treasury in the presence of other officer holding a set of keys of the double locks once in every seven days and also verify the stock of stamps and other Govt. property at least twice in a month.

S.R.12 under TR-5:- The DTO shall conduct the technical examination of Sub-Treasuries at least once in a calendar year. The DTO shall conduct verification of balance of cash, stamps and other valuables as held in a non-banking Sub-Treasury at least once in a calendar year without notice in addition to the annual technical examination.

T.R. 6 :- These shall be the office of the Accountant General in each state which will conduct inspection of all Govt. and Quasi-Govt. organizations and it shall submit report to the Comptroller and Auditor General of India on appropriation accounts of the state pointing out the various lapses on the part of the Govt. in financial matter.

T.R. 7 :- Payment of moneys into Govt. Account:-

T.R. 9 :- The Officers are not authorized to draw the moneys to deposit in the banks just to avoid lapse of funds without the specific sanction of the Govt.

T.R. 10:- Receipt of Moneys by Govt. Servants (Other wise than at a Treasury)

S.R.1 (a)9 under T.R.10 :- A Govt. servant can receive the following on behalf of Govt.

(i) legal tender coin (ii) legal tender currency or bank notes (iii) RBI draft drawn on the Treasury with which the Govt. Servants deals and made payable to him (iv) The cheques should be crossed and sent to the bank.

S.R.2 under T.R.10 :- Any amount below Rs.50/- shall be received by the Govt. Servants and receipts in A.P.T.C. Form.7 shall be given. Receipt books duly machine numbered shall be obtained from the Govt. press through the Treasury Officers. Receipts books shall contain receipt in triplicate. Demand draft can be obtained and sent to the Officer concerned in case no subordinate office is located at that place. Restriction of challan amount of less than Rs.50/- will not apply to remittances of APGLI, GPF, GIS etc., Dept. can remit these amounts in the Treasury direct even if they are for less than Rs.50-00.

S.R. 6 under TR-10:- Preliminary acknowledgement shall be given in lieu of the cheques in APTC Form.4. No duplicate copy of receipt shall be given to the private parties free of cost. A fee of Rs.10-00 shall be levied for the purpose of granting duplicate receipt i.e., certificate of credit (G.O.Ms.No.95 F&P (FW.Admn.I) Dept. dt. 27-03-1980.

S.R. 7 under T.R.10:- The following Non-Govt. funds administered by the D.G.police shall be kept outside the Public Account (1) Widow fund (ii) Sports fund (iii) Education Fund (iv) Welfare Fund

S.R.7 (b) under T.R.10:- personal deposit account shall be opened for the moneys of the society or body with the permission of Govt.

S.R. 7(d) under T.R.10:- A Govt. servant shall not place any private money in a cash chest used for keeping money received in his official capacity.

Instruction-3 under T.R.10:- In case too many cheques are received, they shall be entered in a Subsidiary register in Form14-A for watching the encashment of the cheques and only the daily total of receipts and remittances accounted for in the cash book.

Instruction-4 under T.R.10:- Moneys paid by the suitors for the service ofn summonses and diet money of witnesses, deposits are received direct at the court and the parties are not required to pay the money into the Treasury or Bank.

S.R. 8(a) under T.R.10:- The Treasury or Bank receives any money from a private party for credit to Govt. in the standard Challan Form.10 has been introduced through G.O.Ms.No.195 Finance Dept. dt. 24-05-1989 in place of various types of challans and they shall be presented in triplicate so as to suit to the seven-tier classification.

S.R.10(e) under T.,R.10:- Care should be taken and no space left for any interpolations in the challans while appending receipt order on the challans. Original challan is intended to the party, duplicate to the department and the triplicate to the Treasury. Challans should be supplied free of cost (Inst. 7 under T.R.10)

Instruction 10 under T.R.10 :- No further information as to the nature of receipt is required to be furnished in respect of Local fund deposits and personal deposits.

A challan issued to the party shall be valied for 14 days only or preferably a date if any, given by the Departmental officer on the challan. If it is presented after the prescribed time, the money will not be accepted by the bank until it is revalidated by the Treasury Officer or by the Departmental Officer as the case may be.

The Departments can have the receipts reconciled with the Treasury Accounts regularly to ensure that all the amounts credited are properly accounted for and that the manipulations if any, in the challans can be detected (G.O.Ms.No.171 Finance dt. 10-5-1983).

Instruction 34 under T.R.10:- Payments for stamps sold to the public by the ex-officio stamp vendors may be made direct to the ex-officio stamp vendors (STOs/Sub-Registrars) instead of at the bank.

S.R.21 under T.R.10:- Dist. Treasury maintains Amanath Register in Form.24.

Ins.19 under T.R.11 :- Cash chests etc., should not be received by the STOs without the permission of the DTO. The Treasury Officers shall not accept any chest and valuables such as costly jewellery etc., for safecustody in case their Treasuries are not provided with police guard.

Ins.21 under T.R.11:- Separate registers in APTC Form.39 should be opened for each departmental cash chest. Single entry is enough in the safe custody articles register.

Penal rent at Rs.25/- per pocket for every year shall be charged in ase the safe custody article is not withdrawn immediately after three years.

Pockets lying for over ten years shall be disposed of as per the instructions contained in Note4(c) under Instructions 21 after blushing the list of defaulters in the A.P.Gazette.

The pockets shall be opened in the presence of the Inspecting Officer and

- (i) Gold or Silver to be sent to the Central Excise Department.
 - (ii) Currency to be credited to Govt. Account.
 - (iii) Soiled notes to be sent to the RBI for destruction.
 - (iv) Keys to be sent to the PWD workshop for destruction
- (note 4 below Ins.21 under T.R.11)

S.R.1 under T.R.16:- A bill drawn by a person who is not a Govt. servant shall ordinarily be signed or countersigned by the responsible Govt. servant belonging to the department concerned with the payment.

Note-2 under T.R.16 :- The bill shall be passed by the DTO and ATO independently as per the work distribution ordered by the DTO.

The refund orders issued by the Sales Tax Dept. shall be presented directly at the bank instead of taking an endorsement at the Treasury

S.R.2 under T.R.16:- The NGOs cannot sign the bills as the drawing officers unless they are permitted to do as by the Govt. The head of an office may authorize a gazetted Govt. servant serving under him to sign bills, vouchers and payment orders for him but this will not relieve the head of office of his responsibility for the accuracy of the bills etc., and for the disposal of the money drawn from the Treasury.

S.R. 2(q) under T.R.16 :- All cheques and bills etc., preferable at a Treasury for payment being non-negotiable instruments shall be endorsed only once in favour of specific party to whom money is to be paid.

ANDHRA PRADESH TREASURY CODE VOL.II FORMS:

A.P.T.C. FORM. 4:- Preliminary acknowledgement for receipt of the cheques received on Govt. Accounts.

A.P.T.C. FORM. 5:- Cash book in Departmental Offices.

A.P.T.C. FORM 5A:- Temporary receipt for money received by a Govt. Servant in all departments excepting PWD or by the Administrator General and Official trustee.

A.P.T.C. FORM 7:- Receipt to be given by the Departmental Officer when the payer hand over money to the officer concerned.

A.P.T.C. FORM-10:- Standard challan Form.

A.P.T.C. FORM 13:- Head Accountant's number book

A.P.T.C. FORM 14:- Register of cheques.

A.P.T.C. FORM 16:- Treasuries/Shroffs Amanath balance Register.

A.P.T.C. FORM 17:- Register of unshroffed village remittances received at the Sub-Treasury.

A.P.T.C. FORM 18:- Register of unshroffed Treasury and currency remittances.

A.P.T.C. FORM 19:- Safe custody articles register.

A.P.T.C. FORM 20:- Register of undischursed pay etc.

A.P.T.C. FORM 22:- Consolidated Treasury receipt for PWD Remittances (ctrs)

A.P.T.C. FORM24:- Treasureis daily balance sheet for Treasuries the transactions of which are conducted through the Bank.

A.P.T.C. FORM 26:- Register of locks and duplicate keys.

A.P.T.C. FORM 28:- Shroffs slip to be placed on each bundle of notes.

A.P.T.C. FORM 36:- currency Chest Book.
A.P.T.C. FORM 37-A:- Bill for withdrawal from the Treasury cash balance for deposit into currency chest.
A.P.T.C. FORM 38:- Verification statement of currency chest balance.
A.P.T.C. FORM 39:- Register of receipt and return of departmental cash chest and for the safe custody in the Treasury.
A.P.T.C. FORM 40:- Employees Advance Bill.
A.P.T.C. FORM 40-A:- Bill for withdrawal from General and other Provident Fund.
A.P.T.C. FORM 41-B:- Certificate of deduction of tax from income chargeable under the Head "Salaries"
A.P.T.C. FORM 41-C:- Register/schedule of recovery of court attachment of payee etc.
A.P.T.C. FORM 47:- Pay Bill Form.
A.P.T.C. FORM 49:- Periodical Increment Certificate.
A.P.T.C. FORM 52:- T.A. Bill form
A.P.T.C. FORM 57:- Abstract Contingent Bill

A.P.T.C. FORM 58:- Fully vouched contingent bill
A.P.T.C. FORM 62:- Refund Bill.
A.P.T.C. FORM 64:- Deposit Repayment Bill
A.P.T.C. FORM 65:- Refund of lapsed Deposit
A.P.T.C. FORM 66:- Voucher of transfer of deposits.
A.P.T.C. FORM 69:- Objections raised by the Treasury on pre-audit of the bills – Model objections printed.
A.P.T.C. FORM 70:- Treasury Bills Book
A.P.T.C. FORM 70-A:- Pass book or list of cheques cashed against the account of....
A.P.T.C. FORM 73:- Pass book or list of cheques cashed against the account of
A.P.T.C. FORM 74:- Certificate relating to the specimen signature of a person taking charge of an office by virtue of which he will have power to sign cheques on behalf of local body
A.P.T.C. FORM 75:- Pensioner's bill
A.P.T.C. FORM 76-A:- Bill for withdrawing DCRC
A.P.T.C. FORM 76-B:- Form of intimating regarding the death of the pensioner who elected the A.P.Govt. Servants (FW) Rules 1964.
A.P.T.C. FORM 81:- Register of pension payment orders
A.P.T.C. FORM 88:- Acquittance rolls
A.P.T.C. FORM 89:- Permanent Advance Register
A.P.T.C. FORM 101:- Letter of authority to be sent to the Treasury/Bank.
A.P.T.C. FORM 102:- Grants in Aid bill form
A.P.T.C. FORM 103:- Bill for Scholarships and stipends.
A.P.T.C. FORM 104:- Receipt of acknowledgement of sealed cash chests, pockets etc., deposited for safe custody in Treasuries.
A.P.T.C. FORM 105:- Register of payment orders issued on the branch of the bank.
A.P.T.C. FORM 106 Increment watch register
A.P.T.C. FORM 107 Indemnity Bond
A.P.T.C. FORM 108:- Loan Bill
A.P.T.C. FORM 109:- Pay bill register.