

GOVERNMENT OF KERALA

Abstract

Maintenance of Cash Book, Register of Valuables - modifications - Orders Issued.

FINANCE (STREAMLINING) DEPARTMENT

G.O.(P) No. 119/08/Fin.

Dated, Thiruvananthapuram 7.3.2008.

Read:- G.O. (P) No.469/2005/Fin dated 28.10.2005.

**ORDER**

As per the Government Order cited, Government have revised the existing forms of Cash book as per Form T.R. 7A, Register of cheques, (Form TR 8) and Register of valuables by adopting the forms as is being used in the Central Government Departments for use in State Government offices.

Now Government are pleased to modify the existing form of Cash Book as per Form TR 7A and Register of valuables as appended to this order, by replacing the word 'PAO' with the word 'DDO' at column 14 in the form of Cash Book and at column 7& 8 in the Register of valuables.

Formal amendments to these forms, TR-7A & Form TR-8 in the KTC Vol.II and KFC Vol. I will be issued separately.

BY ORDER OF THE GOVERNOR,

ASHWINIKUMAR RAI  
SECRETARY (FINANCE EXPENDITURE)

To

The Principal Accountant General (Audit) Kerala, Thiruvananthapuram  
The Accountant General (A&E) Kerala, Thiruvananthapuram  
The Director of Treasuries, Thiruvananthapuram  
All Heads of Departments and Offices  
Stock file / Office Copy.

Forwarded/By Order,

  
Accounts Officer.

**FORM TR 7 A**  
(See Rule 92(a))  
**CASH BOOK**

Office of ..... Month of .....

RECEIPTS		PAYMENTS	
Particulars		Particulars	
	Date		Date
	No. of the receipt issued or bill drawn		Sub-vouchers Nos./Sr.Nos. in the register of valuables
	From whom received		To whom paid or sent to DDO/Bank for crediting
	Cheque /DD.No. or serial Nos. in the register of valuables		Receipt to be credited to Government Account
Rs. P.	Receipt to be credited to Government Account	Rs. P.	Salaries and Advances
Rs. P.	Salaries and Advances	Rs. P.	Out of permanent advances
Rs. P.	In recoupment of permanent advance	Rs. P.	Out of money drawn in anticipation of payments
Rs. P.	Advance payment	Rs. P.	Miscellaneous
Rs. P.	Miscellaneous	Rs. P.	Total
Rs. P.	Total	Rs. P.	Classification
	Classification		

# FOOT NOTE

(1) Form of Certificate to be recorded under rule 92 (a) (iv) – "Certified that the cash balance has been physically verified by me today (date.....) and found to be Rs. .... (Rupees.....) which tallies with the closing balance as worked out in the cash book".

(2) Self-cheques drawn under cheque drawing powers, for payments to staff, etc., in cash, should also be entered on the receipts side of the cash book.

(3) Closing balance should be analysed in the following manner:-

Rs. Ps.

- (i) Cash:
- (ii) Self - Cheques:

(Not transferable category of Cheques and Bank Drafts)

- (iii) Other Cheques:
- (iv) Other Bank drafts:
- (v) Imprest with

(a) .....  
(b) .....

(vi)

Total cash balance { Items (i) to (vi) }

(See Article 333,(2) (v) )

# REGISTER OF VALUABLES

1	Sl. No.
2	Date of receipt
3	From whom received with No. & date of covering letter, if any.
4	Nature of valuable (e.g.whether Cheque/Demand Draft) No. & date and name of Bank on which drawn
5	Amount
6	Initials of D.D.O./ Authorised Officer
7	How disposed of with particulars (e.g. credit to bank sent to D.D.O., returned to Party)
8	Date of Bank Scroll in which credit traced or Acknowledgement No. & date of D.D.O /Party
9	Initials of D.D.O. / authorised officer
10	Remarks

## FOOT NOTE:-

If any cheque is dishonoured, a note thereof may be made against the relevant entry in the Remarks column for further action.