

FORM 53

(P.W.D. 7)

TRANSFER ENTRY ORDERS

(Referred to in paragraphs 8.1.6 to 8.1.12)

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TRANSFER ENTRY ORDERS

(Referred to in paragraphs 8.1.6 to 8.1.12)

No. _____ Dated _____

Particulars of the transactions :--

Reason for transfer

To be credited to Rs.

To be debited to Rs.

No. _____ Dated : _____

Adjusted in the account for _____

Vide Transfer Entry Book, item No. _____

Particulars of the transaction with the reasons for the proposed adjustment	Debits		Credits	
	Name of work or head of account	Amount	Name of work or head of account	Amount
		Rs.		Rs.

Countersigned

Divisional Accountant

Divisional Officer

Officer initiating the Transfer Entry

Date

Date

Initials of the Officer initiating the Transfer Entry

A Transfer entry should set forth such explanation of the correction or adjustment proposed to be made as would establish clearly the correctness and necessity of the entry. In cases of corrections involving a reduction in the charges against the estimate of a work, it is essential not only that full particulars of the vouchers and accounts in which the erroneous charges originally appeared are specified but also that the circumstances in which the charges were allocated wrongly under the estimate for the work are set forth clearly. It is not sufficient to state that the charges were erroneously classified previously.

For use in Pay and Accounts Office

Audited

Date : _____

Accountant

IAO
AAO

Pay & Accounts Officer