

FORM 58

REGISTER OF SANCTIONS TO FIXED CHARGES

(Referred to in paragraph 22.2.4)

Name of work or Account _____

Reference to sanction, with period for which the sanction has been accorded	Sanctioned Scale			AMOUNTS PAID FOR EACH MONTH							
				**MONTH	**April 20.....		**May 20.....		** June 20.....		
	Name of Appointment	Rate	No.	Amount Per mensum	Reference to voucher	Amount	Reference to voucher	Amount	Reference to voucher	Amount	And so on
						Rs.		Rs.		Rs.	

* Each entry of sanction should be initialed and dated by Divisional Accountant.

** Name of the month for which wages have been earned.

Entries should be made briefly e.g. voucher 24 for July will be entered as 24-7.

Amount paid should be entered in black ink and unpaid amounts or fines in red ink, the entries for fines being distinguished by the letter 'F'. Subsequent payments of unpaid amounts should be entered underneath in black ink, it being seen that they do not exceed the amounts available as entered in red ink. Claims for arrears not included in the original claims for the month concerned should ordinarily not be admitted without full explanation of the circumstances under which they were omitted.

One or more pages should be set apart for each work or account.