

FORM 61  
(P.W.A. 24)  
**SCHEDULE DOCKET**  
(Referred to in paragraphs 22.4.2)

Name of work\* or Schedule \_\_\_\_\_

# Classification of Charge \_\_\_\_\_ Month \_\_\_\_\_ 20\_\_

| No. of cash voucher | Amount | Remarks | No. of cash voucher   | Amount | Remarks | Particulars  | Amount | Remarks |
|---------------------|--------|---------|-----------------------|--------|---------|--|--------|---------|
|                     | Rs.    |         |                       | Rs.    |         |  | Rs.    |         |
|                     |        |         |                       |        |         | Brought forward  |        |         |
|                     |        |         |                       |        |         | Cash Charges for which voucher are not required in P.A.O |        |         |
|                     |        |         |                       |        |         | Stock  |        |         |
|                     |        |         |                       |        |         | @Transfer Entry  |        |         |
|                     |        |         |                       |        |         | Debits—  |        |         |
|                     |        |         |                       |        |         | T.E. No.   |        |         |
|                     |        |         |                       |        |         | T.E. No.   |        |         |
|                     |        |         |                       |        |         | T.E. No.   |        |         |
|                     |        |         |                       |        |         | TOTAL  |        |         |
|                     |        |         |                       |        |         | <i>Deduct Refund—</i>                                    |        |         |
|                     |        |         |                       |        |         | Cash receipts—   |        |         |
|                     |        |         |                       |        |         | @Transfer Entry  |        |         |
|                     |        |         |                       |        |         | Credits  |        |         |
|                     |        |         |                       |        |         | T.E. No.   |        |         |
|                     |        |         |                       |        |         | T.E. No.   |        |         |
|                     |        |         |                       |        |         | Total Refunds  |        |         |
|                     |        |         |                       |        |         | Net charges of the Month                                 |        |         |
|                     |        |         | Total Carried forward |        |         |  |        |         |

Divisional Accountant\*\*

Divisional Officer

- \* Full name of work as given in the estimate should be entered here in the case of each work included in the Schedule of Works Expenditure Form 64 or in the Schedule of Deposit work, Takavi Works or Debits to Stock, Form 65, 66 and 72. In all other cases, the name of the Schedule should be given.
- # Only such particulars need be entered as are necessary to avoid errors in the Posting of charges in Schedule Dockets.
- @ In the case of Transfer Entry debits the supporting vouchers, if exceeding Rs. 1000 each should also be attached, their particulars being quoted below each entry and the amount of the petty vouchers, being specified in the column for remarks. In the case of Transfer Entry Credits, a reference to the Schedule Docket in which the corresponding debits are shown should be given in the same column.
- \*\* The form will not be accepted by the Pay and Accounts Officer in the absence of initials of Divisional.**

Divisional Accountant