

FORM 80
(P.W.A. 42)
MONTHLY ACCOUNT
(Referred to in Paragraph 22.4.12 and 22.4.13)

Division_____

Month_____

FOR USE IN PAY & ACCOUNTS OFFICES

.....SECTION

Totals and classifications checked and may be passed on to

Section.....for passing.

Branch Officer
Section

Passed for Rs._____.

Branch Officer

	<p>Note: The heads given above are for specimen purposes and more heads can be added as per requirements.</p>			
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Division.....

Month.....

Item No.	Name of Major Head, Heads of account etc.	Schedule	Receipts Rs.	Disbursements Rs.
	(c) <u>Other Heads</u>			
	0021 Taxes on Income other than Corporation Tax— Income Tax	Form No. 76		
	0049 Interest receipts	Form No. 76		
	0210 Medical & Public Health – CGHS Contribution	Form No. 76		
	7610 Loans to Govt. Servants etc.	Form No. 76		
	8009 State Provident Fund – GPF etc.	Form No. 76		
	8011 Insurance & Pension Fund -- CGEGIS	Form No. 76		
	8443 Civil Deposits (PWD Deposits I to V)	Form No. 79		
	8658 Suspense Account (CSSA, MPSSA)	Form No. 69 & 76-A		
	8671 Departmental Balances* 8672 Permanent Cash Imprest	Form No. 77		
	8782 Cash Remmittances and adjustment between officers sending Account to same A.O.			
	* <u>Cash Balance</u>			
	Opening Balance			
	# Closing Balance			
	Details of Closing Balance			

* If the Closing Cash Balance is less than the Opening Balance the difference will appear in the Receipt column; but if the balance has increased during the month, the difference will fall in the Disbursement Column.

Memo of Miscellaneous Cash Receipts paid into Bank

Balance from last account		Rs.
Receipt during the month		
TOTAL		
Paid into Bank:	Rs.	
.....Bank vide Form 51.....		
.....Bank vide Form 51.....		
.....Bank vide Form 51.....		
Balance remaining to be paid as explained below:		

Certificate of Cash Balance

Certified (i) that the closing cash balance in the account agree with total of the balance recorded in the several cash balance reports form 5 (ii) that no single officer holds an imprest of more than Rs. 5000/- (iii) that all imprest holders who have to furnish security under the rules have either furnished the security or have been exempted by competent authority and (iv) that with the exceptions noted below, temporary advance outstanding in cash accounts of the second preceding month have since been cleared.

Name	Particulars of Advance	Amount Rs.	Dates on which the Advance were first made.	Remarks explaining the delay in clearance.

Divisional Accountant

Divisional Officer

See foot note overleaf prefixed by