

## FORM 81 ABSTRACT BOOK

(Referred to in paragraph 22.4.1 of the CPWA Code)

Month .....20.....

### Receipts

Division Office	Revenue Receipts		2059 PW Suspense Account			2059 PW		Miscellaneous Account											Public WorksDeposits 8443 Civil Deposits					8658 Suspense Account		Remittance			Total
	0059 PW	0216 Housing	Stock	MWA	Workshop	Establishment Deduct-Percentage as recove-ries	Tools and Plant Deduct – Percentage Recove-ries	0021		0210 CGEGIS	0070 Audit & Accounts	0071 Pensionary Charges	7610 Loans & Adv. to Govt. Serv.	8011 CGEGIS	8009 GPF		New Pension Scheme		I	II	III	IV	V	129 MPSS	Cash Settlement Suspense	8782 PW Cheques	Refund to be deducted from charges side	Opening Balance	
								I.Tax	SCIEC						Staff	Group'D'	Employee's Contribution	Employers Contribution											
<i>Cash</i>																													
Receipt/Voucher No																													
Total																													
<i>Transfer entries</i>																													
T.E/OTEONo.																													
Total																													
Stock TE No.																													
Total																													
Total of Cash, Transfer Entries and Stock																													
Deduct-Refund of Revenue Transferred from Charges side																													
Net																													
Reference to Schedule Register etc., Form No.	46		72	70		74							76								67				67	77	Transferred to Charges side		

**FORM 81**  
**ABSTRACT BOOK**  
*(Referred to in paragraph 22.4.1 of the CPWA Code)*

Month .....20.....

**Charges**

Division Office	2059 – Public Works					Major Works			Miscellaneous Account				Public Works Deposits 8443 Civil Deposits					8658 Suspense Account		Remittance			Total			
	Works	Suspense			Pay & Allowances and OE								Public Works Deposits 8443 Civil Deposits					8658 Suspense Account		Remittance						
		Stock	MWA	Workshop				7610 Loans & Adv. to Govt. Serv.	8011 CEGEGIS	8009 GPF		2071 - New Pension Scheme Employee's Contribution	I	II	III	IV	V	129 MPSS	Cash Settlement Suspense	8782 PW I Remittances	Refund to be deducted from receipt side	Closing Balance				
Cash																										
Voucher No																										
Total																										
Transfer entries																										
T.E/OTEONo.																										
Total																										
Stock TE No.																										
Total																										
Total of Cash, Transfer Entries and Stock																										
Deduct-Refund Transferred from Receipt side																										
Net																										
Reference to Schedule Register etc., Form No.	64/74	73	$\frac{67}{73}$	70	64 A	74	31	76					67					76A	77	Transferred to Receipt side						

## C.P.W.A-81

### Notes to be printed on the fly-leaf of the Abstract Book, Form 81.

1. The standard form is only a model. The number of vertical columns may be varied according to requirements, the examples given being those suitable for an ordinary division of the Civil Works branch.
2. The book should be posted from the several Cash Book in respect of cash transactions, from the Transfer Entry Book in respect of transfer entries and from the Summary of Stock Receipts and summary of indents in respect of stock transactions.
3. The amount of each cheque entered in cash book should be shown on the charges side under the head to which the payment relates and the total amount of cheques drawn should be shown as a single entry on the receipts side in the Column for "Public Works Cheques".
4. In Posting the Stock transactions from the Summary of stock Receipts and Summary of indents debits (and Credits) to Stock which represent Credits (and Debits) posted in the Abstracts from the Cash Book and the Transfer Entry Book and which are separately shown in the Abstract vide note below Para 7.2.30 should be excluded as these are posted in the Abstract book direct from the Cash Book and Transfer Entry Book. In the vertical Columns headed "Stock" should be entered on the receipts side, the total of the stock issues(corrected as above and on the charges side the total of the stock receipts also corrected as above.)
5. As the postings from each cash book or other documents are completed it should be seen that the total postings on the receipts side agree with those on the charges side and that further, the total of the columns headed "Cash from Bank" agree in respect of cash book, and those of the columns headed "Transfers within Division" in respect of whole division, separately for Cash and Stock unless any Cash or Stock be in transit, see paragraph 22.4.12 and 13.3.5.
6. Refund of Revenue appear as charges in the initial accounts and will therefore be posted on the charges side of the Abstract Book. As they are to be taken ultimately in reduction of revenue receipts, the totals for the month should be transferred to the receipts side as minus entries in the columns for the revenue heads concerned.
7. Similarly, receipts which are to be taken in reduction of expenditure on individual works in progress or on establishment and tools and plant vide Statement E of Appendix-2, should be posted as receipts in the first instance under appropriate headings, and ultimately transferred to the charges side as minus entries in the columns for the heads under which the charges to be reduced are classified.
8. Finally, it should be seen that the totals of the vertical columns agree with the totals of the relevant schedules, registers etc., or of the corresponding figures therein Differences should be traced and set right.