

FORM 1

FORMAT OF DAILY CASH SCROLL

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

Cash as on _____

Sr. No. _____

Opening Balance Rs. _____

Add: withdrawals from _____ bank Rs. _____

Total Rs. _____

Less: payments made during the day Rs. _____

Closing Balance Rs. _____

1. Notes:

Denomination	Nos.	Amount Rs.
500 ×	_____	_____
100 ×	_____	_____
50 ×	_____	_____
20 ×	_____	_____
5 ×	_____	_____
2 ×	_____	_____
1 ×	_____	_____

Total Rs. _____

2. revenue stamps

Total Rs. _____

3. Coins:

Denomination	Nos.	Amount Rs.
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Total Rs. _____

Total Balance(1+2+3)

Total Rs. _____

(Cashier)

Accounts officer

FORM 2

FORMAT OF CASH RECEIPT

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

CASH RECEIPT

CASH BOOK NO.:

RECEIPT

Receipt No. :

Date of Receipt:

Sr	Name of the Recipients	Nature of	Amount	
No.		Receipt	Rs.	Ps.

Voucher No.:

Date:

Voucher Total:

Received with thanks an amount of Rupees

(Rupees in cash towards)

From You.

For GIC

Accounts officer/Cashier

FORM 3

FORMAT OF CASH REQUISITION FORM

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

CASH REQUISITION FORM

Date:

From: Senior Cashier

To: Secretary

Particulars

Amount

Rs.

1. Cash on Hand

2. Cash Payments to be made:

For

_____	_____
_____	_____
_____	_____
_____	_____

Total

3. Cash Required(2-1)

=====

Prepared By:

Authorized By:

WITHDRAWAL PARTICULARS

Cheque No. _____ dated _____ Drawn on _____
_____ for Rs. _____

Prepared By:

Cash Received By:

FORM 4

FORMAT OF CASH PAYMENT VOUCHER

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

CASH PAYMENT VOUCHER

No. : _____

Date: _____

_____ A/c Debit

Particulars	Amount Rs.
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Total>>>

Rupees

PREPARED BY

SANCTIONED BY

PASSED BY

RECEIVED BY

Secretary

Accounts officer

FORM 5

FORMAT OF DECLARATION

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

DECLARATION

I, Shri _____ hereby confirm that I have received a sum of Rs _____ (Rupees
_____) against Bill no. dated_____.

I Further state that I had insisted for cash payment on account of the following reasons:

- 1.
- 2.

I am / am not assessed to tax.

P.A.No. / GIR No.

(For Income tax payers only)

Declarant

FORM 6

FORMAT OF ROUGH CASH BOOK

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

ROUGH CASH BOOK

Date	Particulars	Receipt	Payments	Balance
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FORM 7

FORMAT OF DAY BOOK - CASH

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

DAY BOOK – CASH

(Period from _____ to _____)

Date	Account Head Particulars Voucher No.	Voucher Type	Receipt	Payments	Balance
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FORM 8

FORMAT OF POST DATED CHEQUE REGISTER

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

POST DATED CHEQUE REGISTER

Sr No.	Cheque No. & Bank	Cheque Date	Party Name	Cheque Amount	Remarks if any
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FORM 9

FORMAT OF CHEQUE RECEIPT

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

RECEIPT

Name :

Receipt No. :

Date of Receipt :

Address:

Cheque / DD / P.O.No. :

Date :

Bank Name :

Place :

Received with thanks an amount of Rupees:_____

(Rupees_____

vide Cheque No._____ dated _____ drawn on _____

_____ Payable at _____

Towards _____ you.

For GIC

Accounts officer/Cashier

P.S. : This receipt is issued subject to realization of above cheques.

FORM 10

FORMAT OF CASH PAYMENT VOUCHER

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

BANK VOUCHER - CREDIT

BANK PAYMENT VOUCHER

Bill No: _____

Voucher No: _____

Date: _____

Order No. & Date : _____

Kindly arrange to pay following payment as per the details given below

Amount (Rs.): _____ Amount in word _____

Payment to: _____

Payment for:

Payment by : Cheque/ in favour of: _____

Signature

Submitted & Checked by Dy. S.O./Cashier _____

Approved by Secretary _____

Passed by Account Officer _____

Total Amt. Claimed: _____

Debited to: _____

Less: Deduction:

A/C Head:

Amount Rs.

TDS@ _____

S.C.: _____

P.T.: _____

Other _____

Net Amount Paid: _____

Payment through Cheque:

Cheque No. _____

Signature of Receiver: _____

Date:

Date:

FORM 11

FORMAT OF CHEQUE PAYMENTS

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

PAYMENT ADVICE

Voucher No.
Voucher Date
Cheque No.
Cheque Date

Sr No.	Name of the Receipians	Nature of Payment	Amount Rs.
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VOUCHER TOTAL:

Kindly acknowledge receipt of the
Above and send us your Stamped
Receipt, in due course giving
Reference of the advice.

LF No. /SR. No. _____

Thanking you,

Fro GIC

Accounts officer

FORM 12

FORMAT OF MANUAL BANK BOOK

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

MANUAL BANK BOOK

Date	Particulars	Chq No.	Receipt	Payments	Balance
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FORM 13

FORMAT OF DAY BOOK - BANK

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

DAY BOOK – BANK

(Period from _____ to _____)

Date	Account Head Particulars Voucher No.	Voucher Type	Receipt	Payments	Balance
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FORM 14

FORMAT OF BANK RECONCILIATION STATEMENT

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

Name of Bank : _____

Bank Reconciliation as-at : _____

Opening Balance Rs. _____
Add: Deposits Rs. _____
Less: Payments Rs. _____
Closing Balance Rs. _____

Balance as per Bank Book Rs. _____
Less: Cheques deposited but
 Not cleared Rs. _____
Add: Cheques issued but
 Not presented Rs. _____
Balance as per Bank Statement Rs. _____

DETAILS OF CHEQUES DEPOSITED BUT NOT CLEARED

Rec. Cheque Date Depo. Amount Remark
No. No. Date Rs.

DETAILS OF CHEQUES ISSUED BUT NOT PRESENTED

Cheque No. Date Amount Rs.

Accounts officer

Secretary

FORM 15

FORMAT OF REQUISITION FOR YEAR END CONFIRMATION

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

Date:

GIC/ACCTS/

To:
Commissioner/ Agent

.LS2

Dear Sir,

Sub: Balance Confirmation as on _____ .

Please give the balance as on _____ in our o/D. A/c & Current Account to the bearer of this letter.

Thanking you,

For GIC

Accounts officer

FORM 16

FORMAT OF EXPENSE JOURNAL

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

EXPENSE JOURNAL

Description (Name of Party)	A/c Code of party	Stationary	Details of Expenses			
			Professional & Legal Fees	Rent Rates & Taxes	Vehicle Maintenance Repairs	Books & Periodi- cals

Advertisement & Publicity	Postage Telephone		Details of Expenses			
			Tra. & Conveyance	Insurance	Lease Rentals	Other

FORM 17

FORMAT FOR INQUIRY FOR PURCHASE

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

To:

Dear Sir,

Sub: Inquiry for purchase

This has reference to your application for registration as permanent supplier of materials. we would like to have your quotations / Price list for supply of the following items:

Sr. No.	Description of Item	Quantity Required	Rate/Unit	Remarks

Thanking you,

yours faithfully,
For GIC,

Secretary/Administrative officer

Terms & Condition:

1. The goods shall be made available on or before_____.
2. You have to supply the items as per specifications.

FORM 18

FORMAT OF COMPARATIVE CHART OF QUATATIONS

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATASTICS BUILDING,
SECTOR-18, GANDHINAGAR.

COMPARATIVE CHART OF QUATATIONS

ITEM	Name of Party		
	ABC	XYZ	PQR
	Rates Basic Taxes Total	Rates Basic Taxes Total	Rates Basic Taxes Total
A			
B			
C			
Other Futures			

FORM 19

FORMAT OF PURCHASE ORDER

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

PURCHASE ORDER

Purchase order No.ADM/ /

Date: / /

Messers_____

Dear Sir,

With reference to your quotation / estimate, dated _____ we are pleased to place our order with you for the following:

(The terms and conditions of this order and necessary instruction are mentioned below)

Sr. No.	Description of Item	Quantity	Rate	Unit	Remarks
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Thanking you,

yours faithfully,
For GIC,

Secretary

* Terms & Conditions:

1. The supply of the item(s) is required immediately / latest by or before _____
2. You have to supply the item as per quality and specifications approved.
3. The bill for the supplies under this order must be submitted for payment along with the delivery challan duly signed at the receiving centre with the name of the receiving employee. Payment will not be made unless the delivery challan is submitted alongwith the bill.
4. Quantities supplied in excess of that order will not be accepted unless permitted to do so in writing.

FORM 20

FORMAT OF STATIONERY REGISTER

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

STATIONERY REGISTER

Name of Item : _____

Date	<u>Particulars of Inward</u>		Indent No.	<u>Particulars of Issues</u>		Remarks
G.R.N. Date	Name of Party	Quantity Recd.		Name. of Dept.	Quantity Issued	Balance in stock

FORM 21

FORMAT OF GOODS RECEIPT NOTE

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

GOODS RECEIPT NOTE

Serial No. _____

Received from

M/s _____

Date: _____

Ref: (Purchase order No.) _____

We have received following material in condition specified hereunder:

Sr. No.	Description of Item	Quantity Received	Remarks

Secretary/Administrative officer

FORM 22

FORMAT OF INDENT FOR STATIONERY ITEMS

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

INDENT FOR STATIONERY ITEMS

Date: / /

To:
Stationery Incharge,
GIC,

Please supply me the following stationeries articles for the office use:

Sr.	Particulars	Quantity
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Approved

Secretary
Received

Name and Signature of the Indenter
Signature of Divisional Head

FORM 23

FORMAT OF RENT REGISTER

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

Sr. No.	Month	Amount Paid Rs.	Date of Payment	Remarks
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FORM 24

FORMAT FOR LOG BOOK (VEHICLE-WISE)

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

LOG BOOK (VEHICLE-WISE)

-1-

Date	<u>Items Supplied</u>			<u>Time</u>		From	To	<u>Reading of Mtr.</u>	
	Petrol	Diesel	Oil	Out of Gate	Into Gate			Before Journey	After Journey

-2-

Kilometre Run	Name of Driver	Purpose of Journey	Who have used the Vehicle	Signature of the user	Special Remarks
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FORM 25

FORMAT OF REGISTER OF BOOKS

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

Register of Books & Periodicals supplied at Home (Employee wise)

Employee No. _____

Name of Employee: _____

Sr. No.	Date of Padding	Month	Name of Papers	Amount of Bill Rs.	Deduction Made Rs.	Amount Paid Rs.	Sign.
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FORM 26

FORMAT OF OUTSTATION CALLS REGISTER

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

OUTSTATION CALL REGISTER

Intercom No.	Name of Person	Name of City	Number Dialed	No. of Minutes	Amount to be recovered
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FORM 27

FORMAT OF PAYMENT OF TELEPHONES AT HOME

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

Register for the record of payment of Telephone Bills at Residence

Employee No. & Designation : _____

Name of Employee: _____

Telephone No. : _____

Sr. No.	Date of Payment	Period for which Bill Related	Amount Paid Rs.	Signature (Passing Authority)
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FORM 28

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

TRAVELLING ADVANCE REGISTER

Sr. No.	Date of Advance	Amount of Advance	Date of Settlement	Amount Settled	Balance Rs.
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FORM 29

FORMAT OF PAYMENT TO CONSULTANTS/SERVICES FEES REGISTER

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

PAYMENT TO CONSULTANTS/SERVICES FEES REGISTER

Name & Address of Party :

Nature of Services :

Brief Terms of Appointment :

Terms of Payments : a)

b) Condition relating to Deductions

Security Deposit

TDS

Other Deductions

Sr.No.	Date	Particulars	Bill No.	Gross	Service Tax	Total
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TDS	Details of Deduction			Details of Payment		Remark
	Security	other	Total	Payment	Vr. No.	

FORM 30

FORMAT OF PROGRESSIVE PAYMENT TO PARTIES

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

PAYMENT TO PARTIES REGISTER

Name and Address of Party :

Nature of Payment :

Covered u/s of I.T. Act, 1961 :

Permanent Account No. of Party :

Date	Details of Payment	< ----- Amount Rs.----- >		
		Gross	Income tax	Net

FORM 31

FORMAT OF JOURNAL VOUCHER

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

JOURNAL VOUCHER

No. : _____

Date: _____

Particulars	Debit Amount Rs.	Debit Amount Rs.
Dr. _____ (Narration)		
Cr. _____ (Narration)		
Total>>>		

PREPARED BY

SANCTIONED BY

PASSED BY

ACCOUNTS OFFICER

FORM 32

FORMAT OF SALE / DISCARDED ASSETS

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

STATEMENT FOR SALE / DISCARDED ASSETS AS AT

Sr. No.	Particulars	Cost as Per books Rs.	Depreciation provided Till date Rs.	Net Value Rs.	Reasons for Sale / Discard	Approval of CM (P&A) letter no. & date	Remarks
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FORM 33

FORMAT STATEMENT OF BANK ACCOUNTS

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,
SECTOR-18, GANDHINAGAR.

STATEMENT OF BANK ACCOUNTS AS AT

Sr. No.	Folio Ref.	Name of Bank	Type of Account	Balance as per Bank Book	Certificate obtained	Reconciliation Prepared	Remarks
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FORM 34**FORMAT OF FIXED ASSETS REGISTER**

GUJARAT STATE INFORMATION COMMISSION
1ST FLOOR, BUREAU OF ECOOMICS & STATASTICS BUILDING,
SECTOR-18, GANDHINAGAR.

REGISTER OF FIXED ASSETS**A) LAND:**

Description Of Property	Location	Details of Area	Date of Acquisition Voucher No.	Cost of Acquisition	Reference of Documents	Total	<u>Details of Depreciation</u>		Details of sale
							Rate	Amount	

B) BUILDING:

Description Of Property No.	Location Rs.	Details of Area The Party	<u>Details of Construction</u>			Total Cost	Date of use to which	User by	<u>Details of Depreciation</u>		Details of sale
			Voucher	Date	Amount	Name of			Rate	Amount	
				it is put							

C) FURNITURE FIXTURES:

Identification No. / Code	Description	Quantity	Location	<u>Details of Purchase</u>			Total Cost	Date of use to which it is put	User by	<u>Details of Depreciation</u>		Ref. of Physical Verification	Details of sale
				Voucher	Date	Amount				Rate	Amount		

D) OFFICE EQUIPMENT/OTHERS:

Identification No. / Code	Description	Quantity	Location	<u>Details of Purchase</u>			Total Cost	Date of use to which it is put	User by	<u>Details of Depreciation</u>		Ref. of Physical Verification	Details of sale
				Voucher	Date	Amount				Rate	Amount		

E) VEHICLE:

Identification No. / Code	Description	Vehicle Registration No.	<u>Details of Purchase</u>			Total Cost	Date of use to which it is put	User by	<u>Details of Depreciation</u>		Ref. of Physical Verification	Details of sale
			Voucher	Date	Amount				Rate	Amount		

FORM NO.35

ANALYSIS OF BUDGET VARIANCE FOR THE PERIOD OF _____

ACCOUNT HEAD	BUDGET AMOUNT	ACTUAL AMOUNT	VARIANCE PLUS/MINUS	REMARKS / REASONS