



FORM M.P.T.C. 78-A

(See Subsidiary Rule 37-C)

Requisition for correction of Accounts Already Submitted

Document in which the correction is proposed ----- Treasury
 ----- (For use in the Accountant General's Office)
 Month of account to which it pertains ----- Adjusted in the accounts of this office for ----- 20
 ----- vide T.E. No. -----
 ----- Dispatch No. -----
 Numbers of items to be corrected ----- Dated ----- 20

| Name of Item | | Amount of the detailed heads in which included | * Amount to be transferred | Head to which to be Transferred | | Amount | | Explanation for the proposed transfer |
|-----------------------|----------------|--|----------------------------|---------------------------------|----------------|--------|---|---------------------------------------|
| Major and minor heads | Detailed heads | | | Major and minor heads | Detailed heads | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | | Rs. P. | Rs. P. | | | Rs. P. | | |
| Total | | | | | | | | |

No. -----

Forwarded to the Accountant General, Madhya Pradesh, -----

----- District -----

Dated -----20

Officer in In-charge of Treasury



FORM M.P.T.C. 78-B

(See Subsidiary Rule 630)

SCHEDULE OF RECOVERIES OF ----- ADVANCES FOR THE MONTH OF -----

| Name and Designation | Month in which original advance was drawn | Amount of original advance | Number of installments of recovery | Amount deducted in the bill against principal/interest* * | Total recovered to end of the month | Balance outstanding | Remarks regarding transfer and leave of official, non recovery of installments, etc. |
|----------------------|---|----------------------------|------------------------------------|--|-------------------------------------|---------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

* Type of advance.

** Strike out wherever is not applicable.

Signature of the head of the Office and Designation



FORM No. M.P.T.C. 78-C
(See Subsidiary rule 630)

Name of the Office -----

To be noted in Audit Office

Voucher No. -----

----- for Rs. -----

Month ----- Month of account ----- incorporation

Schedule of recoveries of Transfer Advances for the month of -----

| S.No. | Name of the Government servant and designation | Amount recovered during the month | Amount of the transfer advance originally drawn | Name of the Treasury, voucher, No. & date under which the original advance was drawn | Designation of the drawing Officer by whom the advance was drawn | Head of Account to which the advance was debited (only Major head) | No. of installment recovered in this bill | Balance to be recovered | Remarks |
|-------|--|-----------------------------------|---|--|--|--|---|-------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |



FORM MPTC 78-D
[See Subsidiary Rule 630]
Bill for Drawal of Transfer Advance

.....**Treasury , Madhya Pradesh for the month**
of.....

Head of Service chargeable Treasury Voucher No..... Date of payment.....

Received this.....day ofthe sum of Rs.....(in words)being the amount of transfer advance payable as per the following details:-

- (1) Name (s) and designation of the Government servant (s).
- (2) Name (s) of the office (s) and station (s) to which transferred.
- (3) Amount of the advance on transfer—
 - (a) Pay advance Rs.....
 - (b) Travelling allowance advance Rs.....
- (4) Major head of account to which the pay and allowances of the Government servant will be debited on transfer.
 - (i) Certified that the conditions for the making of the payment have been fulfilled.
 - (ii) Certified that the amounts included in this bill have already been paid to the payee and his receipt obtained in the Acceptance Roll.

Stamp, if required

Drawing Officer,
(Officer seal to be affixed)

(For use in Treasury)

Pay Rs.....(in words).....

Examined

Treasury Officer

(For use in the Accountant-General's Office)

Admitted Rs.....

Objected Rs.....

Auditor

Superintendent

Gazetted Officer