

# FORM 1

## FORMAT OF DAILY CASH SCROLL

GUJARAT STATE INFORMATION COMMISSION  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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

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3. Cash Required(2-1)

=====

Prepared By:

Authorized By:

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**WITHDROWAL PARTICULARS**

Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ Drawn on \_\_\_\_\_  
\_\_\_\_\_ for Rs. \_\_\_\_\_

Prepared By:

Cash Received By:

**FORM 4**

**FORMAT OF CASH PAYMENT VOUCHER**

GUJARAT STATE INFORMATION COMMISSION  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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. \_\_\_\_\_  
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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. \_\_\_\_\_  
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**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  
1<sup>ST</sup> 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  
1<sup>ST</sup> FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,  
SECTOR-18, GANDHINAGAR.

**EXPENSE JOURNAL**

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



**FORM 17**

**FORMAT FOR INQUIRY FOR PURCHASE**

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

To:

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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  
1<sup>ST</sup> FLOOR, BUREAU OF ECONOMICS & STATASTICS BUILDING,  
SECTOR-18, GANDHINAGAR.

**COMPARATIVE CHART OF QUATATIONS**

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

## FORM 19

### FORMAT OF PURCHASE ORDER

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

**STATIONERY REGISTER**

Name of Item : \_\_\_\_\_

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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

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**FORM 21**

**FORMAT OF GOODS RECEIPT NOTE**

GUJARAT STATE INFORMATION COMMISSION  
1<sup>ST</sup> 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
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-----  
Secretary/Administrative officer

**FORM 22**

**FORMAT OF INDENT FOR STATIONERY ITEMS**

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

**LOG BOOK (VEHICLE-WISE)**

-1-

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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

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-2-

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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  
1<sup>ST</sup> FLOOR, BUREAU OF ECONOMICS & STATISTICS BUILDING,  
SECTOR-18, GANDHINAGAR.

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

Employee No. \_\_\_\_\_

Name of Employee: \_\_\_\_\_

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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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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 :

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Date	Details of Payment	< ----- Amount Rs.----- >		
		Gross	Income tax	Net
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**FORM 31**

**FORMAT OF JOURNAL VOUCHER**

GUJARAT STATE INFORMATION COMMISSION  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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  
1<sup>ST</sup> 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 REGITER**

GUJARAT STATE INFORMATION COMMISSION  
1<sup>ST</sup> 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