FORM TR 4 [See Rule 77(i)] Cash Book

Office of <u>Directorate of LAD, Aizawl</u>

Month of <u>October 2017</u>

Receipts									
					Contin- gencies				
Date	No. Of Receipt	Particulars	Рау	Allowances	In recoupment of Permanent Advance	Advance Payment	Miscelleneous	Total	Classification
1.10.2017		Opening Balance						Nil	
5.10.2017		Cash from Treasury by Not Transferable Cheque (to be encash by DDO) No. IX Dt. 2.10.2017 against Bill No. 6/2070 Dt. 1.10.2017 for conduct of Accounts Staff Training on 20.12.2017						1000	207000001010020
18.10.2017		Received Cash from establishment section for sale proceeds of old newspapers during the month of May 2017	l					400	Sale Proceeds
19.10.2017		Cash from Treasury by Not Transferable Cheque (to be encash by DDO) No. XX Dt. 19.10.2017 against Bill No. 8/2070 Dt. 10.10.2017 for payment of to Ms Puia enterprise. Stationery Bill						5000	207000001010051 207000001010013 // 3-1)10)17
31.10.2017		Received from Treasury Negotiable (Account Payee crossed cheque) cheque No. YY of Dt. 31.10.2017 against Bill No. 15/2070 of Dt. 28.10.2017 for TA bill of Sangi UDC, holder of SBI A/c No. PPP						3000	207000001010011

					Contin- gencies				
Date	Sub Voucher No	Particulars	Pay	Allowances	Out of Permanent Advance	Out of money Drawn in anticipation of Payment	Miscelleneous	Total	Classification
20.10.2017	1	Paid to Ms Puia Enterprise for Stationery Bills						5000	207000001010013
31.10.2017	2	Sale Proceeds deposited to Government account by Challan No.780/A of Dt 31.10.2017						400	07000800010000

Payments

Receipt during the month of October 6400
Opening Balance Nil
Total Receipt 6400

Analysis of Closing Balance:

1 Account Payee cheque No. YY of Dt. 31.10.2017 drawn against Bill No. 15/2070 of Dt. 28.10.2017 being TA bill payable to Sangi UDC, holder of SBI A/c No. PPP Rs.3000.00

2 Cash drawn for conduct of Accounts Staff Training on 20.12.2017 against Bill No. 6/2070 Dt. 1.10.2017 Rs. 1000

Total Receipt	6400
Expenditure during the month of October	5400
Closing Balance	1000
Rupees one thousand	

Verification of Cash Balance:

" Certified that the cash balance in the cash chest is verified and the cash balance lying in the cash chest as on 31.10.2017 is Rupees one thousand only. Which is correct

Drawing & Disbursing Officer