

Categories of documents Finance Department

Subject
Agreements (bills)
Payment Register (House Building)
Sanctioned and closed files (House Building)
Register of Government Securities
Revenue and General Cash Book
Provident Fund Ledger
Welfare Fund Account
Pension Fund Account
General Provident Fund Account
Deposit Account
Provident Fund Reserve Account
Port fund cash book
Revenue and general ledger
Port fund ledger
Provident fund loan Register
Stores ledger
Contract payments (bills)
Pay bills
Voucher files (Revenue, petty cash etc.)
Refund book
Cash Receipt Challan Book
Cheque Receipt Challan Book
Register showing the refund of amount paid from the Deposit Account
Register of refund claims and Adjustment passed
Register showing receipts and disposals of claims for refunds
Payment Register
Recovery Register such as festival, flood/drought, Co-optex, Cycle, Scooter, NTC, Tour Advance, RD, LIC, PLIP, CTD
Retirement Register
Order Books of advances for payment/recovery
Court Attachments Register
Import Foreign Payment
Bill Register
Fixed Deposit Register
Leave register in Government form
Provident fund daily balance register
Budget monthly account book
Journal Vouchers