

# G.A.R. 10

(See Note 2 below rule 34)

## BILL TRANSIT REGISTER

Name of the Ministry/Department/Office.....

| Sl. No. | Particulars of the Bill | Net Amount | Initials of Drawing & Disbursing Officer | Token No. allotted by the Pay & A/cs. Office/Cheque drawing DDO | Dated initials of the receiving official in the P&AO/ Cheque drawing D.D.O. | Remarks |
|---------|-------------------------|------------|--|---|---|---------|
| 1       | 2                       | 3          | 4  | 5   | 6   | 7       |
|         |                         |            |  |   |   |         |

### Notes:

1. Column 2: Entries should indicate the No. and Date of the Bill and the nature of the claims viz. Establishment Pay Bill, T.A. Bill, Contingent Bill etc. and in the case of self drawing officers their names.

2. Column 5 and 6: Entries to be made by the P.A.O./Cheque Drawing D.D.O'

3. Column 7: (i) On receipt of payment by cheque, the D.D.O. will make the entry 'Payment received'. The register should be reviewed by making the entries in Column 7 to ensure that unauthorised bills are not presented and encashed.

(ii) On return of a bill unpassed by the PAO etc., the DDO shall note the fact against the relevant entry under his dated initials. If presented again, the bill should bear a new serial number.