

G.A.R. 39

[See rule 165 (2)]

MONTHLY ABSTRACT OF SHORT TERM ADVANCE PAYMENTS/RECOVERIES ETC. TO BE FURNISHED BY THE DRAWING OFFICER

(For the month of.....19...)

NAME OF D.D.O.

Head of account relevant to advance:

MINISTRY/DEPTT

**(i) Advances for purchase of other conveyances*

*OR *(ii) Festival Advances*

*OR *(iii) Other advances*

(* Delete whichever is not applicable and prepare separate abstract for advances under each Head)

Opening balance as on 1st of the month	Advances paid during the month		Outstanding balance amount shown in LPCs of 'transfer in' cases during the month		Amount recovered through pay bill/ other bill/in cash during the month		Outstanding balance, amount shown in LPC of 'transfer out' cases- during the month		Closing balance at the end of the month i.e Cols (1+ 2+ 3) less (4+ 5)
	Bill No. (a)	Amount (b)	No. of employees (a)	Total amount taken on book (b)	Bill No. / Challan No. (a)	Amount of advances recovered (b)	No. of employees (a)	Total amount dropped from book (b)	
1	2		3		4		5		6

Certificate 1. Certified that all relevant bills passed and paid during the month have been detailed in Cols. 2 and 4 above and correct amounts have been shown there against.

2. (Certificate to be recorded on the abstract for April). The total (viz Rs.....) the amount outstanding on 31st March, 19.....(excluding recoveries from pay bills for March) against the employee on the rolls of the office on that date and accepted by them individually as correct is equal to the closing balance indicated in the abstract for February, plus payments minus repayments received in cash during March of that year.

Signature of Drawing Officer

Notes: (1) "Transfer 'in'/'out', from/to foreign service to Departments of P&T/Railways/Defence/State Governments will not be included under Cols. 3 & 5 since cash settlement is to be affected in these cases.

(2) Amounts of interest recovered in respect of interest bearing advances should not be included in this monthly abstract.