

BILL FORMS:

[G.O.Ms.No. 87 Finance [TFR] Department dt. 31-1-2002 w.e.f. 1-4-2002

[1] Challan Form -APTC Form 10

[2] Employees Advance Bill form — A.P.T.C. Form 40

[a] All Loans and Advance like FA, G.P.F., A.P.EW.F., GIS, FBF, HBA, MCA, MA, CA etc—APTC FORM 40A shall also be used as Annexure to APTC FORM 40 for GPF withdrawals.

[b] Pay Advance/ TA Advance

[c] Advance for Medial Expenses

[3] Salary bill form-A.P.T.C. Form 47

Drawl of pay and allowances for both Gaz. And Non-Gaz., Encashment of leave, Leave Salary, Educational concessions.

[4] TA Bill form-A.P.T.C. Form 52

[a] T.A

[b] TTA

[c] F.T.A.

[d] Conveyance Allowance

[e] Bus Warrants

[f] L.T.C.

[5] Abstract contingent bill [A.C.bill] - A.P.T.C. form 57

[a] For drawl of all types of advances by the Government Officers authorized by the Government with specific sanction for departmental purposes for which detailed bill are required to be submitted to the AG

[b] Drawls under T.R. 27

[6] Fully vouched contingent bill form — A.P.T.C. form 58

[a] Over time allowances [b] Tiffin Charges

[c] Medical Reimbursement [d] Ex-gratia/ adhoc payments

[e] Honoraria payments [f] ESI allowance

[g] Wages [h] Office expenses

[i] Professional and Special Services [j] Rents,rates and taxes

[k] Publications [l] Advertising sales and publicity

[m] Hospitality charges [n] Secret services

[o] Materials and Supplies [p] Other charges-legal charges

[q] Diet charges [r] Purchases of all kinds with vouchers

[s] Monthly Honorarium to Village Servants/Anganwadi Workers/Adult Education, Extension workers etc.

[t] Recoupment of imprest.

A.P.T.C. Form 62

[a] Refund of Revenue

[b] Refund on account of spoiled stamps

[8] Deposit repayment bill form — A.P.T.C. Form 64

[a] Repayment of revenue deposits

[b] Repayment of court deposits -Civil and Criminal

[c] Repayment of earnest money deposits

[d] Repayments of other departmental deposits or Security deposits

[e] Repayment of user charges deposits

[9] Pension Bill form — A.P.T.C form 75 / 76

[a] First payment of pension

[b] Lifetime arrears

[c] Death relief

[10] Grants-in-aid bill form — A.P.T.C. form 102

[a] Grants-in-aid of all kinds

[b] Social Security - Exgratia payments

[c] Exgratia and Relief to victims of Natural calamities

[d] Legal aid to poor

[e] Discretionary grants made to individuals/institutions

[f] Adjustment of taxes/cess to local bodies such as entertainment tax, profession Tax, water tax, surcharge on stamp duty, motor vehicles tax, mineral cess etc.

[g] Consolidated pay on 300 contractual services

[11] Scholarships and stipends bill form - A.P.T.C. 103

For drawl of all kinds of scholarships and stipends

[12] Loan Bill form - A.P.T.C. Form 108

For drawl of loans sanctioned by the Government in favour of institutions and private individuals.

[13] Stamp discount bill form

A new bill form was introduced for allowing stamps discount to the stamp vendors.