

APPENDIX VIII
(See Paragraph 120)

**INSPECTION OF REGISTERS MAINTAINED IN THE ACCOUNTS OFFICE BY
AN ACCOUNTS OFFICER**

The list of Registers mentioned below is to be taken as exhaustive. Any other Register which may be maintained in the Accounts Office should be submitted to Branch Officers at such intervals as have been prescribed in any extant Code or as may be prescribed by the Financial Adviser and Chief Accounts Officer.

Sl. No.	Name of Register	Para No./ Form No.	Minimum period that should elapse between each period of scrutiny
1	2	3	4
1.	Register of Returns	A.119	Monthly
2.	Register of Registers	..	Monthly
3.	Register of Progress Report	..	Monthly
4.	Register of Representation from staff	Monthly
5.	Suspense Registers such as Miscellaneous Advances Deposit Miscellaneous, Sales-Purchase etc. Registers.	A .320 S.2722 S.2809	Monthly
6.	Register of write off of amounts on the authority of Chief Accounts Officer and General Manager.	...	Each entry to be initialed
7.	Budget Register of Allotment of Funds	Whenever fresh allotment is made.
8.	Register of vouchers selected for test check	...	Monthly
9.	General Cash Book	A.304	Daily
10.	Monthly Abstract of Cash Transactions.	A. 306	Monthly
11.	Journal	A. 307	Monthly
12.	Ledger	A. 310	Monthly
13.	Revenue Allocation Registers	A. 312	Monthly
14.	Register of Earnings	A. 313	Monthly
15.	Sub Registers.	A. 339 A. 340	Monthly
16.	Register of Inter Railway and Intra-railway Transfers.	A. 413	Monthly
17.	Objection Book	A. 854	Monthly
18.	Savings Register	A.855	Quarterly
19.	Register of Serious Irregularities	A. 861	Monthly
20.	Provident Fund Check Ledger	A.909	Whenever a depositor is paid
21.	Provident Fund Check Registers	A. 912	Monthly
22.	Register of Dr./Cr. To SRPF monthly reconciliation of Provident Fund Accounts with General Books	A. 913	Monthly
23.	Register of Unposted Ledger Accounts	A. 915	Monthly
24.	Register of Provident Fund Closed Accounts	A. 934	Monthly
25.	Review register of Provident fund Legers	...	Monthly
26.	Register of Pension Payments	A.1022	Monthly

Sl. No.	Name of Register	Para No./ Form No.	Minimum period that should elapse between each period of scrutiny
1	2	3	4
27.	Register of Bills	A .1104 A .1105	Monthly
28.	Register of Cheque Books	A. 1114	As events occur.
29.	Register of Bills Recoverable.	A. 1139	Monthly
30.	Register of applications for gratuity, special contribution to Provident Fund and Pension.	A 1220	Whenever applications are received and disposed of.
31.	Register of Railway Servants on Foreign Service and Broad Sheet of Recoveries	A. 1221	Monthly
32.	Salary Register of gazetted staff	A. 1305 A 1306	Whenever a fresh entry is made.
33.	Cadre Register	A. 1319	Monthly
34.	Scale Check Register	A. 1334	Monthly
35.	Register of outstanding Inspection Reports.	A.1719 A. 1720	Monthly
36.	Register of Paper Securities	A. 1817	Monthly
37.	Cashier's Cash Book (Receipts)	A. 1917	Daily
38.	Register of Cash Bags	A. 1927	Monthly
39.	Register of Currency Notes	A .1933 A.1941	Monthly
40.	Chief Cashier's Cash Book (Payments)	A. 1946	Daily
41.	Cashier's Cash Book (Payments)	A. 1954	Monthly
42.	Unpaid Wages Register.	A .1959 A..316 A.317	Whenever Pay order Is passed
43.	Register of 'New Series' of printed tickets	A.2102	Whenever a fresh entry is made
44.	Register of tickets issued as 'out of order'	A.2118	Monthly
45.	Register of unaccounted for Local/Through 'To Pay' Way Bills	A 2226	Monthly
46.	Register of Printed Machine number of paid Invoice books supplied to stations and accountal of paid invoices in the paid statement	A 2333	Monthly
47.	Register of siding charges	A 2348	Monthly
48.	Register of Error Sheets	A 2814	Monthly

Sl. No.	Name of Register	Para No./ Form No.	Minimum period that should elapse between each period of scrutiny
1	2	3	4
49.	Accounts office Balance Sheet	A 2923	Monthly
50.	Traffic Book	A. 3203 A.. 3219 A. 3220 A. 3225 A. 3233	
51.	Register of Productivity Test/Productivity Review	F. 251	
52.	Register of Exchequer control	F. 555	Monthly
53.	Register of Communication from Audit	F. 918	Monthly
54.	Record of Service	G. 1227	Monthly
55.	Register of verification of Estimates	E. 752	Monthly
56.	Register of Charges for land	E. 949	Monthly
57.	Register of Imprest	E. 1404	Monthly
58.	Register of works	E. 1473	Monthly
59.	Register of Cap, DRF, DF, OLWR and ACS & PA Fund expenditure	E. 1480	Monthly
60.	Contractors Ledger	E. 1483	Each entry to be initialed.
61.	Register of Railway Buildings rented to Non-Railway Departments and outsiders.	A 1631	Monthly
62.	Invoice Distribution Statement	S. 945	Monthly
63.	Workshop General Register	W. 1601	Monthly
64.	Workshop Account Current Register	W. 1616	Monthly
65.	Register of Workshop labour	W. 1623	Monthly
