

T.R. FORM NO. 39
[See sub-rule (6) of T.R. 6.08]

D.D.O. Code No. _____
Head of Account Code _____

Authority No. _____ date _____ of
opening the Account

P. F. Deposit Account Register of _____ (name of operator / Institution)
Name of Account _____ (e.g. Deposit Account for P.F. Deposits of _____ University etc.)

DEPOSITS							WITHDRAWALS								
Date	Opening Balance	Challan No./ Bill No./Token No./T.V. No.	Amount Deposited	Total	Signature of TO/APAO	Leger No. & Folio No. of the Institution/ operator	Cheque No. with date	Amount	Signature of TO/APAO	Date of payment	Date of encashment	Signature of TO/APAO	Closing balance	Leger No. & Folio No. of the Institution/ operator	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

* To be maintained by Treasury/Pay & Accounts Office.

Note :

1. As soon as any transfer of payment is made through a Bill, the T.O./A.T.O./P.A.O./A.P.A.O. shall under his dated signature record the amount deposited by Transfer – Credit against Column No. 3 and progressive balance worked out.
2. As and when any cheque is authorised for payment, particulars of payment will be recorded simultaneously with encashment on the cheque with the pay order.

The date of encashment of the cheque will be recorded as and when the cheque is returned by the Bank to Treasury.