

## Annexure I

### List of Forms and Registers

Sl. No	Name	Number	
1.	Cash Book	GEN-1	To be retained permanently
2.	Journal Book	GEN-2	To be retained permanently
3.	Ledger	GEN-3	To be retained permanently
4.	Cash/Bank Receipt Voucher	GEN-4	Five Years
5.	Cash/Bank Payment Voucher	GEN-5	Five Years
6.	Contra Voucher	GEN-6	Five Years
7.	Journal Voucher	GEN-7	Five Years
8.	Receipt	GEN-8	Five Years
9.	Receipt Register	GEN-9	Five Years
10.	Statement on Status of Cheques Received	GEN-10	Three Years
11.	Collection Register	GEN-11	To be retained permanently
12.	Summary of Daily Collection	GEN-12	Five Years
13.	Register of Bills for Payment	GEN-13	To be retained permanently
14.	Payment Order	GEN-14	Five Years
15.	Cheque Issue Register	GEN-15	Five Years
16.	Register of Advance	GEN-16	Ten Years
17.	Register of Permanent Advance	GEN-17	Ten Years
18.	Deposit Register	GEN-18	To be retained permanently
19.	Summary Statement of Deposits Adjusted	GEN-19	Five Years
20.	Demand Register	GEN-20	To be retained permanently
21.	Bill of _____ Income	GEN-21	Three Years
22.	Summary Statement of Bills Raised	GEN-22	Three Years
23.	Register of Notice Fee, Warrant Fee, Other Fees	GEN-23	Three Years
24.	Summary Statement of Notice Fee, Warrant Fee, Other Fees	GEN-24	Three Years
25.	Register of Refunds, Remissions and Write-offs	GEN-25	Five Years
26.	Summary Statement of Refunds and Remissions	GEN-26	Five Years
27.	Summary Statement of Write offs	GEN-27	Five Years
28.	Statement of Outstanding Liability for Expenses	GEN-28	Five Years
29.	Documents Control Register/Stock Account of Receipt/Cheque Book	GEN-29	Five Years
30.	Register of Immovable Property	GEN-30	To be retained permanently
31.	Register of Movable Property	GEN-31	To be retained

			permanently
32.	Register of Land	GEN-32	To be retained permanently
33.	Function-wise Income Subsidiary Ledger	GEN-33	Five Years
34.	Function-wise Expenditure Subsidiary Ledger	GEN-34	Five Years
35.	Asset Replacement Register	GEN-35	To be retained permanently
36.	Register of Public Lighting System	GEN-36	Five Years

	<b>Property Tax</b>		
37	Summary Statement of Bills Raised	P&OT1	Three Years
38	Summary Statement of Demand Adjustments Raised	P&OT2	Three Years
39	Summary Statement of Year-wise, Head-wise collection of Property & Other Taxes	P&OT3	Three Years
40	Summary Statement of Refunds and Remissions	P&OT-4	Three Years
41	<b>Octroi</b>		
	.Summary Statement of Collection / Refunds of Octroi	OC-1	
42	Summary Statement of Final Assessment of Provisional Assessment	OC-2	
42	Summary Statement of Assessment of Account Current Holders	OC-3	
43	Summary Statement of Transit Fees Collections and Refunds	OC-4	
44	<b>Cess</b>		
	.Summary Statement of Demand Raised on Assessment	CE-1	Three Years
45	Summary Statement of Year-wise, Head-wise collection of Cess	CE-2	Three Years
46	Summary Statement of Refunds/Remissions	CE-3	Three Years
47	Summary Statement of Write-offs	CE-4	Three Years
48	<b>Water Supply</b>		
	.Summary Statement of Demand Raised on Assessment	WS-1	Three Years
49	Summary Statement of Year-wise, Head-wise Collection of Water Taxes	WS-2	Three Years
50	Summary Statement of Refunds/Remissions	WS-3	Three Years
51	Summary Statement of Write-offs	WS-4	Three Years
52	<b>Rentals, Fees &amp; Other Income</b>		
	Summary Statement of Demand Raised on Assessment	OTH-1	Three Years
53	Summary Statement of Year-wise, Head-wise Collection of Other Incomes	OTH-2	Three Years
55	Summary Statement of Refunds	OTH-3	Three Years
56	Summary Statement of Write-offs	OTH-4	Three Years
57			Three Years
	<b>Public Works</b>		
58	Summary Statement of Status of Capital Work-in-Progress	PW-1	Three Years
59	Work Sheet	PW-2	Three Years

60	Deposit Works Register	PW-3	Ten Years
	<b>Stores</b>		
61	Material Receipt Note	ST-1	Three Years
62	Stores Ledger	ST-2	Three Years
63	Statement of Closing Stock	ST-3	Three Years
	<b>Employee Related Transactions</b>		
64	Consolidated pay bill and acquittance roll of the permanent/temporary establishment	ES-1	Ten Years
65	Register of Employee Loans / Advances	ES-2	Ten Years
66	Register of Interest on Loans to Employees	ES-3	Ten Years
67	Unpaid Salary Register	ES-4	Three Years
68	Register of Pension Payment Order	ES-5	Five Years
69	Pension Register	ES-6	To be retained permanently
	<b>Grants</b>		
70	Grant Register	G-1	To be retained permanently
	<b>Borrowings</b>		
71	Register of Loans	BR-1	To be retained permanently
72	Register of Debentures	BR-2	To be retained permanently
73	Register of Sinking Fund	BR-3	To be retained permanently
	<b>Special Funds</b>		
74	Special Funds Register	SF-1	To be retained permanently
	<b>Investments</b>		
75	Investments Ledger / Register	IN-1	To be retained permanently
76	Calculation Sheet for provision for Diminution in value of investments	IN-2	Three Years
	<b>Loans</b>		
77	Register of Loans to Others	LA-1	To be retained permanently
	<b>Special Transactions</b>		
78	Register of Grants to Schools & Other Undertakings	SPL-1	Three Years
	<b>Inter Unit Transactions</b>		
79	Advice of Inter Unit Transfer – Debit / Credit (ATD / ATC)	IUT-1	Three Years
80	Register of Inter Unit Transfer Advice (RIUTDC)	IUT-2	Three Years
	<b>Opening Balance Sheet</b>		
81	Land Details	Form 1	To be retained permanently
82	Building Details	Form 2	To be retained permanently
83	Road, Street, Land and Footpaths Details	Form 3	To be retained permanently
84	Bridges, Culverts, Subways, Flyovers Details	Form 4	To be retained

			permanently
85	Drains including Underground Drain Details	Form 5	To be retained permanently
86	Water Works Distribution Details	Form 6	To be retained permanently
87	Public Lighting System Details	Form 7	To be retained permanently
88	Lakes and Ponds Details	Form 8	To be retained permanently
89	Capital Work in Progress Details	Form 9	Five Years
90	Plant & Machinery Details	Form 10	To be retained permanently
91	Vehicles Details	Form 11	To be retained permanently
92	Furniture and Fixtures Details	Form 12	To be retained permanently
93	Office Equipment Details	Form 13	To be retained permanently
94	Other Equipment Details	Form 14	To be retained permanently
95	Livestock Details	Form 15	To be retained permanently
96	Investment Details	Form 16	To be retained permanently
97	Cash Balance	Form 17	To be retained permanently
98	Bank Balance	Form 18	To be retained permanently
99	Details of Advances paid to Suppliers / Contractors	Form 19	To be retained permanently
100	Details of Loans & Advances to Employees	Form 20	To be retained permanently
101	Receivables Details (Including Taxes, Water Charges, Rent etc.)	Form 21	Ten Years
102	Grants Receivable Details	Form 22	To be retained permanently
103	Inventory Details	Form 23	To be retained permanently
104	Consolidated Statement of Inventory	Form 23A	To be retained permanently
105	Details of Deposits Made by the Corporation Council	Form 24	To be retained permanently
106	Loans payable Details	Form 25	To be retained permanently
107	Unutilised Grants Details	Form 26	To be retained permanently
108	Reserve Fund Details	Form 27	To be retained permanently
109	Details of Deposits Received	Form 28	To be retained

			permanently
<b>110</b>	Bills & Other Payable details	Form 29	To be retained permanently