

Rules, Regulations, Instructions, Manuals, Records held by it or under its control or used by its employees for discharging its functions

FR & SRs, DFPR, GFRs, Compendium of Rules on Advances to Govt. services, CCS (Pension) Rules, Civil Accounts Manual, CGA (RVP) Rules, 1983, Govt. Accounting Rules, 1990 CPWD Manual, CPWA Code, GPF Rules, Medical Attendance Rules, LTC Rules, CGEGIS Rules, CCS Conduct Rules, CCS (CCA) Rules, etc.

The following records are maintained by various Pay & Accounts Offices/Principal Accounts Office of this Organisation :-

- 1 Stock Register of Cheque Books/Forms
- 2 Account of Cheque Forms
- 3 Token Register
- 4 Enquiry regarding token numbers of outstanding pre-cheque bills
- 5 D.D.O. wise Bill Passing Cum Expenditure Control Register
- 6 Register of Cheques Drawn
- 7 Register of Cheques Delivered
- 8 Register of Requisition of Bank Drafts
- 9 Letter forwarding Cheque/Bank Draft
- 10 Bill Return Memo
- 11 Pay and Accounts Officer's Check Register of outstanding Pre Check cheques
- 12 Register of Valuables
- 13 Register of P.S.B. Suspense/Reserve Bank Deposits
- 14 Bank Reconciliation Statement of Disbursements
- 15 Register and Broadsheet of Advances of HBA/Motor Car/Other Motor Conveyances and of interest thereon
- 16 Compilation sheet for posting vouchers received with Daily memo/List of payments of DDO
- 17 Transfer Entry
- 18 Transfer Entry Number Book
- 19 Summary of Transfer Entries
- 20 Classified Abstract- Part I
- 21 Classified Abstract- Part II
- 22 Consolidated Abstract- Part I & II
- 23 Major/Minor (detailed) headwise Ledger of Balances under DDR heads
- 24 General Index Register
- 25 Provident Fund Ledger Folio
- 26 Broadsheet of Provident Funds
- 27 Subscriber's Annual Account Statement
- 28 Register of missing G.P.F. credit/debit

- 29 Transfer in Register of GPF
- 30 Transfer Out Register of GPF
- 31 Deposit Linked Insurance Scheme Register
- 32 Register of final payment cases
- 33 Pension payment Order
- 34 Register of PPOs Authorised for Payment
- 35 Terminal Benefits Register
- 36 Register of Outward claims
- 37 Register of Inward claims
- 38 Letter forwarding a cheque in settlement of Inward account
- 39 Broadsheet of P.A.O. Suspense
- 40 Statement showing Details of Deductions and Remittances
- 41 Monthly Reconciliation analysis
- 42 Register of amounts put through- Part I
- 43 Register of amounts put through- Part II
- 44 Statement of Monthly Reconciliation between the figures as per DMS and amount booked under'8658-Suspense Accounts-PSB Suspense
- 45 Register of PSB Suspense
- 46 Broad Sheet of PSB Suspense
- 47 Register of Grants-in-Aid
- 48 Register of Loans
- 49 Sector-wise Abstract of Ledger Balances
- 50 Computation of Govt. Account
- 51 Summary of balances
- 52 Broadsheet of Loans to State Govt. etc.
- 53 Register of Investment of Union Government
- 54 Grant/Appropriation Audit Register