

NO:IC/CDA(PD)/Misc/Circular
Office of the CDA(PD) Meerut Cantt
Dated -----02/2016

To

All ZOs/DPDOs

Subject:- Supply of FLI for DPDOs registers.

-x-

Fly leaf instructions in respect of registers required to be maintained DPDOs/ZO (PD)s offices together with a list of registers are forwarded herewith for information and guidance of all concern and necessary action.

Please acknowledge receipt.

Accounts Officers (Insp)

List of Registers maintained in DPDOs Office

1. Inward diary register
2. 1st PPO register
3. Corr PPO register
4. Specimen signature register
5. HO/PS NO: allotment register
6. Alphabetic index register of pensioners
7. Transfer in register
8. Check register
9. NBS control register
10. Demand register
11. Complaint register
12. Time barred claim register
13. LTA claim register
14. Duplicate pension certificate register
15. Public Fund cash book
16. Cash assignment cash book
17. Petty payment register
18. Cash assignment register
19. Cheque Book register

20. Tally Book
21. Day Book
22. Control register of registers
23. Establishment register
24. Attendance register
25. Leave register
26. Dead stock register
27. Register of Stationery Items
28. Contingent register
29. Register of books and regulations
30. Despatch register
31. Demand draft register
32. Master note book of orders
33. Register of file
34. Register of expendable store
35. Annual identification register
36. Money order register
37. Register of trunk calls
38. Despatch register of cheques
39. Register of fan fold cheque pads and cheque books
40. Census of PC files
41. Transfer out register

42. Imprest cash book

43. Central identification register