

Treasury Hand Book

DOCUMENTS/CERTIFICATES REQUIRED FOR ALL KINDS OF BILLS

(Note: If required certificates are available in check-list, need not insist for scanned copy in CFMS)

S.No.	Nature of Claim	Scanned documents required	Scanned certificates required
1]	a) Regular pay bills/GIA/WC etc.,	i) Cadre Strength	
		ii) Absentee statement	ii) HRA is claimed as per the ceiling limits prescribed
		iii) Outer form	
		iv) Inner Sheet	
		v) Change Statement	
	b) If increments Included	i) Increment Sanction proceedings	i) Necessary entries have been made in the SR of individual
		ii) Increment Certificate	
	c) If Pay fixation included	i) Pay Fixation sanction proceedings	i) Necessary entries have been made in the SR of individual
	d) If leave salary included	i) Leave Sanction Proceedings	i) Necessary entries have been made in the SR of individual
	e) If Temporary posts included	i) Continuation orders	
	f) In respect of February payable in March		Certified that the APEWF contribution has been recovered from all employees
			Certified that necessary Income Tax has been recovered from all employees.
	g) In respect of March payable in April		Certified that the service verification as on 31 st March has been made in SRs of all employees
	h) In respect of April payable in May	--	Certified that the Permanent Advance Acknowledgment has been sent to AG AP Hyd.
	i) In respect of May payable in June		
	j) If included transferred employees	i) Transfer proceedings	i) Necessary entries have been made in the SR of the individual
		ii) LPC duly noting the date of Joining	
	k) In respect of December payable in January		Certified that the flag fund has been recovered from all employees
	l) If bill included AAS	i) AAS appointment orders	ii) Certified that no eligible senior is overlooked while appointment to AAS

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		ii) Pay fixation proceedings	
		iii) calculation sheet	
2]	First appointment bill	i) Allotment Orders	i) Certified that the physical fitness certificate is obtained
		ii) Appointment orders	ii) Appointment was made in accordance with the sec.4 of Act 2 of 1994
		iii) Joining report	
		iv) calculation sheet	
3]	Subsistence allowance	i) Suspension order	
		ii) Suspension Review Orders	i) Certified that the non-employment certificate is obtained as per FR & retained
		iii) calculation sheet	
4]	Increment Bill	i) Increment Sanction Order	
		ii) Increment Certificate	i) SR entry certificate
		iii) calculation sheet	
5]	Funeral Charges (employee)	i) Sanction Order	
		ii) Death intimation	
6]	Arrear claims	i) Sanction Order	
		ii) Due and drawn particulars	i) Certified that the claim is verified w.r.t. the corroborated records available in office
		iii) Indemnity bond	ii) SR entry certificate
		iv) Revised Pay fixation statements	iii) Certified that the delay on administrative reasons only
		v) calculation sheet	
		vi) Administrative sanction is required in respect of Municipal claims which are prior to 01-04-2009	
7]	Automatic Advancement Scheme bill	i) Sanction Order	
		ii) Pay fixation statement	i) SR entry certificate
		iii) calculation sheet	ii) Certified that no eligible senior is overlooked (in respect of 12/24)
8)	Stepping up of pay claim and preponment claims	i) Sanction Order	
		ii) Comparative Statement	ii) SR entry certificate
		iii) Approved Seniority list	
		iv) SRs of both Junior and Senior	
		v) Due and Drawn particulars	
9)	FAC –Additional Charge Arrangements	i) FAC arrangements order copy	

		ii)FAC allowances sanction order copy	i)Certified that there are no persons in approved panel awaiting for promotion.
		iii)calculation sheet	
10)	Education Reimbursement	i)Sanction order	
		ii)Original receipts	i)Certified that the spouse is not a Government employee
		iii) Proforma containing the School Reorganization order	ii)Certified that the spouse is not Gaz Servant
		iv) If spouse is a Government employee, obtain non-drawl from the employer	iii)Certified that the Children have been promoted to the next higher class
			iv) Certified that the employee is having only 2 living children.
11)	Travelling Allowance (TA Bill)	i)Inner sheet duly counter signed by the Controlling Officer	
		ii)Original Lodge Receipts duly appending pass order by the DDO	i)Certified that the claim was preferred by the claimant in time.
			ii)Certified that no TA advance is pending for recovery
			iv)Certified that the individual has not provided free lodging and boarding
			v)Certified that the individual has not provided with Govt. conveyance
			vi) Certified that I have satisfied myself about the necessity, frequency and duration of journeys and halts claimed.
			vii) Certified that the vehicle is in the name of Government employee(In r/o mileage allowance claimed)
12)	Transfer TA (TTA)	i)Transfer order	i)Non-drawl certificate
		ii)Inner sheet	ii)Certified that I have satisfied myself about the distance and rates claimed in this bill
		iii)Original receipts/tickets	iii)Certified that the claim is preferred within the time
13)	Fixed Travelling Allowance (FTA)	i)Inner Sheet	i)Non-drawl certificate

			ii)Certified that I have obtained the tour journals and satisfied myself that the FTA was drawn and paid for previous month
			iii) Certified the requisite tour details and journals were retained for audit purpose.
14)	Leave Travel Concession(LTC)	i)Sanction Order	i)Non-drawl certificate
		ii)Inner Sheet countersigned by the controlling officer	ii)Certified that the spouse is not a Government employee
		ii)Original Tickets duly appending pass order by the DDO-Paid by me by the individual	iii)SR entries
			iv)Certified that I have verified the claim and fully satisfied
		iii) Non-drawl certificate in respect of spouse Government employee	v)Certified that the claim is preferred within the time limit.
			vi) Certified that the Government employee has completed 5 years of service
15)	GPF Temporary Advance	i)Sanction Order	i)Non drawl Certificate
		ii)Appendix- I	
		iii)GPF latest slip	
		iv)Calculation sheet	
16)	GPF Part final withdrawl	i)Appendix O	i)Non drawl Certificate
		ii)GPF latest slip	ii)SR entry Certificate
		iii)Calculation sheet	iii)Certified that this is first part final with drawl during current FY year
17)	GPF final with drawl	i)Final with drawl authorization issued by the AG/DD	i)Non drawl Certificate
18)	Leave salary	i)Sanction Order	i)Non drawl Certificate
		ii)calculation sheet	ii)SR entry Certificate
			iii)Certified that the individual has not undertaking any employment during the period of leave
			iv)Certified that the individual is having less than 2 children(in respect of maternity leave/ Paternity leave/Abortion leave/Child care leave)

			v) Certified that the conditions imposed in SR 4, under FR 44 are fulfilled in r/o HRA & CCA.
19)	Surrender Leave	i)Sanction Order	i)Non drawl Certificate
		ii)Extract of SR copy	ii)SR entry certificates
			iii)Certified that the individual has not availed this concession during the financial year
20)	Medical Reimbursement	i)Sanction Order	i)Non drawl Certificate
		ii)Scrutiny Certificate	ii) Certified that the Spouse / Parents are not Government employees/ Pensioners.
		iii)Emergency, Essentiality, Discharge Summary	iii)SR entry Certificates
		iv) Original receipts duly appending pay order with attestation of DDO, Authenticated by the RMO and paid by me by the individual.	iv)Certified that the claim is received within the time limit
		v)Hospital Recognition Order	v) Certified that the parents of the claimant have no property or Income of their own and they are wholly dependent on the claimant (Rule 7(b)(ii)of AP IMA Rules.
		vi)Non drawl Certificate in case of Spouse is a Government employee.	vi) Certified that this is a 1/2/3 spell in r/o dental claims.
		vii) Appendix –II	
		viii)Declaration of dependency duly attested by the Gazetted Officer.	
		ix) Justification certificate from the specialist doctor in r/o 2 nd and 3 rd spells of same treatment.	
21)	Festival Advance	Sanction Order	i)Non drawl Certificate
			ii)Certified that no previous advance is outstanding
22)	Education Advance	i)Sanction Order	i)Non drawl Certificate
		ii)Non drawl certificate in r/o spouse is Government employee	ii)Certified that no previous advance is outstanding
			iii)Certified that the spouse is not a Government employee
			iv)Certified that the Government employee having 2 living children only

23)	House Building Advance	i)Sanction Order	i)Non drawl certificate
		ii) Non drawl certificate if spouse is Govt. employee	ii)SR entries
			iii)Utilization certificate for 2 nd and subsequent installments
			iv)Certified that the Govt. employee is completed 8 years of service
24)	Vehicle Loans & Personal Computer Loans	i)Sanction Order	i)Non drawl certificate
		ii)Invoice of the Dealer	ii)SR entries
25)	Marriage Advance	Sanction Order	i)Non drawl certificate
			ii)SR entries
			iii)Certified that the individual completed 5 years of service.
26)	Contingent Bills-	i)Sanction Order	i)Non drawl certificate
	a)Telephone bills	ii)Demand issued by the BSNL authorities	ii)All Telephone calls are official.
	b)Cell Phone Charges	i)Sanction Order	i)Non drawl Certificate all calls are official purpose
		ii)Demand issued by the Agency Concerned.	ii)Certified that the claim is limited to the ceiling limit prescribed by the Government.
	c)Electricity Charges	i)Sanction Order	i)Non drawl certificate
		ii)Demand issued by the APEPDCL.	
	d)Hiring of Vehicle bills	i)Agreement copy	i)Non drawl certificate
		ii)RC book	ii) Certified that the vehicle procured on hired basis and the procedure laid down in Art.125 of APFC Vol.I was followed.
		iii)Insurance Policy	iii)Certified that the vehicle is under Taxi quota
		iv)Fitness Certificate	iv) Certified that the vehicle is solely used for official purpose.
		v)Pollution Certificate	
		vi) Administrative sanction order with Finance concurrence.	
		vii)Advance stamped Receipt from the owner of the vehicle – passorder by the DDO	
		viii)Driving License	
		i)Sanction order	
		ii) Original Receipt	

		iii)copy of log book	
	e) POL	i)Sanction Order	i)Non drawl certificate
		ii)Receipts from the owner	ii)Certified that the vehicle is used for official purpose only
		iii)Rent fixation order in r/o enhancement and fresh cases.	iii)Certified that the ceiling limit prescribed by the Government was not exceeded
		IV) Agreement copy from the owner	
	f) RRT	i)Sanction Order	i) Non drawl certificate.
		ii)Administrative Sanction order if necessary	ii)Certified that the rented building is insured
		iii)Original vouchers duly noting the sub voucher Number, appending pass order by the DDO, stock received in good condition and entered in the stock entry register at page No.____	iii) Certified that no portion of the building is let out or used for Residential purpose.
		iv)Advance stamped receipt from the vendor duly appending pass order by the DDO	
	g) 230 Diet Charges	All reports generated from e-Hostel package duly signed by the DDO wherever required	i)Non drawl certificate
		i)Sanction Order	
	h) Scholarships	All reports generated from scholarships package duly signed by the DDO wherever required	i)Non drawl certificate
		i)Sanction Order	
		ii)Scholl Attendance	
	i)Cosmetic Charges	i)Sanction Order	i)Non drawl certificate
		ii)Scholl Attendance	
	j)Other office Expenditure	i)Sanction Order	i)Non drawl certificate
			ii) Certified that the stock has been received in good condition and entered at page No. __ in the stock register.
			iii) Certified that the tender system has been followed as per Art.125 of APFC Vol.I
	k)Service Postage	i)Sanction Order	Non drawl certificate
27)	Tour Advance(TA)	i)Sanction Order	i)Non drawl certificate
			ii)Certified that no previous advance is outstanding for recovery

28)	Travelling Advance (TTA)	i)Sanction Order	i)Non drawl certificate
		ii)Transfer order	
29)	Pay Advance	i)Sanction Order	i)Non drawl certificate
		ii)Transfer order	
30)	300 OCS bill	i)Sanction Order	i)Non drawl certificate
		ii)Continuation order with Finance concurrence	ii)Certified that EHS, PF etc are remitted to respective Government Account
		iii)Receipt of outsourcing Agency	
		iv) Agreement copy	
31)	020/021 Daily Wages	i)Sanction Order	i)Non drawl certificate
32)	020/022 Wages	i)Sanction Order	i)Non drawl certificate
		ii)List of employees	
33)	First payment of pension	i)AG /LF authorization	i)Non-drawl certificate
		ii) Non-drawl certificate regarding anticipatory pension and anticipatory gratuity.	
		iii)Calculation Sheet	
34)	Pensions-CVP	i)CVP order issued by the AG/LF	i)Non-drawl certificate
35)	Pensions-DCRG	i)DCRG authorization issued by the AG/LF	i)Non-drawl certificate
36)	Pensioners death relief	i)Sanction Order	i)Non-drawl certificate
		ii)Death intimation/ death extract	
37)	Pensions—LTA	i)Sanction Order	i)Non-drawl certificate
		ii)Calculation Sheet	
		iii)Death extract	
		iv)Family Members certificate	
		v)Notary if necessary	
38)	Pensions-Additional Quantum	i)Sanction Order	i)Non-drawl certificate
		ii)Age Proof	
		iii)Calculation sheet	
39)	Pensions Revisions	i)Revision order issued by the AG/LF	i)Non-drawl certificate
		ii)Calculation Sheet	
40)	AC Bills	i)Sanction Order	i)Non drawl certificate
		ii)Beneficiary list	ii)Certified that ___Number of DC bills pending for submission.
41)	Mid day meals	i)Sanction Order	Non drawl Certificate
		ii)School Attendance	
		iii)Advance stamped Receipt	

42)	Payments to Home Guards /Anganwadi workers/Anganwadi Helpers	i)Sanction Order	Non drawl certificate
		ii)List of beneficiaries	
43)	Pleader Fee	i)Sanction Order	Non drawl certificate
		ii)Receipt issued by the PP duly appending pass order by the DDO	
44)	Advertisement and Publicity	i)Sanction Order	Non drawl certificate
		ii)Original receipt	
		iii)copy of the advertisement	
45)	Over Time Allowance(OT)	i)Sanction Order	Non drawl certificate
		ii)Details of remittances	
46)	Repairs to the Motor Vehicles	i)Sanction Order	Non drawl certificate
		ii)Certification given by the Transport Authority	
		iii) Original bill	
47)	EEL at the time of Retirement	i)Sanction Order	i)Non drawl certificate
		ii)Leave Extract from SR	ii)SR entries
		iii)Retirement order copy	
		iv) Calculation sheet	
48	GIS	i)Sanction Order	Non drawl Certificate
		ii)Calculation sheet	
		iii)Annexure-C	
		iv)Retirement order copy	
49	Refund Bills	i)sanction order	Non drawl certificate
		ii)original challan	
50	GSTN Refunds	i)GST Refund order 04 or refund order 06	Non drawl certificate
		ii) Refund order 05- payment advice	
51	Permanent Advance - First time or at the time of enhancement	i)Orders issued by the Govt. with Finance concurrence	Non drawl
		ii)sanction order	Certificate
52	a) PD Cheques – salaries	i)list of employees with emoluments	Non drawl certificate
	b)PD Cheques – Contractor cheques	i)details of work	Non drawl
		ii) Resolution of the general body	Certificate
		iii) certificates	
		iv) copy of M Book	

	c)PD Cheques – Electricity, Telephone, other contingent	i)Resolution of the general body	
		ii) original bills	Non drawl certificate
53	APEWF	i)Sanction Order	Non drawl certificate
		ii)list of beneficiaries	
54	Any other claim not covered in this table	i)Sanction order	Non drawl certificate
		ii) Original vouchers in respect of contingent bills	
		iii) Any other documents requisitioned by the Treasury for audit purpose	