

T. R. FORM NO. 45

[See sub-rule (2) of T.R. 6.14, T.R. 6.18 and 6.19]

Refund of lapsed deposits – Application and Bill Form

D.D.O. Code _____ Bill No. _____ Date _____
 Grant No. _____ Token/T.V. No. _____
 Head of Account Code _____ Date _____
 Name of the Office _____

To
 The Pr. Accountant General (A&E), West Bengal/
 The Pay & Accounts Officer-I, Kolkata/
 The Pay & Accounts Officer-II, Kolkata/
 The Treasury Officer, _____

Sir,

The following refunds of lapsed deposits aggregating Rupees _____
 _____ (in words) have been claimed by _____ about
 whose identity and title to the money I have satisfied myself. I request that the amount may
 be refunded.

Class of Deposits	Particulars of original deposit		Balance credited to Government	Date of lapsed statement	Amount claimed	Remarks
	Challan No.	Date				
			Rs.		Rs.	

Station _____
 Dated _____ 20 _____

*Signature of the
 Competent Authority*

For use in the Office of the Principal Accountant General (A&E), West Bengal

Principal Accountant General (A&E), West Bengal's Office No. _____ date
 _____ 20__

Sanctioned Rs. _____ (Rupees _____) only.

Signature of Accounts Officer

(Space for revalidation) _____

Please pay Rs. _____ (Rupees _____) only by order cheque / Account payee cheque in favour of _____.

Certified that the amount claimed in this bill was not drawn before.

Bill Clerk

Accountant

Signature of the D.D.O.

For use in the Treasury

Pay Rs. _____ (Rupees _____) only by cheque in favour of _____ (party) credit verified and note of refund kept in the Register.

Accountant/ J.A.O.

T.O./A. T.O./P.A.O./A.P.A.O.

Note :- *T.O./A.T.O./P.A.O./A.P.A.O.* are competent to make refund of lapsed deposit in respect of which detailed accounts are maintained and credit can be verified at their end. If credit cannot be verified the refund of lapsed deposit will be made on the order of the Principal Accountant General (A&E), West Bengal.

Received payment
[Stamped Receipt]

Note :- In case Drawing & Disbursing Officer collects the payment from the Treasury, the acknowledgement will be taken from the payee at the time of actual payment made either by cheque or in cash.

For use in the Office of the A.G.(Audit), West Bengal

Admitted for Rs. _____

Objected to Rs. _____ for reasons stated below.

Auditor

S.O./A.A.O./Audit Officer