

T. R. FORM NO. 63

[See Appendix 4, Part – I, Rule 10 & Rule 11]

**Consolidated Issue-cum-Schedule of _____ (division)
for the month of _____ 20__**

D.D.O. Code _____

Grant No. _____

Head of Account Code _____

Date of payment	Particulars of cheques issued* (to be filled in by the Division)			Particulars of Cheques encashed** (to be filled in by the Treasury)		
	No.	Book	Amount	No.	Book	Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)

*Cheques which are encashed during the month will be ticked in red ink by the Treasury in columns (2), (3) and (4).

**Cheques which are encashed during the month, but not mentioned in columns (2), (3) and (4) will be detailed in columns (5), (6) and (7).

Encashment of cheques :

Checked and verified.

Signed

Divisional Accountant/
Divisional Accounts Officer

Countersigned

Accountant/J.A.O.

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

Divisional Officer

_____ Division

Date _____ 20 __

Date _____ 20 __