

**CASH BOOK**  
**SIKKIM PUBLIC WORKS DEPARTMENT**  
**Form No 1**

*See Paragraph 71 of Sikkim of Public Works Code 2008*

**Circle Cash Book .....for the month of .....20.....**

RECEIPT SIDE					PAYMENT SIDE						
Date of receipt	No of Voucher. or receipt or cheque	From whom received	Amount (Rs)	Classification	Date of payment	No. of Voucher.	To whom paid			PAYMENTS	
						Cash (Rs)	Bank No. of Cheque date	Amount (Rs)	Classification of charges		
1	2	3	4	5	1	2	3	4	5	6	7

Division / Sub-divisions

**SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 2**

**IMPREST CASH ACCOUNT**

*See chapter X paragraph 154 of Sikkim Public Works Code 2008*

**IMPREST CASH ACCOUNT**

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Month & date	Voucher No.	Particulars of transaction	Amount		Total		Head of account
			Rs	P	Rs	P	

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**STORES INDENT  
FORM 3**

**STORES INDENT**

**DIVISION:** .....

**INDENT NO:**

**SUB - DIVISION** .....

**Stores indent \_\_\_\_\_ Store**

Sl. No.	Description of stores	Code No.	Quantity Indented	Quantity Issued	Unit	Rate Rs. P.	Value Rs. P.	Head of Account	Name of work / job (with name of contractor from whom value is recoverable)
1	2	3	4	5	6	7	8	9	10

Name of the person to whom stores are to be delivered and his signature	Dated signature of indenter and his designation		Approved by		Issued on _ signature of supplying officer	Received date and Signature	Bin Card No... Signature of Store Keeper ledger Keeper	Ledger Folio No. and Sl. No. of item Account Officer	Remarks, if any
	A.E. Seal	D.E. Seal	A.E. (Store)	D.E. (Store)					
11	12		13		14	15	16	17	18

**SIKKIM PUBLIC WORKS DEPARTMENT (CENTRAL STORES)**

**Form No 4**

*Vide paragraph 106 of Sikkim Works Code 2008*

**GATE PASS**

No:

**Office Copy (White)**

No:

Materials issued against indent no: \_\_\_\_\_

Date:

Date:

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<b>Sl. No.</b>	<b>Description:</b>	<b>Quantity:</b>	<b>Head of account</b>	<b>Name of Work</b>
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**Vehicle No : SKM**

**Name of the contractor:**

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Prepared by:

Gate Pass issued:

Materials received by:

Materials issued:

Store Account Clerk

Junior Engineer (Stores)

( \_\_\_\_\_ )

Store Keeper.  
(Also see over leaf.)

**SIKKIM PUBLIC WORKS DEPARTMENT (CENTRAL STORES)**

**Form No 4**

*Vide paragraph 106 of Sikkim Works Code 2008*

**GATE PASS**

No:

**Indentor's Copy (Red)**

No:

Materials issued against indent no: \_\_\_\_\_

Date:

Date:

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<b>Sl. No.</b>	<b>Description:</b>	<b>Quantity:</b>	<b>Head of account</b>	<b>Name of Work</b>
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**Vehicle No : SKM**

**Name of the contractor:**

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Prepared by:

Gate Pass issued:

Materials received by:

Materials issued:

Store Account Clerk

Junior Engineer (Stores)

( \_\_\_\_\_ )

Store Keeper.  
(Also see over leaf.)

**SIKKIM PUBLIC WORKS DEPARTMENT (CENTRAL STORES)**

**Form No 4**

*Vide paragraph 106 of Sikkim Works Code 2008*

**GATE PASS**

No:

**Store's Copy (Green)**

No:

Materials issued against indent no: \_\_\_\_\_

Date:

Date:

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<b>Sl. No.</b>	<b>Description:</b>	<b>Quantity:</b>	<b>Head of account</b>	<b>Name of Work</b>
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**Vehicle No : SKM**

**Name of the contractor:**

Prepared by:

Gate Pass issued:

Materials received by :

Materials issued :

Store Account Clerk

Junior Engineer (Stores)

( \_\_\_\_\_ )

Store Keeper.  
(Also see over leaf.)

**SIKKIM PUBLIC WORKS DEPARTMENT (CENTRAL STORES)**

**Form No 4**

*Vide paragraph 106 of Sikkim Works Code 2008*

**GATE PASS**

No:

**Contractor's Copy (Yellow)**

No:

Materials issued against indent no: \_\_\_\_\_

Date:

Date

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<b>Sl. No.</b>	<b>Description:</b>	<b>Quantity:</b>	<b>Head of account</b>	<b>Name of Work</b>
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**Vehicle No : SKM**

**Name of the contractor:**

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Prepared by:

Gate Pass issued:

Materials received by :

Materials issued :

Store Account Clerk

Junior Engineer (Stores)

( \_\_\_\_\_ )

Store Keeper.  
(Also see over leaf.)

## **RULES OF GATE PASS**

- (1) Materials of the issued Gate Pass should be lifted completely on the same day upto 4.00 P.M.
- (2) In case of failure to lift materials on the same day for reason beyond control. It should be informed to the Store Keeper who shall report it to the Divisional Engineer (Stores) immediately to allow to lift materials the next day positively.
- (3) Any overwriting, corrections or alteration should be initialed by the Junior Engineer (Stores) and the contractor or authorized representative of contractor.
- (4) Any non- receipt of materials (if claimed later) unless already reported to the Divisional Engineer (Stores) shall not be entertained for issue and the responsibility shall not be that of the Store Division.

(Stock)?

**SIKKIM PUBLIC WORKS DEPARTMENT FORM**  
**Form No 5**  
*Vide paragraph 107 of Sikkim Works Code 2008*  
**Register of Indent Books**

SL. No	Opening balance Indent Book No.		Quantity received		Quantity issued		Signature of officer receiving Indent Book	Signature of office issuing Indent Books
	From	To	From	To	From	To		
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

**SIKKIM PUBLIC WORKS DEPARTMENT**

**FORM 6**

*See paragraph 111-113 of Sikkim Public Works Code 2008*

**Bin Card**

Name of article ..... Maximum stock .....

Code No ..... Minimum stock .....

Units .....

Issue rate .....

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Date	GRS No. Indent No.	Quantity received	Balance Issued	Dated initials of Store Keeper	Remarks	Date	GRS No. Indent No.	Quantity received	Balance Issued	Date initials of Store Keeper	Remarks	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

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Value:

**SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 7  
GOODS RECEIVED SHEET**

*Vide paragraph 100 – 104 of Sikkim Public Works Code 2008*

Division .....

Name of Supplier .....

Sub- Division .....

Sl. No.	Date	Invoice /RR No. or C.	Purchase order No. & date	Description of materials	Stores code No.	Quantity	Unit	Rate	Amount	Incidental charges	A mount including Incidental charges
1	2	3	4	5	6	7	8	9	10	11	12

Bin Card	Stores ledger folio	Reference to payment voucher No. or adjustment of debit.	Remarks
13	14	15	16

**SIKKIM PUBLIC WORKS DEPARTMENT**  
**FORM No 8**  
**Summary of Stock Receipts**  
*See paragraph 112 of Sikkim Public Works Code 2008*

Division .....

Month .....

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Item	Code No.	Goods received sheet No.	Quantity	Reference to OTE No.	Remarks
1	2	3	4	5	6

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**SIKKIM PUBLIC WORKS DEPARTMENT**

**FORM No 10**

**Summary of Stock Issues**

*See paragraph 112- 113 of Sikkim Public Works Code2008*

Name of Sub-head .....

Division .....

Sub-Division .....

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Item	Code No.	Indent No.	Quantity	Remarks
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**SIKKIM PUBLIC WORKS DEPARTMENT  
FORM No 11**

**REGISTER OF BIN CARDS**  
*See paragraph 111 of Sikkim Public Works Code 2008*

Stock?  
Code?

Division .....

Sub- Division .....

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Date	Bin cards received		Bin Cards issued		To whom issued	Dated signature of receiver	Balance From	Initials of Issuring Officer
	Sl. No. From	To	From	To				
1	2	3	4	5	6	7	8	9

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**SIKKIM PUBLIC WORKS DEPARTMENT**  
**FORM No 12**  
**TOOLS AND PLANT RECEIVED SHEET**  
*See paragraph 127 of Sikkim Public Works Code 2008*

Division .....

Sub-Division .....

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Sl. No.	Date	C note No. Invoice No.	Purchase order No. & date	Source of receipt	Quantity	Name of article	Tools & Plant Register Folio No.	Ref. to payment Vr. Or adjustment Vr.	Remarks
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**SIKKIM PUBLIC WORKS DEPARTMENT**  
**FORM NO 14**  
**INDENTS FOR MACHINERY OR TOOLS AND PLANT**

*See paragraph 127 of Sikkim Public Works Code 2008*

Division .....

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Date	Description Of item	Quantity or No.	Unit rate	Amount	To whom issued	Date signature of receiver & G.P. No.	Name of work & contractor/ Name of Divi- sion Department	Item No. in hire charges Regr. Tools and Plant Regr.	Remark
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Note :- Article entered in column 2 should be grouped by the prescribed Sub-head of Classification Article lent and received back should be indicated in the the Remarks column

**SIKKIM PUBLIC WORKS DEPARTMENT**  
**FORM No 14**  
**TOOLS AND PLANT LEDGER**  
*(See paragraph 128 of Sikkim Public Works Code 2008)*  
 Name of articles ( one separate page for each article)  
**Part I Articles on hand**

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Sl. No.	Date	Opening Balance	Receipt Tools & Plant Received Sheet No.	Quantity	Total receipt	ISSUES	Balance	Initial of A.E. & D.E.
						_____		
						T. P. Indent No.	Total issues	

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**SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 14**

**TOOLS AND PLANT LEDGER**

*(See paragraph 135 of Sikkim Public Works Code 2008)*

**Part II Articles temporarily lent or sent for repairs**

Division .....

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<b>Sl. No.</b>	<b>Name of person or Division to whom/ Which lent</b>	<b>Name of article</b>	<b>Date of issue</b>	<b>Signature of receiver</b>	<b>Date of receipt</b>	<b>Balance</b>	<b>Initial of Assistant Engineer / Divisional Engineer</b>
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**SIKKIM PUBLIC WORKS DEPARTMENT**  
**FORM 14**  
**TOOLS AND PLANT LEDGER**  
*(See paragraph 135 of Sikkim Public Works Code 2008)*  
**Part III SHORTAGES AWAITING ADJUSTMENTS**

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<b>Sl. No.</b>	<b>Name of person or Division responsible For shortage</b>	<b>Name of article</b>	<b>No found short</b>	<b>Value</b>	<b>Reference to recovery or write off orders</b>	<b>Remark</b>
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Divisional Engineer

**SIKKIM PUBLIC WORKS DEPARTMENT  
FORM 15**

*See paragraph 135 of Sikkim Public Works Code 2008*

**REPORT OF SURVEY OF STORES WHICH HAVE BECOME USERVICABLE**

Division .....

Sub-Division .....

No. or Quantity	Description of articles	Value in Book		Reasons for articles becoming unserviceable	Orders of authority permitting disposal				
		Rate	Amount						
1	2	Rs.	P.	Rs.	P.	3	4	5	6

Divisional Engineer

**SIKKIM PUBLIC WORKS DEPARTMENT**

**FORM No 16**

**SALE ACCOUNT**

*See paragraph 123 & 119 of Sikkim Public Works Code 2008*

Authority for sale/auction

Division .....

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Name of article	Quantity	STOCK				Amount realized	Loss if any	To whom sold	Classification of receipt
		Rate		Book value					
		Rs.	P.	Rs.	P.				

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**SIKKIM PUBLIC WORKS DEPARTMENT FORM 20**  
**REGISTER OF UNPAID WAGES OF WORKCHARGED ESTABLISHMENT** Father's Name  
*See paragraph 238 of Sikkim Public Works Code*

Sl. No.	Name of work	Name of person with designation	Amount unpaid	Month of wages CB Vr. No :	Ref. to subsequent payment with date of payments	Dated initials of Disbursing Officer
1	2	3	4	5	6	7

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 21  
MUSTER ROLL**

*Vide paragraph 122 of Sikkim Public Works Code*

**Cash Book Voucher No .....** **Date .....** **19.....**

Part I - Normal Roll

<b>Description</b>	<b>No.</b>	<b>Name (grouped) according to classes</b>	<b>Father's Name</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>Date</b>
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initials of  
person marking  
daily attendance

Initials of Inspecting Officer .....

<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Total</b>	<b>Rate</b>	<b>Amount</b>	<b>Signature of thumb impression of payees and Dated initials and remarks of paying Officer made at the time of payment.</b>
								<b>Rs. P.</b>	<b>Rs. P.</b>	

**Daily total**  
**Initials of**  
**Person marking**  
**The daily attendance**  
**Initials of Inspecting**  
**Officer .....**

**Passed for**  
**Rs .....**

**Divisional Officer**

Certified that above payment have been made by me as per above details.

**Account Officer**

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 22**  
**Measurement Book**

*See paragraph 219 of Sikkim Public Works Code*

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<b>Particulars</b>	<b>Details of actual Measurement</b>			<b>Contents or area</b>
<b>No.</b>	<b>L</b>	<b>B</b>	<b>D</b>	

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**SIKKIM PUBLIC WORKS DEPARTMENT FORM 24**  
**WORK BILL FORM**

*See paragraph 78 of Sikkim Public Works Code*

Division ..... Sub- Division .....

C.B. Vr. No: and date

Name of contactor

Name of work

Head of account

Serial No:

No. and date of previous bill for this work

Ref. to estimate & agreement

Date of commencement

Due Date of completion

Actual Date of completion

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Sl. No.	Item of work	Quantity	Unit	Rate	Amount
1	2	3	4	5	6

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Total value of work done .....

Deduct value shown on previous bill .....

Net value of work since previous bill .....

Measurement for the value shown in Col 6 were made by me on ..... and recorded at page .....of MB No: .....  
No advance payment has been made previously without details measurements.

Assistant Engineer

1. Total Value of work done .....(A)
2. Total advance payments including running Account bills as per details given below.
  - (a) As per pervious bill ..... Rs .....
  - (b) Other Payments .....Rs .....

Total item a+ b .....
3. Balance (1-2) ..... (B)
4. Amount since this bill .....(C)
5. Payment now to be made as per details given below .....(D)
  - (a) Recovery towards cost of material .....
  - (b) Hire Charges .....
  - (c) Income tax .....
  - (d) Vat .....
  - (e) By cheque .....
  - (f) Storage charges .....
  - (g) Cess .....
  - (h) Royalties .....
  - (i) Net payable .....
  - (j) Total .....
  - (k) Add amount credited to same work .....
  - (l) Amount Since this bill .....

**FORM 28**  
**Hand Receipt**

*1 See paragraph 78 of Sikkim Public Works Code*

(To be used as a simple form of voucher for all miscellaneous payments and advance for which the special forms are not suitable)

Cash Book

Vr. No.

Dated

1. Pay by Cheque/Cash

Rs.

(in words)

to .....

Divisional Engineer

2. Paid by me

Date

Divisional Engineer

Received from the sum of Rs ..... (in words) on a/c of .....  
for the work.

Signature of payee

Passed for payment of Rs.....

Divisional Engineer

Please pay Rs .....

Account Officer.

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 35**

**Register of Materials at Site Accounts**

*See paragraph 247 of Sikkim Public Works Code*

Sub-Division

Estimated

Division

Requirements

Name of work .....

Name of materials

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Sl. No.	Date of receipt	quantity	From whom received	date of issue and quantity	To whom issued	Balance
1		2	3	4	5	6

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**SIKKIM PUBLIC WORKS DEPARTMENT FORM 38**  
**REGISTER SHOWING THE ISSUE AND CONSUMPTION OF MATERIALS**

*See paragraph 129 of Sikkim Public Works Code*

Division ..... Name of work .....

Sub-Division ..... Name of Contractor .....

**Part I Quantities and value of materials used on the work**

<b>Name of the work</b>	<b>Quantity executed</b>	<b>Description of materials &amp; quantity</b>	<b>Description of materials &amp; quantity</b>	<b>Description of materials &amp; quantity</b>	<b>Description of materials &amp; quantity</b>	<b>Total value</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

Unit  
 Rate  
 Total used in construction

N. B.: The quantity used on construction should be calculated in the basis of quantity of work executed. Such authorised formulae as may be prescribed by SE should be adopted for calculating the theoretical requirements.

**Part II Statement showing adjustment of surplus / deficit**

- |  |          |
|--|----------|
| 1. Quantities used as per Part I<br>Material | Quantity |
| 2. Quantities issued<br>Material             | Quantity |
| 3. Difference                                |          |
| (+ Excess issue                              |          |
| (-) Short use                                |          |
| 4. Reason for difference                     |          |

Certified that the quantities of various items shown in the above statement have been worked out as accurately as possible of the quantities of work done.

Assistance Engineer

Order of the Divisional Engineer

Divisional Engineer

**Part II Statement showing the disposed of material remaining unused**

Description of Materials	Quantity	Value	flow disposed of	Amount debited to stock	Amount debited to other works	Amount of adjustment	Head of Account
1	2	3	4	5	6	7	8

Total .....

Signature of Assistant Engineer

Divisional Engineer.

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 40**  
**REGISTER OF WORKS**

*See paragraph 255 of Sikkim Public Works Code*

Name of work  
Estimate no & date & amount  
Appropriation for the year

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Expenditure to the end of previous year	Expenditure during the month		Progressive expenditure		Remarks	Initials of Account Officer
	Rs.	P.	Rs.	P.		
April						
May						
June						
July						
August						
September						
October						
November						
December						
January						
February						
March Final						
Total						

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 43**

*See paragraph 266 of Sikkim Public Works Code*

**CONTRACTORS LEDGER**

Name of Contractor

Particulars of Bill			Secured Advance	Advance payment debits (+)	other transaction debits (+) credits (-)	Name of work or account or Job No.	Gross transaction		Total Value of work	Remarks
Date	No.	Serial No. Of the bill					Debits	Credits		
1	2	3	4	5	6	7	8	9	10	11

Details of balance

Divisional Engineer

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 44**  
**Deviation Statement/Completion Certificate**  
*See paragraph 230 of Sikkim Public Works Code*

Division .....

Name of work .....

Estimate No. & date and amount .....

Item of work	Quantity as per estimate	Rate as per estimate		Amount		Quantity as executed	Rate		Amount		Excess	Saving	Ref. to approval of deviation
		Rs.	P	Rs.	P.		Rs.	P.	Rs.	P.			
1	2	3	4	5	6	7	8	9	10				

**For final bills only**

Certified that the work has been completed in all respects in accordance with the approved Plan/estimates and specifications.

Dated \_\_\_\_\_ Signature of Assistant Engineer

Divisional Engineer.

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 46**

*See paragraph 180 of Sikkim Public Works Code*

**REGISTER OF REVENUE REALISED**

Division .....

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Ref. to B.R. No : & & Date or Vr. No.	Nature of Revenue <hr/> By whom remitted or From whom recovered	Amount	Classification	Remarks
1	2	3	4	5

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**SIKKIM PUBLIC WORKS DEPARTMENT FORM 53**

**Transfer Entry Order**

*(See paragraph 160 of Sikkim Public Works Code)*

No. \_\_\_\_\_ Date \_\_\_\_\_

Adjusted in the month .....

Vide transfer entry book No .....

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<b>Particulars of transaction</b>	<b>DEBIT</b> Name of work Amount head of account	<b>CREDIT</b> Name of work	<b>Amount</b>
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Account Officer

Divisional Engineer

Officer initiating  
transfer entry

For use in A. G's Office

Auditor

S.O.

Accounts Officer.

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 53A**

**Omnibus transfer entry order of Stores**

*See paragraph 104 of Sikkim Public Works Code*

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Particulars of Supply	MB No. Page No. GRS No.	Name of supplier	DEBIT Name of work heard of account or stock suspense	Amount	CREDIT PURCHASES Amount
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

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Divisional Engineer / Accounts Officer Division

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 54**  
**TRANSFER ENTRY BOOK**  
*See paragraph 164 of Sikkim Public Works Code*  
**MONTH**

<b>Date</b>	<b>Item No:</b>	<b>Particulars of Each transaction</b>	<b>DEBIT Name of work &amp; Head of account</b>	<b>AMOUNT</b>	<b>CREDIT Name of work head of account</b>	<b>AMOUNT</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

Accounts Officer

Divisional Engineer .....

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 58**  
**SALARY AUDIT REGISTER OF WORK CHARGED ESTABLISHMENT**  
*See paragraph 239 of Sikkim Public Works Code*

Name of work  
 Est. No: Date and Amount

Sanctioned Post	Scale	Amount per month	April	May	June	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.

Total of the month  
 Progressive expenditure  
 Separate pages should be allotted for each work

Account Officer

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 65**  
**SCHEDULE OF DEPOSIT WORKS**

*See paragraph 365 of Sikkim Public Works Code*

Division .....

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Sl. No.	Name of work	Head of account	Details of Deposits			Expenditure		Progressive expenditure	Excess debited to Public Works Advances	Remarks
			Opening balance	During the month	Total deposit	During the month				
<hr/>										

Accounts Officer

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 73**  
**STOCK ACCOUNT** (*Vide paragraph 139 of Sikkim Public Works Code*)

*See paragraph 365 of Sikkim Public Works Code*

Month .....19

**Account of Receipts Issues and Balance**

Item No.	Name of Item	Quantity of opening Balance	Value of opening balance	Quantity of receipt	Receipt value	Total		Quantity of closing balance	Value of closing balance	Remarks
						Quantity	Value			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>

**SIKKIM PUBLIC WORKS DEPARTMENT FORM 79**  
**Schedule of Deposit**  
*Vide paragraph 139 of Sikkim Public Works Code*

Month .....

Division .....

<b>Class of deposit</b>	<b>opening balance</b>	<b>Credits during the month</b>	<b>Total</b>	<b>Debits during the months</b>	<b>Closing balance</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>(2+3) 4</b>	<b>5</b>	<b>(4+5)6</b>

- 1. Cash deposit of Subordinates
- 2. Cash deposits of Contractors
- 3. Deposit for work to be done
- 4. Miscellaneous deposits

Total

Account Officer

Division .....