

SHERIFFS' PETTY ACCOUNT

SCHEDULE” B”

List and specimens of registers and forms to be maintained or used in sheriff's Petty Accounts

- ✓ *Register of Receipts.*
- ✓ *Register of Disbursement.*
- ✓ *Cash Book,*
- ✓ *Treasury Pass Book,*
- ✓ *Receipt Form.*
- ✓ *Register of processes received and disposed of by the local agent.*
- ✓ *Note-book of process server.*
- ✓ *Payment Order Form.*
- ✓ *Chalan Form.*
- ✓ *Cheque Form.*
- ✓ *Form No. 29, Civil Account Code, Volume I.*
- ✓ *Form No. 30, Civil Accounts Code, Volume I.*
- ✓ *Stock book of forms of Receipt Books/ Cheque Books.*
- ✓ *Intermediate register of money orders, etc.*

{This register is reproduced in the Civil Court Deposit Rules. As these will be one such register in each Court for all money order transactions, such transactions relate to Sheriff's Petty Accounts will also be included in it).

**SHERIFFS' PETTY ACCOUNTS RULES.
SCHEDULE A**

List of items which may properly to included in Sheriff's Petty Accounts.

- 1. Sums of deposited by parties as the expenses of witnesses, fees of expert witnesses, and commission fees, in civil, criminal and revenue cases.**
- 2. Deposits of advertisement charges of newspapers in cases of substituted service.**
- 3. Sums deposited for immediate disbursement as costs in partition cases (revenue).**
- 4. Sums deposited as costs in connection with applications for Probate, Letters of Administration, and Succession Certificates, other than the cost of stamps deposited by applicant, under Act XXXIX of 1925.**
- 5. All Petty items received for immediate disbursement in full except when they are deposited in courts following the cash system for Civil Court Deposits.**

FORM NO. 1
(Vide Rule 3)

REGISTER OF RECEIPTS OF SHERIFFS' PETTY ACCOUNT DEPOSITS AT THE AGENCY OF THE _____ FOR THE MONTH OF _____

1	Date of receipts.		
2	Number of each deposit.		
3	No. of file of the case in which deposited.		
4.	Name of the Court and of the parties with name and Tehsil number of the village in which the file is to be kept.		
5	From whom received.		
6	Nature of deposit.		
7	Amount of each payment.	Rs	
8	Initials of Officer-in-Charge.		
9	Daily Total.		
10	Date.		Detail of payments.
11	Amount of each payment.	Rs	
12	Initials of Officer-in-Charge.		
13	Date.		
14	Amount of each payment.	Rs	
15	Initials of Officer-in-Charge.		
16	Date.		
17	Amount of each payment.	Rs	
18	Initials of Officer-in-Charge.		
19	Total payment.		
20	Lapsed and credited to Government		
21	REMARKS.		

FORM NO. 2

(Vide Rule 3)

REGISTR OF DISBURSMENT OF SHERIFFS' PETTY ACCOUNTS DEPOSITS AT THE AGENCY OF THE _____ FOR THE MONTH OF _____.

DETAL OF ORIGINAL DEPOSIT.			Date of present payment	Yearly serial No.	To whom paid.	Amount paid.	INITIALS OF		Daily total carried to Cash book.	Payee's receipt.
Date of receipt.	Number as per Register of Receipts .	Amount of balance of deposit.					Process serving agent.	Officer-in-charge.		
1	2	3	4	5	6	7	8	9	10	11
		Rs a.p				Rs a.p			Rs a.p	

FORM NO. 3
(Vide Rule 3)

CAHS BOOK OF SHERIFFS' PETTY ACCOUNTS SHOWING CASH BALANCE IN THE HAND OF THE NAZIR EACH DAT AT THE AGENCY AT _____
FOR THE MONTH OF _____.

1	2	3	4	5	6	7	8	9	10
Date	RECEIPTS.			PAYMENTS.			BALANCE.		
	Particulars.	Cash.	Treasury.	Particulars.	Cash.	Treasury.	Cash (3----6)	Treasury (4----7)	Initials of the Officer-in- charge.
1-4-37	Opening balance (1) Daily total as per register of receipts.	Rs 200.	Rs 4,000	(1) Daily total as per register of disbursements.	Rs. 150.	Rs.	Rs	Rs	<p>Certificate. I have today compared the Treasury balance shown in the books of agency with the balance shown in the "Treasury Pass Book" and I find that they agree.</p>
	Total =	200	4,000		150	50	4,000	
				(1) Daily total as per register of disbursements.	100			
2-4-37	(1) Daily total as per register of receipts.	500						
	(2) From cash.	250	(2) Paid into treasury.	250			
	Total =	700	4,250		500	200	4,250	
3-4-37	(1) Daily total as per register of receipts.	280	(1) Daily total as per register of disbursements.	530			
	(2) Withdrawn from treasury.	150	(2) For Cash.	150			
	Total =	1,130	4,250		1,030	150	100	4,100	

FORM NO. 5
(Vide Rule 13.)

*Receipts for deposit in Sheriffs' Petty Accounts in Agency at _____
at _____ Counterfoil of Receipt.*

*Receipt for money deposited in Sheriffs' Petty Accounts in Agency
_____.*

*Book No _____.
Receipt No. _____*

*Book No _____.
Receipt No. _____.*

Date		Date	
No of entry in register of Receipts.		No of entry in register of Receipts.	
Name of Agency.		Name of Agency.	
Name of depositor.		Name of depositor.	
Amount deposited.		Amount deposited.	
Signature of Officer-in-Charge.		Signature of Officer-in-Charge.	

FORM NO. 6
(Vide Rule 17)

REGISTERS OF PROCESSES RECEIVED AND DISPOSED OF BY THE LOCAL AGENT OF SHERIFFS' PETTY ACCOUNTS AT _____

1.	Serial No	
2.	No. of cases	
3.	Court from which process issued.	
4.	Name of parties.	
5.	Description of process.	
6.	Amount of process-fee levied.	
7.	Date of payment.	
8.	Name of person making the payment.	
9	Name of person on whom process is to be served	
10	No. and name of peon by whom to be served or name of tahsil or district to which sent for service.	
11	Date on which handed over to peon or sent to other agent.	
12	Date pf return from the peon or other agent.	
13	Whether served or unserved.	
14	Date of return of the amount of diet money in case of unserved process.	
15	Date of submission of the process to the court concerned.	

**FORM NO. 7
(Vide Rule 20)**

NOTE BOOK OF _____ PROCESS SERVER ATTACHED AT _____ AGENCY

1	Date	
2	TO BE FILLED UP BY THE AGENT (NAZIR)	Reference to No. of item in Register of Disbursement.
3		Name of person to whom money is to be disbursed.
4		Amount.
5		Initials of process-serving Agent (Nazir).
6		TO BE FILLED UP PROCESS-SERVER.
7	Amount paid	
8	Acknowledgment of payee.	
9	Amount undisbursed.	
9-A	Signatures of the witnesses in whose presence the amount was paid.	
10	TO BE FILLED BY THE AGENT (NAZIR).	Number of item in Register of Receipts against which re-deposited.
11		Signature of the process-serving Agent (Nazir)
12	REMARKS	

FORM NO. 8
(Vide Rule 29)

PAYMENT ORDER ON SHERIFFS' PETTY ACCOUNTS AT _____ SERIAL NO. _____ OF REGISTER OF DISBURSEMENTS.

Original Number		Date of deposit.		Name of Depositor.		Amount originally deposited.	
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Received this _____ day of _____

The sum of Rs _____ annas ___ being

the amount payable to _____ on

account of the undisbursed deposit described above.

Claimat's Signature _____

Pay Rs. _____

Dated _____ Presiding Officer ■

**Form No. 9
(Vide Rule 34)
CHALLAN**

STEREO A. AND T.T.M No. 192

Challan of cash paid into _____ Treasury on _____

Name of person paying the money.	Amount paid (in words and figures).
On account of name of person actually tendering the cash.	

Head of account

Date

**Received from _____
Rupees**

To the credit of Government as stated herein.

Treasurer

Accountant.

Treasury officer.

Form No. 10
(Vide Rule 35)
CHEQUE

(Books of personal account cheques as supplied by Treasury Officer)

Form No. 11
(Vide Rule 47)
FORM No. 29 C.A.C Vol. 1
Stereo A. and T. C. A. C. No. 5

STATEMENT OF LAPSED (CIVIL CRIMINAL COURTS OR REVENUE) DEPOSITS OF THE _____ TREASURY FOR THE YEAR _____.

PARTICULARS OF DEPOSITS.			FOR USE IN ACCOUNTANT GENERAL'S OFFICE.				REMARKS.
Year	No.	Balance lapsed	<i>Refund order</i>		Amount of refund sanctioned.	Initials.	
			No.	Dated.			
Total carried over.							

_____ Court
 at _____
 dated _____ }

Officer-in-Charge

Treasury
Officer.

Form No. 12
(Vide Rule 48)
Stereo A. and T No. 6 Form 30, C.A.C
Volume I
VOUCHER No.
REFUND OF LAPSED DEPOSITS.

To.
THE ACCOUNTANT GENERAL _____

Sir,

The following refund of Lapsed Deposits, aggregating Rs. (in words) _____ have been claimed by
 _____ of whose identity and title to the money I have satisfied myself. I request your sanction to the refund.

Class of deposit	PARTICULARS OF ORIGINAL DEPOSIT.		Balance credited to Government.	Date of Lapsed Statement	Account claimed.	REMARKS.
	Year	No.				
			Rs A.P		RS A.P	

_____ District
 The _____



Judge, Magistrate or other Officer.

Designation of the other Officer _____.

