

MANUAL - 6
Section 4 (1) (b) (Vi)

Statement of categories of documents that are held and under the control of the Office of Chief Accountant (Finance) / Chief Accountant (Treasury)

1) Record Section	<ul style="list-style-type: none"> 1) Bank Guarantee registers 2) Contracts (P.C.) 3) Indemnity Bonds 4) FHL Bonds 5) Mortgage Deeds 6) Right to information Register 7) Circulars 8) Circular Register 9) MGR Register 10) Central Register 11) MCL, MGC Register 12) RED Register 13) Lok Ayukta Register 14) Cheque Register 15) HRS 16) Fresh Issue Register 17) Tarankit Question Register 18) RBI, SBI, SMALL CAUSES COURT Register 19) Cheque Given Register 20) Inward / Outward Register 21) Weekly Report 22) Succession Certificate 23) Surety Bond 24) Post Register 25) Banks, Contracts, FHL Bonds Issued Register 26) Agreement Register
2) General Section	<ul style="list-style-type: none"> 1) All applications regarding C.L./E.L./H.P.L. and other kind of leave. 2) Annual Increment Register 3) Papers related to leave of all kinds 4) Sanctioned increment papers / Pay fixation papers 5) Stock Register 6) Proposals regarding purchase of stationary / material / goods etc.

	<p>for the use of C.A.'s dept.</p> <p>7) Dead Stock Register</p> <p>8) Telephone Bills / Electric Bills</p> <p>9) Sanction Register</p> <p>10) Sanction leave, Service Books and Personal files of the employees of C.A.'s Department.</p> <p>11) Sanctions papers regarding seniority, confirmation and quarterly report etc and similar other papers involving service conditions of the employee</p> <p>12) Papers related to transfers retirement, voluntary retirements</p> <p>13) Office circulars and office orders</p> <p>14) Nominations and sanction for training, to withdraw advance amount for training, account details, Objection Register</p> <p>15) Verification of applications for the vacant posts other than in BMC</p> <p>16) Deposit Refund Register</p> <p>17) Recruitment related Right to information</p> <p>18) P.T.Case, Walk-in-selection Jr.A. & A.A. & Peon Register</p> <p>19) Transfer Applications</p> <p>20) Confidential History Sheets</p> <p>21) Dak Registers, Dispatch Register, Dak sheet, Fresh issue Register, Inward Register</p> <p>22) Musters and Casual Leave related record</p> <p>23) Special C.L. Register</p> <p>24) Sanctions papers regarding Promotions, creation, continuation, recruitment, select list and lean related papers.</p> <p>25) Papers related to caste verification</p> <p>26) Roaster Register</p> <p>27) Papers related to court matters</p> <p>28) Verification of applications for the vacant posts other than in BMC</p> <p>29) Verification of applications for internal examinations</p> <p>30) Medical Card Register</p> <p>31) Identity Card Register</p> <p>32) Correspondence regarding Election and Census</p> <p>33) On Duty Noting book</p> <p>34) Memo for unauthorised absent</p> <p>35) Monthly effective Report</p> <p>36) Muster Noting regarding Leave</p> <p>37) weekly Report</p> <p>38) Caste Validity Certificate Register</p> <p>39) effective Report</p> <p>40) Departmental Enquiry File</p> <p>41) Enquiry Register</p>
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	<p>42) Pension / P.F.Claims of the employees of C.A.'s Dept</p> <p>43) Monthly paysheets of the employees</p> <p>44) L.T.A. Registers and relevant papers</p> <p>45) Income Tax related documents</p> <p>46) S.P.Ss</p> <p>47)P.R.L. Registers</p> <p>48) Festival Advance Register</p> <p>49) Register of encashment of E.L./H.P.L. after retirement / death etc.</p> <p>50) P.F. Advance Register / P.F. Advance (NRA) Register and related documents</p> <p>51) Overtime Allowance Register</p> <p>52) Suspension Allowance Register</p> <p>53) Establishment Budget Provision Papers</p> <p>54) Monthly Effective Report</p> <p>55) Housing Loan Subsidy Register</p> <p>56) Effective Register</p> <p>57) Children Education Allowance Register</p> <p>58) EL/HPL- Encashment Register</p> <p>59) MCA Audit Note Register</p> <p>60)Fine Register</p> <p>61)Arrears Output</p> <p>62) Time bound proposals</p>
<p>3) Establishment Audit Section (Paysheet I,II,III,IV & V – I. Tax)</p>	<p>1) L.T.A. Register</p> <p>2) P.R.L. (Pay roll of L.T.A.)</p> <p>3) S.P.S. Register / E.C.S. Register</p> <p>4) R.G. Register</p> <p>5) Sanction Register (Post)</p> <p>6) Suspension Allowance Register</p> <p>7) Fresh Issue Register</p> <p>8) E.L./H.P.L. Register</p> <p>9) Dak Sheet File</p> <p>10) L.I.C. Register</p> <p>11) P.Tax Register</p> <p>12) Deposit Register</p> <p>13) Vehicle Advance Binder</p> <p>14) Election Payment Register</p> <p>15) Income Tax Payment / Remittance Register</p> <p>16) Income Tax Posting Register (I.Tax Recovered through SPS)</p> <p>17) Income Tax Data Distribution Register</p> <p>18) Despatch Books</p> <p>19) Festival Advance Register</p>

	20) Effective Notice Register
4) Pension-I.B. Section	1) P.P.O. Register 2) Monthly summary E.C.wise 3) Yearly E.C. Index, E.C. wise including Address 4) Monthly Master /Input / Bank Option Forms / Jt. Bank Option Forms (from Feb,2009) 5) F.I.B. Cheque Register 6) Bank Acknowledgement 7) C.C.R. 8) Monthly Voucher File 9) DR Forms Index 10) Consolidation Master 11) New Account (for Family Pension) 12) Bank Option Register 13) Income Tax Master / Tax Registers FORM 16 & FORM 24 14) L.C. Master 15) Nomination Register 16) Dak Register 17) D.L. Register / Voucher Registers 18) For DR Input Register 19) M.O. Register P.P.O. & Counter 20) M.O. Master 21) M.O. Return Register 22) Audit Note Register 23) Cheques Register
5) P.F. Cell	1) <u>NOMINATION</u> A) Form of nomination when subscriber has a family 1) Appendix – “C” (Rule-13) 2) Appendix – “B” (Rule-12) B) Form of nomination when subscriber has no family 1) Appendix – “D” 2) Appendix – “B” (Rule-12) 3) Employee code directory of subscriber 2) <u>NON CONTRIBUTORY PROVIDENT FUND SLIPS</u> A) Employee can repay the amount of refundable or non-refundable advance through Appendix C & D respectively B) Printing and distribution of P.F. Slips in every Financial Year C) P.F. A/c closed of retired employees
5a) D.C.-1 Pension Scheme	1) Proforma-1

6) Project (city), Project (Western sub), Project (Eastern sub)	1) Payment Certificate of Road works, SWD, Bridge, Special project of Dumping ground and City Engineer. 2) Miscellaneous Register 3) Inward Register 4) Outward Register 5) Objection Book 6) E.M.D. Refund Register 7) B.G. and Contract Safe custody file/Book 8) Advance Register 9) Consultant's Bills 10) Electric Bill Register 11) Telephone Bill Register 12) Weekly report file 13) Loan Register 14) Circular file 15) Office Coy file 16) Audit note file
7) DYCA (R.A.1 – Octroi)	1) Cheque Counter Register 2) Cheque disbursement Register 3) E.C.S. Payment Register 4) Green Sheet & Hard Copy 5) Municipal Bank commission Payment Register 6) Refund Claim Inward & Outward Register 7) Registers for Oct/Rnep amount entries from Five Naka, done by Municipal Co-op Bank.
8) Banking Section	1) Fixed Deposit Register 2) Accounts Register 3) Cash Register 4) Security Register 5) Inward / Outward Register
9) Revenue Section - FRV	1) G.R. file in respect of amount due from Government 2) Copies of Municipal Chief Auditors Annual Audit Report 3) Register showing monthly details of amount due from Government 4) Register in respect of replies received from departments on M.C.A.'s Audit Para 5) Correspondence file in respect of amount due from Government 6) Subject wise files in respect of amount due from Government 7) Files in respect of amount of infrastructure and development charges receivable from Slum Rehabilitation Authority (S.R.A.) 8) Correspondence file in respect of M.C.A.'s audit paras 9) Consolidated monthly report in respect of outstanding advances file.

	<ul style="list-style-type: none"> 10) Star Questions O.C. File 11) Filed Papers file / office copy file 12) File in respect of A.G.S. Audit Paras & replies thereon 13) Dispatch Books 14) Dak Register 15) Weekly Report outstanding papers file 16) Fresh Issue Register
10) Revenue Section - FRG	<ul style="list-style-type: none"> 1) Audit Note Book – Misc A & B 2) Register of unclaimed deposits credited to revenue 3) Register of noting of revenue certificate given for claimed deposits out of revenue 4) Muster 5) Refund Register 6) T.C.S. Register (Pay & Park) 7) Register of Receipt Books 8) Punching Report 9) Inward and outward Register 10) C.L./C.Off/Outdoor Files 11) Office Orders File 12) Inward Register 13) Weekly Report Register 14) Tender Register (Pay & Park) 15) Bank Guarantee Register 16) Circular Files 17) Office Copy Files
11) Revenue Section - FRM	<ul style="list-style-type: none"> 1) Refund Register 2) Audit Note Book 3) Inward / Outward Register 4) Weekly Report Register
12) Revenue Section - FRE	<ul style="list-style-type: none"> 1) Refund Register 2) Adjustment Register 3) Inward / Outward Register 4) Audit Note Book 5) Weekly Report Register
13) Revenue Section - FRT	<ul style="list-style-type: none"> 1) Sales Tax, Service Tax, Income Tax (Tax collected at source) & Building and other construction worker welfare Cess – Assessment files, papers and vouchers etc. 2) Inward / Outward Register 3) C.L. / C.Off and outdoor duty Registers 4) Weekly Report Register

14) Revenue-3 Section	<ol style="list-style-type: none"> 1) Despatch Books 2) C.L./C.Off / Outdoor files 3) Muster Book 4) Inward / Outward Register 5) Recovery Registers 6) Fresh Issue Register 7) Weekly Report Register 8) Office Orders files 9) Programme Book 10) Dead Stock Register 11) Files of Correspondence, Audit notes and remarks of Chief Accountant General Office
15) Revenue Section - FRA	<ol style="list-style-type: none"> 1) Audit Note Book 2) Register of Government Payable tax <ol style="list-style-type: none"> a) Register for Building Repairs Cess b) State Education Cess c) Employment Guarantee Cess d) Maharashtra Tax on Big Residential Building 3) Refund Register 4) Challan Copies 5) Unclaimed Green Sheet 6) Inward / Outward Register 7) Weekly Report Register 8) Index Register 9) Office copies file 10) Circular file
16) Closing Section	<ol style="list-style-type: none"> 1) Office Circular Register 2) EL / HPL Leave Register 3) Fresh Issue Register 4) Dak Sheet and Weekly Report Register 5) Internal and External Dispatch Books 6) Reports sent to Govt., C.A.G. Officer and other financial Govt. – semi Govt Institutions 7) Office orders file regarding transfers, promotions and continuation remarks of service 8) Daily Revenue collection reports received from all 24 Wards & Hospital account units 9) Files of applications received under Right to Information Act 2005 and disposal thereof. 10) M.C.A. Audit Note Register and correspondence files 11) Consolidated monthly report in respect of outstanding M.C.A. Audit

	<p>Notes.</p> <p>12) File in respect of A.G.'s Audit Paras and correspondence files thereof</p> <p>13) files of Star/Unstar question raised during various Vidhansabha / Vidhanparishad sessions and answers given thereof.</p> <p>14) File of Administrative report of Chief Accountant (Treasury) Department</p> <p>15) Files regarding dates of monthly receipt & payments statement submitted to M.C.A.</p> <p>16) Annual Accounts and Financial statement i.e.</p> <ol style="list-style-type: none"> a) Trial Balance b) Receipt and Payment c) Income and Expenditure d) Balance Sheet (with disclosures) e) Note to Account and Significant Accounting Policies
<p>17) K.E.M. Hospital Accounts unit</p>	<ol style="list-style-type: none"> 1) Original G.P.S. 2) Dak Registers 3) LTA Binder 4) Sanction Register for non- scheduled posts 5) Festival Advance 6) Subsistence Allowance Register 7) Security Deposit Register 8) Register for T.A./D.A. for attending conference 9) Immediate Cash Assistance Register 10) E.L./H.P.L. Encashment Register 11) OT Register 12) Dak Register of RL Section 13) LC Register (SRP) 14) LC Register (Bank's DL) 15) Liability Register 16) EMD Register 17) Objection Book 18) Purchase in Indian Currency Sanction Register 19) Civil and Mechanical & Electrical Works sanction Register 20) Fresh Issue Register 21) Safe Custody Register 22) Deposit Register 23) Sanction Noting Register 24) Safe Custody B.G. Register 25) safe Custody contract Register 26) Bankers Guarantee Register 27) Sanction Noting Register

	<p>28) Safe Custody B.G. Register</p> <p>29) Liability Noting Register upto 31.03.2007</p> <p>30) Leave Register</p> <p>31) Inward / Outward Register for (Confidential) Papers received for DYCA (HEALTH)</p> <p>32) Electricity Bills Register</p> <p>33) Telephone Bills Register</p> <p>34) Annual Maintenance Contract Register</p> <p>35) Cheque Issue Register</p> <p>36) Property Tax / Rent Collection Register</p> <p>37) Scholarship Register</p> <p>38) Bank Guarantee Register</p> <p>39) Cash Payment Register</p> <p>40) Imprest Register</p>
<p>18) Grand-in-Aid Section (FGA)</p>	<p>A)</p> <ol style="list-style-type: none"> 1) Dak Register 2) Weekly Report, Office Copies and Circular File 3) Directives list for Recurring Grant, Sanction Register and Tabulation Register 4) Directives List for Ad-hoc Grant, Sanction Register and Tabulation Register <p><u>B) Registration Section</u></p> <ol style="list-style-type: none"> 1) Dak Register 2) Weekly Report, Office Copies and Circular File 3) Supplier Registration Register 4) Scrap Dealer Registration Register 5) Standing Security Deposit Refund Register 6) Register up to 1993 for Registration of Civil, Electrical and Mechanical Contractors and Refund Register
<p>19) Computerised Payroll section (FCP)</p>	<ol style="list-style-type: none"> 1) Summary of Arrears 2) Employee codewise & surnamewise information of the employees 3) List of employee code. 4) List of banks participating in the scheme of disbursement of salary of municipal employees through banks 5) List of paysheet code 6) List of various labour/Employees unions 7) Inward-Outward Register 8) Fresh issue Register 9) Weekly report file 10) Circular file

20) FHL I & II	<ol style="list-style-type: none"> 1) Co-operative Housing Society Loan Sanction Register 2) Co-operative Housing Society Loan / Interest Recovery Register 3) Co-operative Housing Society Interest Calculation Register 4) Defaulter Co-operative Housing Society Recovery Register 5) Co-operative Housing Society Reconciliation Register 6) Co-operative Housing Society Recovery Day Book 1-2-3 7) Individual Housing Loan Recovery After Retirement / Death Register 8) Individual Housing Loan / Interest Recovery Reconciliation Register 9) Release of Mortgage Deed Register 10) Muster 11) Leave Register 12) Office Order Register 13) Imprest Register 14) Inward / Outward Register 15) Dak Register 16) Effective Report 17) Telephone Bills Register 18) Individual Housing Loan Balance Amt Recovery from Salary Register 19) Cancelled File Register 20) 4 Interest Subsidy New Loan File Register 21) 4 Interest Subsidy Closed Cases Register 22) 4 Interest subsidy input Register 23) Bank Code Register 24) Cheque Issue Register 25) Uncleared Cheques Register 26) Service Charge Recovery Register 27) Monthly Cheque Record Register 28) Computer Register 29) Independent Dak Register 30) outward Register
21) Leave Audit Section (FRL)	<ol style="list-style-type: none"> 1) Inward / Outward Register 2) Worksheet 3) Despatch Form VIII - B 4) Despatch Slip 5) Muster 6) Audit Note Register 7) Dak Register 8) Weekly Report
22) FBP I	<ol style="list-style-type: none"> 1) Liability noting register containing proposals submitted to Hon'ble Mayor upto Rs.7.50 Crores 2) Contingency Fund & Office Order issued Register

	<p>3) Register regarding Bank Guarantee, contract and Papers send to Record Section for keeping in safe custody</p> <p>4) File of D.L. to MS regarding proposals amounting from Rs.5 lakhs to Rs.75 lakhs which are required to send to Standing Committee for information</p> <p>5) Dak Sheet file</p> <p>6) Office Copy File</p> <p>7) Telephone Register</p> <p>8) Electricity bills Register</p> <p>9) Imprest Register</p> <p>10) Bill Sanction Register</p> <p>11) Objection Book Register</p> <p>12) Detailed Account report</p> <p>13) MCA/CAG audit note register</p> <p>14) Inward-Outward Register</p> <p>15) Fresh issue Register</p> <p>16) Right to Informartion File/Register</p> <p>17) Office circular file</p> <p>18) Star Question Register</p> <p>19)Weekly report File</p> <p>20)Leave register</p> <p>21) EMD refund register</p> <p>22)Block removal file</p> <p>23) Voucher file</p> <p>24)Consultants payment sanction register</p>
<p>23) FBP-II</p>	<p>1) safe custody record register</p> <p>2) Audit note Register (municipal Chief auditor, CAG, local fund auditor)</p> <p>3) Circular files</p> <p>4) Important proposals (contribution to be given to Mumbai building repair & redevelopment mandal)</p> <p>5) Voucher files</p> <p>6) Mobile register</p> <p>7) Sanction register of consultants</p> <p>8) Sanction Register</p> <p>9)Inward & Outward register</p> <p>10) Advances given to contractors & departmental Officers registers</p> <p>11) Telephone register</p> <p>12) Electricity bill Registers</p> <p>13) Imprest Registers</p> <p>14) Medical assistance register</p>

	<ul style="list-style-type: none"> 15) Scholarship sanction register 16) Immediate cash assistance 17) UNDP deposit register 18) Earnest money deposit register 19) Security deposit register 20) Office copy files 21) Fresh issue register 22) Mahila bachat gat register
24) Solid Waste Management & Establishment Schedule	<ul style="list-style-type: none"> 1) Imprest and Telephone Register 2) Bill Passing Register 3) Objection Register 4) Immediate Cash Assistance Register 5) Group Insurance Scheme Register 6) EMD Refund Register 7) Bank Guarantee Register 8) Cheque Handover Register 9) Yearly Budget Estimates – From 2008 10) Fresh Issue Register 11) Inward / outward Register 12) Weekly Report Register 13) Circular file 14) Despatch Slip Book 15) Vouchers file 16) Dak Register 17) Dak Sheet file
25) Cash Section	<ul style="list-style-type: none"> 1) Circular File 2) Fresh Issue Register 3) Inward / outward Register 4) Sale of Forms <ul style="list-style-type: none"> a) Bank Guarantee Form CA-15 & CA-16 b) Maintenance Guarantee Form CA-17 c) Supply Enrollment Application Form GEN-113 d) Application Form for the Registration of Scrap Dealer e) Application Form for Grant-in-Aid General Organisation f) Application Form for Grant-in-Aid to Organisation for handicap 5) Sales of Books <ul style="list-style-type: none"> a) Municipal Service Regulation Rules, 1989 (Marathi / English) b) Municipal Provident Fund Rules (Marathi / English) c) Municipal Pension Rules, 1953 (Marathi / English) d) Payment of Gratuity Act, 1972 Rules for Grant of Vehicle Advance &

	<p>Grant of Leave, Casual Leave, Earned Leave by General Admin Department (Marathi / English)</p> <p>e) Municipal Corporation Services (Conduct) Rules, 1999 (Marathi / English)</p> <p>6) VAT Register</p> <p>7) Money Order Return Register</p> <p>8) Weekly Report Office File</p> <p>9) Utility Cheque Bill Register</p> <p>10) Cheque Counter Book</p> <p>11) Cheque Counter File</p> <p>12) LC (Letter of Credit) DD Register</p> <p>13) Block Removal Verify Register</p> <p>14) RTGS / NEFT Return Register</p> <p>15) ECS Return Register</p> <p>16) ECS Unprocessed Register File (Beneficiary Bank)</p> <p>17) ECS Form</p> <p>18) Bank Provision File</p> <p>19) Cheque / ECS /RTGS /NEFT / CBS Annexure Binding File</p> <p>20) Cheque stock Register</p> <p>21) Lapsed & Cancelled Cheques Register</p> <p>22) Housing Loan Recovery Cheques Register</p> <p>23) PF / Pension Claim Paid Voucher Register</p> <p>24) Medical Aid Paid Voucher Register</p> <p>25) Reconciliation of dishonoured cheques</p> <p>26) Checking and Closing of Dummy Accounts of all Wards</p> <p>27) Partnership Deed / Power of Attorney Register</p> <p>28) Refund of Security Deposit Register (From April 2007 to Dec 2007)</p> <p>29) Issue of Manual Duplicate Receipt</p> <p>30) Work Contract Tax</p> <p style="padding-left: 20px;">a) Monthly on Line Payment</p> <p style="padding-left: 20px;">b) Yearly Return File</p> <p style="padding-left: 20px;">c) Issue of WCT Certificate</p> <p>31) Cheque Issue / Service Charges Register</p> <p>32) Outdoor Register for disbursement of cash to Wards</p> <p>33) ECS Salary Register for computerized / non computerized GPS</p> <p>34) Union Recovery Register</p> <p>35) Risk Allowance Register</p> <p>36) Bank Memo Register for Election SPS</p> <p>37) SAP Report File of Reconciliation of recovery GL</p> <p>38) Lapsed & Cancelled Cheques Register / File (Sr. Paymaster Section)</p> <p>39) Counter Book for Imprest Payment to Other Department</p> <p>40) Counter Book for Imprest Payment to CA Department</p>
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	<p>41) Advance Payment to Ward Account Units / Withdrawal from State Bank of India Register</p> <p>42) Audited Report File of MCA on 31st March every year</p> <p>43) Reconciliation of Inter Unit Cash Transfer GL/ FBCJ of 35 Cash Counters (Head Office & Accounts Ward Units)</p> <p>44) Making Arrangement of Payment against dishonoured cheques to AXIS ICICI / HDFC Banks through RTGS. NEFT and maintaining Records</p> <p>45) Verification of month-wise Bank Statement of State Bank of India Pertaining to Budget A / Health and Education Fund Accounts</p> <p>46) CITIZEN FACILITY CENTRE – HEAD OFFICE</p> <p>a) System generated Receipt with Remittance Slip</p> <p>b) Cash / Cheque Deposit Slip (pick up Agency copy) of Budget A, Health, Education and Water Fund Accounts of Axis Bank</p> <p>c) Acknowledgement Deposit slip from Axis Bank</p> <p>d) Pay-in-slip of State Bank of India for Fund 11 & 40</p> <p>e) Acknowledgement of receiving HCL Booklet Slip (Scratch Card)</p> <p>f) File of acknowledgement of other copy of scratch card received from Agency and of CFC Counter</p> <p>g) Date-wise Summary of collection Register (MICROCOM DATA CENTRE)</p> <p>h) Collection sent to Bank</p> <p>i) Collection Report Summary</p> <p>ii) Collection Report of Cash</p> <p>iii) Collection Report of Cheque</p> <p>i) Collection Receipt File</p> <p>j) Revenue Stamp Register</p> <p>k) Adjustment of wrong GL Code, Fund Code etc.</p>
<p>26) Pay Master Section</p>	<p>1) Circular File</p> <p>2) Fresh Issue Register</p> <p>3) Inward / outward Register</p> <p>4) Counter Books</p> <p>5) Debit Vouchers of received from GPS</p> <p>6) O/C to received from GPS</p> <p>7) Cash kept in Office Register</p> <p>8) Interest Payment Register</p> <p>9) Cheques Payment Receipt</p> <p>10) Outdoor Summaries</p> <p>11) Bank Statement of ECS Salaries</p> <p>12) ECS Statement of Non-comp, GPS</p> <p>13) Allocation of GPS</p> <p>14) Paid Vouchers (Cash)</p>

	<ul style="list-style-type: none"> 15) Correspondence files 16) Cheque Payment Register 17) Lapsed and Cancelled Cheques Register 18) Despatch Books 19) Advance Books 20) Paymaster Books 21) Office Copies of Weekly Report 22) Audited Reports of MCA on 31st March Every Year
27) Advances Section	<ul style="list-style-type: none"> 1) Municipal Contractor Personal A/c Register (Before 01.04.2007) 2) Annual Account Register 3) Inward / outward Register 4) Fresh Issue Register 5) Weekly Report Register 6) Circular File 7) Despatch Book 8) Zerox Copies of MCA Audit Notes 9) Detailed A/c Register (before 01.04.2007) 10) Standing Advance Register 11) Vehicle Loan register (before 01.04.2007)
28) Deposit Section	<ul style="list-style-type: none"> 1) Deposit Register (Before 01.04.2007) 2) Annual Account Register 3) Inward –Outward Register 4) Fresh Issue Register 5) Weekly Report File 6) Circular File 7) Despatch Book 8) Xerox Copies of MCA Audit notes 9) Lapsed and cancelled Cheques 10) Encashment and Refund register of paper Deposit 11) Monitoring file of Deposit GL
29) Vigilance Section	<ul style="list-style-type: none"> 1) Xerox copies of pending MCA Notes 2) correspondence to MCA Audit Notes 3) Audit Notes Register 4) Fresh Issue Register 5) Circular File 6) DAK Sheet File 7) Weekly Report File 8) Leave Record File 9) Monthly Effective Report File 10) Office Copy File

	11) Reports
30) FSW	<ol style="list-style-type: none"> 1) B.G. and Contract Safe Custody Register (City) 2) Bill cum sanction Register of MLA Fund 3) Bill cum sanction Register of MP Fund 4) Bill cum sanction Register of Councilor Fund (nominated) 5) Inward Register 6) Outward Register (Despatch Books)
31) FSI / FSM	<ol style="list-style-type: none"> 1) Advances and Objection Book 2) Inward Register 3) Outward Register 4) C.W.C. Register
32) FSV	<ol style="list-style-type: none"> 1) Muster 2) Fresh Issue Register 3) Meeting Register 4) M.I.S. Register 5) Audit Note Register 6) Leave Note Register 7) Scrap Delivery Register 8) Office Order File 9) Circular File 10) DAK Sheet File 11) Weekly Report File 13) Monthly Effective Report File 14) Office copy file
33) Budget Section	<ol style="list-style-type: none"> 1) Inward Register 2) Outward Register 3) Inward outward weekly report register 4) Hand receipt register 5) R.T.I. Act 2005 received application File 6) Circulars Files 7) Star Questions File 8) Important Budget Files 9) Nominated councilar Fund Register 10) File Index Register 11) Office copies Files 12) Circular Register

As per Chief Accountant's Order No. CA/F/P/FI/10 DT. 07.06.2016 FBM, FBE & FBP sections re-organised. FBM, FBE & FBP sections are re-organised into FBP-I & FBP-II.

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