

**ANNEXURE-5** ( Para 3.1.1)

**REGISTER OF VALUABLES**

Sl. No.	Date of Receipt	From whom received	Nature of valuables (e.g. whether cheque/demand draft) No.& date & name of Bank on which drawn	Amount	Initials of DDO	How disposed of with particulars (e.g. credit to Bank, return to Party)	Date of Bank scroll in which credit traced	Initials of officer	Remarks
1	2	3	4	5	6	7	8	9	10