

**FORM 'ASA'**  
**[See rule 30 (1)]**  
**ANNUAL STATEMENT OF ACCOUNTS**  
**Receipts and Payments Account**  
For the year ended \_\_\_\_\_

(In Rupees)

A/c Code	Receipts	Current year As on	Previous Year As on	A/c Code	Payments	Current year As on	Previous year As on
1.	Balance Brought down:			13.	Chairperson and Members:		
1.1.	Bank			13.1.	Pay and Allowances		
1.2.	Cash in hand			13.2.	Other benefits		
2.	Fee, Charges and Fine:			13.3.	Travelling expenses:		
2.1.	Fees			13.3.1	Overseas		
2.2.	Charges			13.3.2	Domestic		
2.3.	Fines			14.	Officers:		
2.4.	Others (specify)			14.1.	Pay and Allowances		
3.	Grants:			14.2.	Retirement benefits		
3.1.	To Accounts with Government			14.3.	Other benefits		
3.2.	Others (specify)			14.4.	Travelling expenses:		
4.	Gifts			14.4.1	Overseas		
5.	Seminars and conferences			14.4.2	Domestic		
6.	Sale of Publications			15.	Staff:		
7.	Income on investments and Deposits :			15.1.	Pay and Allowances		
7.1.	Income on investments			15.2.	Retirement benefits		
7.2.	Income on Deposits			15.3.	Other benefits		
8.	Loans:			15.4.	Travelling expenses:		
8.1.	Government			15.4.1	Overseas		
8.2.	Others (specify)			15.4.2	Domestic		
9.	Sale of Assets			16.	Hire of Conveyance		

10.	Sale on Investments			17.	Wages		
11.	Recoveries from pay bills			18.	Overtime		
11.1	Loans and Advances Principal Amount			19.	Honorarium		
11.2	Interest on Loans and Advances			20.	Other office Expenses		
11.3	Miscellaneous			21.	Expenditure on Research		
51	Others (specify)			22.	Consultation expenses		
				23.	Seminars and Conferences		
				24.	Publications of Authority		
				25.	Rent and Taxes		
				26.	Interest on Loans		
				27.	Promotional Expenses		
				28.	Membership fee		
				29.	Subscription		
				30.	Purchase of Fixed Assets (specify)		
				31.	Investments and Deposits:		
				31.1	Investments		
				31.2	Deposits		
				32.	Security Deposits		
				33.	Loans and Advances to:		
				33.1	Employees:		
				33.1.1	Bearing Interest		
				33.1.2	Not bearing Interest		
				33.2.	Suppliers/contractors		
				33.3.	others (specify)		
				34.	Repayment of loan		
				35.	Others		
				35.1.	Leave Salary and Pension		
				35.2.	Contribution		
				35.3.	Audit Fee		
				35.4.	Misc:		
				36.	Balance carried		

					down:		
				36.1	Bank		
				36.2	Cash in hand		
	Total				Total		

Chairperson (Signature)

Member(s) (Signature)

Secretary (Signature)

Office In-charge (Finance and Accounts)

Income and Expenditure Account

For the period 1<sup>st</sup> \_\_\_\_\_ to 31<sup>st</sup> \_\_\_\_\_

(In  
Rupees)

A/c Code	Expenditure	Schedule	Current Year As on	Previous Year As on	A/c Code	Income	Schedule	Current Year As on	Previous Year As on
13.	Chairperson and Members				2.	Fee, Charges and Fine	A.		
13.1	Pay and Allowances				2.1	Fee			
13.2	Other benefits	C.			2.2	Charges			
13.3	Travelling Expenses				2.3	Fines			
13.3.1	Overseas				2.4	Others (specify)			
13.3.2	Domestic				3.	Grants	B.		
14.	Officers				3.1	Account with Govt.			
14.1	Pay and Allowances				3.2	Others (Specify)			
14.2	retirement Benefits	D			4.	Gifts			
14.3	Other Benefits	C			5.	Seminars and Conferences			
14.4	Traveling Expenses				6.	Sale of Publications			
14.4.1	Overseas				7.	Income on investments and Deposits			
14.4.2	Domestic				7.1	Income on investments			
15.	Staff				7.2	Income on Deposits			
15.1	Pay and Allowances				11.2	Interest on Loan and Advances			
15.2	Retirement Benefits	D			12.	Miscellaneous Income			
15.3	Other Benefits	C			12.1	Gain on Sales of Assets			
15.4	Traveling					Excess of			

	expenses				expenditure over income (Transferred to Capital Fund Account)			
15.4.1	Overseas							
15.4.2	Domestic							
16.	hire of Conveyance							
17.	Wages							
18.	Overtime							
19.	Honorarium							
20.	Other office expenses	E						
21.	expenditure on Research							
22.	Consultation Expenses							
23.	Seminars and conferences							
24.	Publications of Authority							
25.	Rent and Taxes							
26.	Interest on loans							
27.	Promotional Expenses							
28.	membership fee	F						
29.	Subscription	G						
35.	Others							
35.1	Leave Salary and Pension							
35.2	Contribution							
35.3	Audit Fee							
35.4	Miscellaneous							
37.	Depreciation	H						
48.	Loss on sale of assets							
49.	Bad Debts written Off							
50.	Provision for bad and doubtful debts							
	Excess of income over Expenditure							
	(Transferred to capital Fund Account)							

Total				Total			
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Chairperson (Signature)  
Member(s) (Signature)  
Secretary (Signature)  
Office In-charge (Finance and Accounts)

Balance Sheet as on 31<sup>st</sup> March \_\_\_\_\_

A/c Code	Liabilities	Schedule	Current Year as on	Previous Year as on	A/c Code	Assets	Schedule	Current Year as on	Previous Year as on
40.	Funds	1			43.	Fixed Assets	H		
40.1	Capital Fund				43.1	Gross Block at Cost			
.	Add Excess of Income over Expenditure/ less excess of Expenditure over Income					Less Cumulative depreciation			
40.2	Other Funds (Specify)				42.2	Net Block			
41.	Reserves	J			44.	Capital Work-in-progress	M		
8.	Loans	K			31.	Investments & Deposits	N		
8.1	Government				31.1	Investment			
8.2	Others				31.2	Deposits			
42.	Current Liabilities and provisions	L			33.	Loans and Advances	O		
					3.1	Account with Government	S		
					45.	Sundry Debtors	P		
					36.	Cash and Bank Balances	Q		
					46.	Other Current Assets	R		
	Total					Total			
	Accounting policies and Notes to	T							

Instructions: (1) The schedules referred/referenced above shall be prepared by the Authority based on accounting principles followed by the Government or by other regulatory authorities or as suggested by the Comptroller and Auditor General of India from time to time.

(2) The Schedules referred to above shall form an integral part of the Income and Expenditure Account or

the Balance Sheet, as the case may be.

Chairperson (Signature)

Member(s) (Signature)

Secretary (Signature)

Office In-charge (Finance and Accounts)