

# ABBREVIATIONS

## IMPORTANT OFFICIAL ABBREVIATIONS

- ❑ A.G - Accountant General
- ❑ C.A - Chartered Accountant
- ❑ T.A - Travelling Allowance
- ❑ P.S - Personal Secretary

Post Script

- ❑ P.B – Post Box



□ N.B - Nota Bene

□ P.L - Price List

□ A.M - Anti Meridiem

□ P.A - Personal Assistant

□ P.C - Personnel clerk

- H.C – High Court
- M.C Road - Main Central Road
- M.G Road - Mahatma Gandhi Road
- A.C - Agriculture College
- M.C - Medical College
- S.B - Service Book

Saving Bank

- ❑ D.D - Demand Draft
- ❑ G.O - Government Order
- ❑ D.O – Demi - Official
- ❑ I.A - Indian Army
- ❑ I.N - Indian Navy
- ❑ A.S - Assistant Secretary

❑ A.D - Anno Domini

❑ A.G (ABE) - Accountant General

(Accounts & Entitlements)

❑ A.G - Accountant General

❑ Abt - About

❑ Abp – Archbishop

❑ Abst - Abstract

□ Abbr - Abbreviated

□ Ack - Acknowledge

□ Adjdn - Adjudication

□ Admn - Administration

Admission

□ Adv - Advice

□ Advt - Advertisement



□ Afred - Aforesaid

□ Ag - Again

□ Agrmt - Agreement

□ amt - amount

□ anr - Another

□ Anny - Annuity

□ Anon - Anonymous





□ apptg - appointing

□ appln - Application

□ approx - approximately

□ arbr - arbitrator

□ arr - arrival

□ asst - assistant

□ apprvd - approved

- atty - attorney
- B.C - Before Christ
- B.I.S - Bureau of Indian Standards
- B/N - Bank Note
- B/S - Balance Sheet
- Betn. - Between
- Bf - Brief

❑ bgt - bought

❑ Bk –Bank

❑ Bldg - Building

❑ Br - Bearer/Brother

❑ C.A.T - Central Administrative Tribunal

❑ C.L - Casual Leave,

Covering Letter

- ❑ Cc - Carbon Copy
- ❑ Cf & I - Cost, Freight and Insurance
- ❑ Ch - Chief or Church
- ❑ cld -could
- ❑ Co - Company
- ❑ Com -Commerce
- ❑ Coml - Commercial

- ❑ Cdon.t - Continued
- ❑ c/d - Carried Down
- ❑ Cr. - Creditor or Credit
- ❑ Cir -Circular or Circle
- ❑ CVC - Central Vigilance Commission
- ❑ D. A - Dearness Allowance
- ❑ D.F.A - Draft For Approval

- ❑ D.O - Demi Official
- ❑ D/D - Demand Draft
- ❑ D/N - Debit note
- ❑ DDO - Drawing and Disbursing Officer
- ❑ Dte - Directorate
- ❑ Dy. No - Diary Number
- ❑ Dft - Draft

- ❑ Edrl - Editorial
- ❑ e.g - Exempli gratia (for example)
- ❑ E.L - Earned Leave
- ❑ Edn. - Education
- ❑ etc. - Et cetera/ceteri
- ❑ evy. - Every
- ❑ F.N - Forenoon

❑ F.C.D - Fair Copy Despatched

❑ f.i.t - Free of Income Tax

❑ F/C - Fair Copy

❑ F'Cap - Fool's Cap

❑ F'ture - Furniture

❑ ffly - Faithfully

❑ frd - Forward



- ❑ G.m - Government Memorandum
- ❑ G.O - Government Order
- ❑ G.O.I - Government Of India
- ❑ G.P.F - General Provident Fund
- ❑ Gr.wt - Gross weight
- ❑ H.B.A - House Building Advance
- ❑ H.E - His Excellency

□ H.G - Home Guard

□ H.H - His Highness

□ H.P.L - Half Pay Leave

Higher Purchase Loan

□ H.R.A - House Rent Allowance

□ i.e - Id est

□ I/C - Increment Certificate

- Inc. - Invoice
- L.W.A - Leave without allowance
- led - Ledger
- M.C.A - Motor Cycle Advance
- M.D - Doctor of Medicine
- M.O - Money Order
- M.O.P - Manual of Office Procedure

- Mm. - Madam
- N.B - Note Bena
- N.I.C - National Informatics Centre
- Nos. - Numbers
- O.C - Office Copy
- O.D - Over Draft
- O. K - Ork Korrekt (all correct)

- ❑ P.B - Post Box
- ❑ P.B.X - Private Branch Exchange
- ❑ P.C - Personal Computer
- ❑ P.F - Provident Fund
- ❑ P.L - Price List
- ❑ P.O - Post Office
- ❑ P.O.C - Pay Order Cheque

- ❑ P.S - Post Script
- ❑ P.S.U - Public Sector Undertaking
- ❑ P.T - Physical Training
- ❑ P.T.O - Please Turn Over
- ❑ PIO - Public Information Officer
- ❑ Q.M.S - Quick Mail Service
- ❑ R & I - Receipt & Issue

- ❑ R.H - Restricted Holidays
- ❑ R.M.S - Railway Mail Service
- ❑ R.R - Railway receipt
- ❑ R.R.Act - Revenue Recovery Act
- ❑ RTI - Right To Information
- ❑ S.B - Service Book,

Saving Bank



- S. F - Stock File

- sd -signed

- St. - Street

- T.A - Travelling Allowance

- T.O - Turn Over

- T.T - Telegraphic Transfer

- Th. - That





- U/C - Upper Case

- V.P. - Value Paid

- Via - By way of

- viz -Videlicet

- Vol. - Volume

- w.e.f - With Effect From

- w.r.t - with reference

□ x . d / x / d - without Interest

□ / - The

□ @ - at the rate of