



BILL FOR ADVANCE PAYMENT / SETTLEMENT BY FINANCE & ACCOUNTS OFFICE

Advance / Settlement

School / Dept. / Office		Budget Allocation	Rs.
Major Budget Head		Financial Year.....	
Minor Budget Head		Value of bills already sent to the F&A	Rs.
Name of the Recipient		Balance of the Allocation	Rs.
		Value of Bills in hand	Rs.

Date	Particulars	Amount		Remarks
		Rs.	Ps	
Total Rs.				

Total Advance Drawn	Cheque No.	Date	Expenditure Incurred	Claim, if any	Refund, if any (Amount with Date)
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Account Number	
Name of the Account Holder / Firm / Agency	
Bank Name	
Branch Name	
IFS Code	

1. Certified that articles mentioned in the bill have been entered in the stock register.
2. Approval of the competent authority for the articles/works covered under this bill has been obtained vide Order dated..... for Rs.....
3. Certified that all the receipts / vouchers are attested by the Section Head.
4. Certified that the amount has not been paid earlier all the receipts/vouchers are attached in original.
5. Certified that the freight and other charges mentioned in the bill have been verified and found correct.
6. Certified that Drawer of the bills is an employee of the University.

Counter Signature

Name & seal :

Date:

Drawer of the Bill

Name :

Designation

Date:

(For the use of Finance & Accounts Office only)

Bill passed for Rs

Dealing Asst.

S.O.

A.R./ARD

D.R. / R.D.

FINANCE OFFICER