

T.R. FORM NO.36
[Sec S.R. 249]
Detailed bill for adjustment of advance

Bill No. _____

Not payable at the Treasury

Sent to Controlling Officer on _____ 200 _____ Govt. Countersigned and sent to
 Treasury/sub-Treasury Pay & Account Office on _____

District	Monthly detailed adjustment bill for the month of _____ _____ Head of Account - _____	
Details of numbers of Sub-Vouchers	Description of charge and number and date of authority where special sanction is necessary	Amount Rs. P.
Brought forward Rs. P.		
Total Rs. (_____) Rupees		
I certify that the expenditure included in this bill could not, with due regard to the interest of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouchers for all items	Advance drawn in Bill No. dated Ditto Ditto Ditto Add-Amount of disallowance refund _____ Total of this bill	

<p>of expenditure above Rs.500/- in amount and all work-bills are attached to the bill. I have as far as possible, obtained vouchers for other sums, and am responsible that they have been so defaced or mutilated that they cannot be used again.</p>	<hr/>
<p>2. Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the Stock Register.</p>	
<p>3. Certified that the purchases billed for have been received in good order, that their quantities are correct and that their quantities good, that the rates paid are not excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments</p>	
<p>4. Certified that -</p> <ul style="list-style-type: none"> • (a) The expenditure on conveyance hire included in this was actually incurred was unavoidable and is within the scheduled scale of charges for the 	

<p>conveyance used, and</p> <ul style="list-style-type: none"> (b) The Government servant concerned is not entitled to draw travel expense under the ordinary rules for the journey, and he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey. 	<p>Allotment of fund _____ for the current year _____</p> <p>Advance(s) drawn on dt. _____ and dt. _____</p> <p>were met out of the above allotment</p> <p>Amount of works bills annexed _____</p> <p>Balance available on the date on which last advance mentioned above was drawn. _____</p>
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Dated _____

Signature of Drawing and Disbursing Officer

For use of Controlling Officer

Disallowed from sub-Voucher No. _____

" Ditto _____

" Ditto _____

Total of this bill

Passed for Rupees _____

I certify that in support of every charge of more than Rs.25 made in this bill, a receipt or other vouchers has been shown to me. The receipt and vouchers for items in excess of

Rs.500 are attached to the bill and i am responsible that the receipt and vouchers for all other items of more than Rs.25 are in proper and order and that they have been so cancelled that cannot be again used to support claims against the Government.

All work-bills are also appended.

Dated : _____

Signature of the Countersigning Officer

**For of the Treasury/sub-Treasury and
Calcutta Pay & Account Officer**

mount od advances drawn on dt. _____ vide
T.V. No. _____ dt. _____ vide T.V. No. _____ dt.
_____ vide T.V. No. _____
dt. _____ are adjustment by this bill and note of adjustment has been kept in
the relevant check register.

Account,
Jr. Accounts
Officer

Treasury Officer/
sub-Treasury Officer/
Addl. Pay & Accounts Officer

For use in the Office of the A.G. W.B.

Admitted for Rs. _____

Objected to Rs. _____

Reason for objection -

Auditor

Superintendent

Accounts Officer