

Charges of the
for the month of 20..... for20.....

Head of Service
Major head -
Minor head -
Sub-head -

Service No. of Sub-Voucher	Description pf charges and number and date of authority for charges requiring special sanction	Amount	
		Rs.	P.

1. Certify that the expenditure charged in this bill could not, with due regard to the interest of the public service, be avoided. I certify that to the best of my knowledge and belief, the payments entered in this bill have been duly made to the parties entitled to receive them with the exceptions noted below which exceed the balance of the permanent advance and will be paid on receipt of the money draw in this bill. Vouchers for all sums above Rs.100/- in payment are attached to this bill, save these noted below, which will be forwarded as soon as the amounts have been paid. I have as far as possible, obtained vouchers for other sums and amount responsible that they have been destroyed or so defaced or mutilated that they cannot be used again. All work bills are annexed.

2. *Certified that 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.

3. Certified that the purchases billed for have good that the rates paid for are not in excess of the accepted rates and that suitable notes of payments have been recorded against the indents and invoices concern to prevent double payments.

4. Certified that :

- the expenditure on conveyance on hire
 - a) charged in this bill in terms of Rule 2A of F.R. Appendix 3 to the Bengal Financial Rules was actually incurred, was actually incurred, was un-avoidable, and is within the scheduled scale of charges for the conveyance used and
 - b) the Government servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey, and that 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.

5. Certified that all inferior servants whose pay has been charged in this bill were actually entertained in Government service during the period concerned.

Received contents.

Signature & Designation of Drawing Officer

Allotment
current year
for

Rs.	P.

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*This certificate is required when proper store accounts of materials and store purchases are required to be maintained.

Expenditure including this bill
Amount of work-bill annexed

Dated..... 20..... Balance available :

Pay Rs.....(Rupees)

Examined Accountant

Dated 20..... Officer-in-charge of the Treasury

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Noted on page admitted
Rs.....

of Audit Register of reasons stated
below :

Objected to Rs.....

Dated
.....20.....Auditor

Accountant

For Rupees (in words and figures)

.....
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Auditor

Accountant

Asst.Accountant General

Dated.....