#### emblemlogotype

izi= lañ&10

**foRr vuqHkkx }kjk vxznk; dh iquizkZfIr gsrq fcy**

**BILL FOR RECOUPMENT OF IMPREST BY FINANCE SECTION**

1- foi= ¼fcy½ la[;k ,oa fnukad%**:**  &&&&&&&&&&&&&& 7- eq[; ctV “kh’kZ% &&&&&&&&&&&&&&&&&&&&

 **Bill No. & Date:**  &&&&&&&&&&&&&&&&&&&&& **Major Budget Head:-------------------------------**

2- foHkkx dk uke% 8- y?kq ctV “kh’kZ% &&&&&&&&&&&&&&&&&&&&

 **Name of Department:** &&&&&&&&&&&&&&&&&&& **Minor Budget Head:-------------------------------**

3- vxznk; vk/kkj&i= la[;k%**.**&&&&&&&&&&&&&&&&&&&& 9- izkIrdrkZ dk uke &&&&&&&&&&&&&&&&&&&&

 **Imprest Voucher No.:**  &&&&&&&&&&&&&&&&&&& **Name of Recipient: ---------------------------------**

4- vxznk; /kujkf”k :0% &&&&&&&&&&&&&&&&&&&&&&&&

 **Amount of Imprest Rs. :**  &&&&&&&&&&&&&&&&&&&

5- ctV jkf”k % &&&&&&&&&&&&&&&&&&&&&&&&&&&&&&

 **Amount Budgeted Rs:** &&&&&&&&&&&&&&&&&&&&&&

6- fnukad lfgr nSfudh Okkmpj la[;k % &&&&&&&&&&&&&&

 **Diary Voucher No. with date**% &&&&&&&&&&&&&&&&&

|  |  |  |  |
| --- | --- | --- | --- |
| **fnukad**Date | **fooj.k**Particulars | **/kujkf”k****Amount** | **fVIi.kh**Remarks |
| **:0@ Rs.** | **iS0@ P.** |
|  |  |  |  |  |
|  | **;ksx@ Total** |  |  |  |

vxznk; iquizkZfIr ds vk/kkj ij Okkmpj la0 &&&&&&&&&&&&&&&&&&&& ls &&&&&&&&&&&&&&& fnukad &&&&&&&&&] &&&&&&&&&&&&&&&&&&&&&&&& ds uke Mkyk tk;sA

On account of recoupment of imprest voucher Nos.\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_ debitable to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. izekf.kr fd;k tkrk gS fd bl fcy esa ,sls O;; ugha fy;s x;s gSa] tks fd dk;ksZ ds fgr esa ugha gS A

Certified that the expenditure charged in this bill could not with due regard to the interest of works, be avoided.

1. izekf.kr fd;k tkrk gS fd bl fcy esa izfo’V fd;s x;s Hkqxrku esjs Kku vkSj fo”okl ds vuqlkj lacaf/kr gdnkj ikfVZ;ksa dks fd;k x;k gSA

Certified that to best of my knowledge and belief the payment entered in this bill have duly made to the parties entitled to receive.

1. izekf.kr fd;k tkrk gS fd Okkmpj la0 &&&&&&&&& :0 &&&&&&&&&&&& O;; gqvk] vkns”k ds rgr~ okLro esa foHkkx ds fy;s gqvk Fkk vkSj ;g Okkmpj mlh ds fy;s gSA vk/kkj&i= la[;k &&&&&&&&&&& ds rgr~ [kjhnk gqvk lkeku lgh rjhds ls izkIr dj fy;k x;k gS vkSj mfpr LVkWd iqLrd ds mu i`’Bksa esa ntZ dj fy;k x;k gS tks fd lacaf/kr vk/kkj&i= esa of.kZr gSaA

Certified that the expenditure incurred under Voucher No.\_\_\_\_\_\_\_\_\_\_\_ for Rs.\_\_\_\_\_\_\_\_\_\_ was incurred actually for the department under orders and that voucher begs an initial in token thereof. The articles purchased under Voucher No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have been correctly received and entered in the appropriate Stock Books on the page noted on the respective vouchers.

**Ñ-i-m-@P.T.O.**

:i;s ¼”kCnksa esa½@ &&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&&& ds Hkqxrku ds fy;s vxzlkfjr A

Forwarded for payment of Rs. (in words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

fnukad@ Dated: &&&&&&&&&&&&&& foi= ¼fcy½ vkgj.kdrkZ@ Drawer of the bill

**¼foRr vuqHkkx ds iz;ksx gsrq½@(For use in Finance Section)**

tkapk x;k ,oa lHkh rjg ls lgh ik;k x;k :i;s ¼”kCnksa esa½ &&&&&&&&&&&&&&&&&& ds Hkqxrku ds fy;s ikl fd;kA

Checked and found correct in all respects Passed for Payment of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (in words) .\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**vuq-vf/k-@l0 dqylfpo@mi dqylfpo**

S.O./A.R./D.R.

**vuq0 vf/kdkjh @l0 dqylfpo@mi dqylfpo**

Section Officer / Assistant Registrar / Deputy Registrar

:i;s ¼”kCnksa esa½ &&&&&&&&&&&&&&&&&&& dk Hkqxrku fd;kA esjs cSad ds vxznk; [kkrs esa Mkys x;s Hkqxrku dks izkIr fd;kA

Paid Rupees (in words) Received payment by Credit to my Imprest account with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank.

[ktkaph@ Cashier dk;kZy; izeq[k@Head of the Office

fnukad@ Dated: &&&&&&&&&&&&&