

# BANARAS HINDU UNIVERSITY

## BILL FOR DIRECT PAYMENT BY FINANCE SECTION

Bill No.  
Department No.  
Major Budget Head  
Minor Budget Head  
Name of Receptient

Dr. Voucher No.  
Amount Budgetted Rs.  
Value of bills already sent to the Finance Section Rs.  
Value of bills in hand Rs.  
Value of earmarked order Rs.  
Balance including the amount of this bill Rs.

Date	Particulars	Amount		Remarks
		Rs.	Ps.	

Forwarded for payment of Rupees :

1. Certified that the articles mentioned in the bill have been correctly received in good order according to specification mentioned in the order placed with the firm.
2. Certified that the Articles mentioned in the bill have been correctly entered in the stock register at page
3. The sanction of the competent authority on the order for the articles, covered by this bill was obtained vide Order No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. \_\_\_\_\_'s
4. Certified that the amount has not already been paid and that the voucher attached is the original one.
5. Certified that the freight and other charges mentioned in the bill have been verified and found to be correct.

*Officer forwarding the bill*

*Drawer of the bill*

Date : .....20 .....  
Paid Rupees (in words)  
.....

Date : .....20 .....  
Checked and Found within limit's of  
the amount sanctioned

*Cashier*

*Accountant*

Date : .....20 .....

Received Rs. ....  
(in full payment of the bill)

*Signature*

### FOR USE IN FINANCE OFFICE

PASSED FOR PAYMENT
For Rupees .....
.....
<u>S.O. Fin. (B)</u> A.A.O./ D.R. Accounts

PAID
Cheque No. ....
Dated .....
For Rs. ....
Accountant