## FORM 28 HAND RECEIPT (Referred to in paragraphs 10.2.12, 10.2.15 and 10.2.28)

(To be used as a simple form of voucher for all miscellaneous payments and advances for which none of the special forms 24, 26 and 27 are suitable)

Cash Book Voucher No.	dated
(1) Pay by $\frac{\text{Cheque }^*}{\text{Cash }^*}$	Rupees to
(2) Paid by me ¶	Seal

Received from the Divisional Officer incharge ..... the sum of Rs.

Name of work or purpose for which payment is made -

(Amount in vernacular)

\$ Witness

Signature of payee

Stamp

\* The officer authorizing payment should initial and date the pay order after scoring out the word, 'cheque' or 'cash' as the case may be.

¶ The person actually making the payment should initial and date payment certificate(2).

\$ Payment should be attested by some known person when the payee's acknowledgement is given by a mark, seal or thumb impression.

For use in Divisional Office

## Checked

A/c. Clerk

Divi. Actt.

For use in Pay and Accounts Office

Audited

Reviewed

Accountant

JAO/AAO

Pay & Accounts Officer