

**OFFICE OF THE DEAN
(RESEARCH & CONSULTANCY), IEST, SHIBPUR**



BILL FOR PAYMENT

7. BILL RECEIVING

(For office use only)

Received the bill for payment along with supporting documents as mentioned in Sl.6.

Token No. _____ Date _____

.....
Signature of the Dealing Assistant

Sl. No.01 to 07 are to be filled in by the Project Investigator

1. PROJECT DETAIL

Project Code No.DRC/.....

Name of the P.I.....

Department

4. AMOUNT PAYABLE

Rs. (in figure) _____

(In words) Rupees _____

2. PAYEE DETAIL

Name of the Payee: _____

PAN: _____ VAT: _____

[(i) PAN and VAT No. is mandatory for deduction of tax in case of payment against works contract. (ii) In case of multiple payees, enclose separate sheet with names]

5. RECORD OF ENTRY IN STOCK REGISTER

(Please put tick mark in the appropriate box)

Certified that:

- a) the items have been received in good condition []
- b) the computers/equipments are installed properly []
- c) service has been rendered satisfactorily []
- d) the items have been entered in Stock Register

No. _____ Page No. _____

3. BUDGET HEAD

Head of Account _____

Sanctioned Amount: Rs. _____

Previous Expenditure: Rs. _____

Less this Bill: Rs. _____

Balance Available: Rs. _____

6. LIST OF ANNEXURES (Put tick mark)

- a. Approved Order in original []
- b. Bill/ Proforma Invoice in original []
- c. Challan in original []
- d. Money Receipt in original []
- e. Statement of expenditure along with _____ numbers of supporting sub vouchers []
- f. Any other (please specify) _____

7. Certified that the above expenditure are incurred in terms of the relevant provisions of the existing financial rules of the University and procedure followed in the University. In case of cash purchase or purchase of goods and services without quotation, it is certified that I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.

Date: _____

(Signature of the Project Investigator)

FOR OFFICE USE ONLY

8. Certified that the bill is in order in terms of the relevant provisions of the financial rule of the University. Also certified that the bill may be passed for *Rs. _____ in favour of * _____

*use red ink

(Signature of the Dealing Assistant with date)

(Signature of the Dy. Register (R&C) with date)

9. Certified that the amount as stated in the certificate in Sl. No.8 amounting to Rs. _____ is available for payment.

(Sign. of the Dealing Assistant with date)

Cheque No. _____

Date _____