



**Certified that:-**

1. The expenditures charged in this bill are in the interest of the Department / University and could not be avoided in any means;
2. I have satisfied myself that the charges supported by vouchers entered in this bill have been really paid with exception of those, which exceed the balance of the permanent advance and will be paid on receipt of the money drawn on this bill;
3. I have satisfied myself that the articles purchased/billed for have been physically taken/entered in stock at page no ..... of stock register of the department;
4. The invoices/vouchers valued above Rs. 100/- are enclosed for scrutiny and the invoice/vouchers valued below Rs. 100/- has been kept under safe custody in the office for future audit verification

An amount of Rs ..... (Rupees ..... ) is hereby sanctioned against the funds allocated in budget Estimates for the F. Y ..... as shown under : Original bill is forwarded to the office of the treasurers for payment under rules ..

**HEAD OF ACCOUNT**

**FUNDS DETAIL**

Major Head _____		Allocation _____
Minor Head _____	Code # _____	Progressive total _____
Detailed Head _____	Code # _____	Receivable _____
Diary No. _____		
Dated _____		

\_\_\_\_\_  
Signature and stamp of Head of Department  
DDO/Cost Centre

Verified that the payment is provided for in the approved budget of the department / Cost center. Forwarded to the audit officer for payment under status, rules and regulations.

No. \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Deputy Treasurer

**PAY ORDER**

Passed for Rs. -----(Rupees -----) in favour of the followings:

I)	M/S -----	Rs.	Amount
	(Rupees -----)		
ii)	G.S.T	@ -----	_____
iii)	Income Tax.	@ -----	_____
iv)	Education Cess	@ -----	_____
v)	T.Q.T	@ -----	_____
vi)	Stamp Duty	@ -----	_____
vii)	K.L.C	@ -----	_____
			_____
	Total		_____

Auditor

Admin Officer

Audit Officer

**Observation Note**