**CONTIGENT BILL**

**For the month of ----------------------------**

**Office of ------------------------------------------------------------------------------------------------------------------- Department Code --------------------------------------**

**Grant No ------------------------ Major Function----------------------------------------------- Minor Function ------------------------------------ DDO Code -----------**

**Detail Function -------------------------------------------------------------------------- Voucher -------------------------------------------- No. --------------------------------**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Code No. | Amount | Datail of Sub Voucher |
| **A01-Employees Related Expenses**  **Honoraria**  **Medical charges**  **Contigent paid staff**  **A03-Operating Expenses**  ***Communication***  **Postages and Telegraph**  **Telephone and Trunk Call**  **Telex and Teleprinter Fax**  **Electronic communication**  **Courier and pilot service**  **Others**  ***Utilities***  **Gas**  **Water**  **Electricity**  **Hot and Cold weather charges**  **Others**  ***Occupancy Costs***  **Charges**  **Rent for office building**  **Rent for residential building**  **Rent for other building**  **Royalties**  **Rates and taxes**  **Others**  **Travel and Transportation**  **Transportation of goods**  **POL charges**  **Conveyance charges**  **Others**  ***General***  **Stationary**  **Printing and publication**  **Conferences/Seminars workshops/Symposia**  **Hire of vehicles**  **Newspapers, periodicals and Books**  **Uniform and protective clothing**  **Publicity and advertisement**  **Exhibition, Fair and national celebrations**  **Purchase of drugs and medicines**  **Cost of other stores**  **Others**  **A06-Transfers**  **Scholar ships**  **Cash Awards**  **Entertainment and gifts**  **A09-Physical Assets**  **Transport**  **Machinery and Equipment**  **Furniture and Fixture**  **Others**  **Hardware**  **Software**  **I.T.Equipment**  **A13-Repair and Maintenance**  **Transport**  **Machinery and Equipment**  **Furniture and fixture**  ***buildings Structures***  **Office building**  **Residential buildings**  **Other buildings**  **Structures**  **Others**  **Hardwares**  **Softwares**  **I.T.Equipment**  ***Grand Total*** | A01273  A01274  A01277  **A032**  A03201  A03202  A03203  A03204  A03205  A03270  **A033**  A03301  A03302  A03303  A03304  A03370  **A034**  A03401  A03402  A03403  A03404  A03405  A03406  A03407  **A038**  A03806  A03807  A03808  A03820  **A039**  A03901  A03902  A03903  A03904  A03905  A03906  A03907  A03918  A03927  A03942  A03970  A06101  A06103  A06301  A09105  A09106  A09107  A09108  A09201  A09202  A09203  A13001  A13101  A13201  A13301  A13302  A13303  A13304  A13370  A13701  A13702  A13703 |  |  |

**G.F.R. III**

1. **Budget allotment for the year 20---,20--- Rs.------------------------------------------**
2. **Total of present bill Rs.------------------------------------------**
3. **Total of previous bill Rs.------------------------------------------**
4. **Total update (2) + (3) Rs.------------------------------------------**
5. **Balance (1)-(4) Rs.------------------------------------------**

**Amount of the bill Rs.---------------------------------------**

**Rupess ( in words) --------------------------------------------------------------------------------------------------**

**Received payment and certified that the expenditure charged in this bill could not with due regard to the interest of the public service by avoided. I have satisfied myself that the charges entered in the bill have been really paid.**

**Drawing and Disbursing Officer**

1. **Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the stock register.**
2. **Certified that purchase billed for have been received in good order, that their quantities are correct and their quality good that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments.**
3. **Certified that in respect of the conveyance charges for in the bill, a suitable potion of the amount has been charged to the government and the balance sheet by the turning officers and their subordinates.**
4. **Certified that the charges on account of electricity, gas and telephone do not include any expenses on account of private consumptions.**
5. **Certified that sale tax invoice have been obtained for the purchase or sale tax has been deducted/deposited before making payment to the firm at the prescribed rates(if due) through bank chalan.**

**Please pay to --------------------------------------------**

**I/C No. ---------------------------------------------------- Drawing and Disbursing officer**

**Whose signaturs are hereby attested ----------------------------------------------------------------------------**

**Drawing and Disbursing Officer**