

Fully Vouched Contingent Bill for the Month of..... (Provincial)

Office of _____

Major Function	Deptt. Code _____	Voucher
Minor Function	D.D.O. Code _____	No _____
Detail Function		
No. Of sub Voucher	Code No.	Amount Rs.
Physical Assets	A09	
Transport	A09501	
Machinery and Equipment	A09601	
Furniture and Fixture	A09701	
Other	A09801	
Hardware	A09201	
Software	A09202	
I.T. Equipment	A09203	
Total		
Repair and Maintenance	A13	
Transport	A13001	
Machinery and Equipment	A13101	
Furniture and Fixture	A13201	
Building and Structure	A133	
Office Buildings	A13301	
Residential Buildings	A13302	
Other Buildings	A13303	
Structures	A13304	
Others	A13370	
Total		
Computer Equipments	A137	
Hardware	A13701	
Software	A13702	
I.T. Equipment	A13703	
Total		
Operating Expenses	A03	
Travel and Transportation	A038	
Transportation of Goods	A03806	
POL Charges	A03807	
Conveyance Charges	A03808	
Others	A03820	
Total		
Communication	A032	
Postages and Telegraph	A03201	
Telephone and Trunk Cell	A03202	
Telex and Teleprompter Fax	A03203	
Electronic Communication	A03204	
Courier and Pilot Service	A03205	
Others	A03270	
Total		
Utilities	A033	
Gas	A03301	
Water	A03302	
Electricity	A03303	
Hot and Cold Weather Charges	A03304	
Other	A03370	
Total		
General	A039	
Stationery	A03901	
Printing and Publication	A03902	
Conference/Seminars Workshop/Symposia	A03903	
Hire of vehicles	A03904	
Newspapers. Periodicals and Books	A03905	
Uniforms and Protective Clothing	A03906	
Publicity and Advertisement	A03907	
Exhibition, Fairs & National Celebrations	A03918	
Purchase of Drugs and Medicines	A03927	
Cost of other stores	A03942	
Computer Stationary	A03955	
Payments to Others for Service Rendere	A03919	
Total		
Occupancy Costs	A034	
Charges	A03401	
Rent for office Building	A03402	
Rent for Residential Building	A03403	
Rent for others Building	A03404	
Rent other than on Building	A03405	
Royalties	A03406	
Rates and Taxes	A03407	
Total		
Entertainments and Gifts	A063	
Entertainments and Gifts	A06301	
Total		
Grand Total		

	Rs.	Ps.
AMOUNT OF THE BILL.....		
(I) Allotment of the Year = Rs. _____		
(ii) Total of present bill = Rs. _____		
(iii) Total of previous bill = Rs. _____		
(iv) Total Uptodate (ii)+(iii)= Rs. _____		
(V) Balance (i)-(iv) = Rs. _____		
GRAND TOTAL		

Rupes (on wors) _____

Received payment and certified that the expenditure charged in this bill could not with due regard to the interest of the Public Services be avoided. I have satisfied myself that the charges enter in the bill have been really paid.

Head of Office and Designation

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 the purchases 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 charged for in the bill a suitable portion of the amount has been charged to Government and the balance sheet by the touring officers and their subordinates.
4. Certified that the charge on account of electricity do not include any expenses on account of private consumption.
5. Certified that Income Tax will be deducted before making payment to the firm at the prescribed rates if due.

Date _____

Head of Office and Designation

FOR USE IN AUDIT OFFICE/TREASURY

Token No _____

Date _____

Pay Rs. _____

Rupees (in words) _____

Distt. Accounts Officer
Treasury officer

Asstt. Accountant General
Accounts Officer