

T. R. FORM NO. 25
[See sub-rule (1) of T. R. 4.135]

D.D.O. Code _____ Bill No. _____ Date _____
Grant No. _____ Token/T.V. No. _____ Date _____
Head of Account Code _____

Bill for drawing charges initially met out of Permanent Advance

Office of the _____ _____		For the month of _____ 20__
Serial No. of Sub-voucher	Description of charge and delegated power under which charges incurred	Amount (in Rs.)
Total Rupees _____ (in words)		

I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I certify that to the best of my knowledge and belief the payments entered in this bill have been duly made to the parties entitled to receive them. Vouchers for all sums above Rs. 500 in amounts are attached to this bill. I have, as far as possible, obtained vouchers for other sums and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again. All work-bills are annexed.

(2) Certified that 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.

(3) Certified that the purchases billed for have been received in good order, that their quantities correct, and their quality good that the rates paid for are not in excess of the accepted rates and that suitable notes of payments have been recorded against the indents and invoices concerned to prevent double payments,

(4) Certified that-

- (a) The expenditure on conveyance hire charged in this bill in terms of Rules 3 of Appendix-11 to the West Bengal Financial Rules, was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used and
- (c) The Government employee concerned is not entitled to draw travel express under the ordinary rules for the journey, and that he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

(5) Certified that all Group D employees whose pay has been charged in this bill were actually entertained in Government Service during the period concerned.

Allotment Received Rs. _____
Progressive Expenditure including this Bill Rs. _____
Balance Available Rs. _____

Please pay to self by Order Cheque

Bill Clerk

Accountant

Signature and Designation of
Drawing & Disbursing Officer

Dated _____ 20__

Countersigned

Signature and Designation
(Countersignature will be necessary only
when the sub-Vouchers are not passed
for payment by the competent authority).

For use in the Treasury

Pay Rs. _____ Rupees (in words) _____
_____ only

Examined and entered

Accountant/J.A.O.

T.O./A.T.O./P.A.O./A.P.A.O.

Dated _____ 20__

For use in the Office of the Accountant General (Audit), West Bengal

Admitted Rs. _____

Objected to Rs. _____ for reasons stated below:

Dated _____ 20__

Auditor

S.O./A.A.O./Audit Officer

Note: The Drawing & Disbursing Officer will be responsible for any excess of expenditure over allotment of fund unless otherwise authorised by the Government and the amount will be recovered from his pay, allowance etc.