

[Pink colour will be used for drawal of advance]
[Yellow colour will be used for transfer credit]

T. R. FORM NO. 27

[See sub-rule (1) of T.R. 4.136, sub-rules (3) and (4) of T.R. 4.138 and sub-rule (1) of T.R.5.07]

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

Bill for drawing advance without supporting Voucher

Detailed bill will be sent for countersignature by _____

Office of the _____		
Proforma invoice No., if any	Purpose (with description where necessary) and quotation of authority for drawing advance.	Amount (in Rs.)

Total Rs. _____

Total Rupees (in words) _____ only

Allotment Received Rs. _____

Progressive Expenditure
including this bill Rs. _____

Balance Available Rs. _____

Please pay Rs. _____
to self by Order Cheque / Accounts
Payee Cheque drawn in favour of

Deduct-amount disallowed by the Controlling
Officer

Vide detailed bill Rs. _____

No. _____ dt. _____

Unspent or, balance of previous advance drawn
under bill No. _____ dt. _____/

Token No. _____ dt. _____
for Rs.

Net amount payable

Rs. _____ (Rupees _____
_____) only/

by transfer credit to _____
(challan enclosed)

Bill Clerk
Date _____ 20__

Accountant

Drawing & Disbursing Officer

Note:- The Treasury will make payment only when there is proper authority to draw advance. The drawer should be careful to include in the detailed bill of a month the amount of all bills drawn in advance from the Treasury during that month. The detailed bill shall be submitted to the Treasury from which the advance was drawn.

The Drawing & Disbursing Officer will initial the date of each payment in the Expenditure Register and the same along with the detailed bill as also sub-Voucher is to be sent to the Controlling Officer.

For use at the Treasury

Examined and entered. Pay Rs. _____ (Rupees _____)
(in words)
as per endorsement of the Drawing & Disbursing Officer/transfer
credited to _____

Accountant/J.A.O.

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

Dated _____20__

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

Admitted Rs. _____
Objected Rs. _____ for reasons stated below.

Dated _____20__ Auditor S.O./A.A.O./Audit Officer

Note – Drawing & Disbursing Officer will be responsible for adjustment of the advance by sending detailed bill.

Any amount drawn in excess of allotment, unless otherwise authorised by Government, may be deducted from his pay, allowance etc.

Second advance will not be paid if first advance has not been adjusted unless the same has been allowed by Government.