

T. R. FORM NO. 31
[See sub-rule (1) of T. R. 4.195]

Grant-in-aid Bill
Simple Receipt Form

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

Office _____

Received the sum of Rs. _____ (Rupees _____
_____) being the grant-in-aid _____
_____ for the period from _____ to _____
for the purpose of _____ sanctioned by
_____ in his Order No. _____ dated
_____ (copy enclosed) by Account Payee Cheque in favour of _____
_____.

Certified that (a) the amount of this bill was not drawn earlier and it agrees with that in the office copy of this bill.
(b) the utilisation report in respect of the previous grant has been furnished and accepted by the sanctioning authority,
(c) the utilisation report in respect of the present amount will be furnished to the sanctioning authority in due course.

Station _____

Dated _____ 20__

Signature of Officer of the grantee organisation _____
Designation _____

Countersigned for Rs. _____ (Rupees _____
_____) / Pay by transfer to _____.

Station _____

Dated _____ 20__

Bill Clerk *Accountant* *Signature of the D.D.O.* _____
Designation _____

For use in Treasury

Pay Rs. _____ (Rupees _____
_____ _____) / by transfer /credit to _____.

Examined and Entered.

Accountant /J.A.O.

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

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

Admitted for Rs. _____

Objected to Rs. _____

Reason of Objection _____

Auditor

S.O./A.A.O.

Audit Officer