



Guru Gobind Singh Indraprastha University
{an autonomous body under Govt. of NCT of Delhi}
Sector-16C, Dwarka, Delhi-78

FULLY VOUCHERED CONTINGENT BILL
 {For reimbursement newspaper/magazine charges}
 [Separate bills will be submitted in quarterly basis]

Department/Office of :
 {V.C.Sectt./Registrar/COF/COE/Director/Deans of University Schools etc... }

For the month of : 201__

S.No. of sub-vouchers	Description	Bill No. & date supporting the Description	Amount Rs.	For Use Of Accounts Deptt.
				Amt. restricted to Rs. as per entitlement
(a)	(b)	(c)	(d)	(f)
1				
2				
3				
4				
(In words) Rupees			Total	
..... only.				

mention whichever is applicable

Certified that:-

1. I certify that I am entitled for re-imbusement of newspaper/magazine charges as per entitlement.
2. I certify that in accordance to my entitlement as indicated in S.No1, I am availing the facility on post-paid basis from the service provider as stated in the bill above.
3. I certify that the expenditure included in this bill could not, with due regard to the interest of public service, be avoided.
4. I certify that to the best of my knowledge & belief, the payments entered in this bill have been duly made of the parties entitled to receive them and relevant sub-vouchers viz. paid bill raised by the vendor and the receipt obtained thereof have been annexed.
5. I certify that the sub-vouchers have been verified/counter-signed by me, being the recipient of the said allowance.
6. I certify that the sub-vouchers which have been **paid by me and the same may be reimbursed.**
7. I also certify that the monetary limits prescribed by the GGSIPU i.r.o. newspaper/magazine *have not been exceeded/have been exceeded but the reimbursement be restricted to the monetary limit for which I am entitled.

*strike out whichever is not applicable.

Name & signature of the entitled officer with office stamp.

(Note:- Bills i.r.o. V.C.Sectt. there is no financial limit for 1 to 4 above & receipts thereof will be verified/countersigned by OSD to VC or P.S. to V.C is acceptable.)



FOR USE IN FINANCE & ACCOUNTS DEPARTMENT

I have checked the bill w.r.t. to the sub-vouchers and the same is found in order. The officer who has raised the bill is entitled for an amount as at col. (f) above{no limit in case of V.C. Sectt.}

Admitted for Rs. for reimbursement chargeable to “Other Administrative Expenses – (a) Office Expenses – (xvi)News paper & Periodicals” dg.the c.f.y. 2012-13 as per voucher attached.

Accounts Asstt./Accountant

Vetted w.r.t. standing orders. Expenditure may be sanctioned and the attached voucher Rs. be passed.

Asstt. Accounts Officer (Pre-Check)

Expenditure Sanctioned and the Bill/voucher passed for payment.

Amount paid/reimbursed in cash/bank transfer

Finance Officer

DDO

Cashier