



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka Delhi – 110078
FULLY VOUCHERED CONTINGENT BILL

*{For reimbursement of cost for purchase of Mobile phone/ Brief Case/ Ladies Purse}
 *{~~strike out whichever not applicable~~}

[Separate bills will be submitted for (Mobile phone/ Brief Case/ Ladies Purse)]

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

For the month of : 201__ Employee Code:

S.No. of sub-vouchers	Description	Bill No. & date	Amount (Rs.)	For Use Of Accounts Deptt.
				Amt. restricted to Rs. as per entitlement
(a)	(b)	(c)	(d)	(f)
1	Mobile phone purchase (.....) (Mention make/model of the mobile phones & IMIE)			
2	Brief Case			
3	Ladies Purse			

(In words) Rupees			
..... only.	Total		

mention whichever is applicable
 Certified that:-

- I certify that to the best of my knowledge & belief, the payments entered in this bill have been duly made to the parties entitled to receive them..
- I certify that the sub-vouchers have been verified/counter-signed by me, being the recipient of the same.

PS/Dealing Assistant

Name & signature of the entitled officer with office stamp.



CERTIFICATE TO BE GIVEN BY STORES DEPARTMENT

This is to certify that the above referred items are as per entitlement of the claimant officer and have been entered in the stock register at page no.....s.no.....on.....

This is further certified that the claimant officer has not been reimbursed for the cost of purchase of *Mobile phone/ Brief Case/ Ladies Purse* during the last *three/five* years respectively.

Asstt. Registrar (Store)

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.

Admitted for Rs. for reimbursement chargeable to "Other Administrative Expenses – (a) Office Expenses – during the financial year 20__-__, as per voucher attached.

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

Accounts Asstt./Accountant

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