E.E/I.T
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28/4/15

NO-627- ENC/15
Dt. 28/04/2015

T. R. FORM NO. 26

[T.R. 4.135 Sub-Rule (1) and Explanation 1 and T.R. 4.137]

D.D.O. Code _____ Bill No. _____ Date __/__/____
Token No. _____ Date__/__/____ T.V. No._____ Date __/__/____
Head of Account Code _____ Sanction No._____ Date __/__/____

Bill for drawing charges relating to (a) Wages. (b) Office Expenses, (c) Payment for professional and special services, (d) Rates & Taxes/Royalty, (e) Publications, (f) Advertising, Sales and Publicity Expenses, (g) Hospitality Expenses/Sumptuary allowances etc., (h) Machinery and Equipment/Tools and Plants, (i) Motor Vehicles, (j) Maintenance, (k) Minor works, (l) Materials and Supplies, (m) Other charges, (n) Secret Service Expenditure and (o) Recoupment of Permanent Advance etc.

Office of the _____ For the month of _____ 20__			
Sl. No. of Sub-Vouchers	Description of charge	Authority for drawing charge (Viz. sanctioned under delegated power or sanctioned by the competent authority may be quoted with No. and Date)	Gross Amount (Rs.)
Total (in words)			

Certified that-

(i) The expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. It is certified 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 with the exceptions noted below, which exceed the balance of the permanent advance and will be paid on receipt of the money drawn ion this bill.

(ii) 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.

(iii) 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.

(iv) a) 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

b)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.

(v) All GroupD employees whose pay has been charged in this bill were actually entertained in Govt. Service during the period concerned and amount drawn on bills one month previous to this date has been paid to the person concerned.

(vi) Provisions of WBFR Part-I Rule 47 as amended have been observed properly.

Allotment Received Rs. _____

Progressive Expenditure
including this Bill Rs. _____

Balance Available Rs. _____

Pay Rs. _____ Rupees (in words) _____ only
as per beneficiary list enclosed

AND/OR

By-Transfer Credit Rs. _____ Rupees (in words) _____ only
as below-

Sl No.	Head of Account	Description	BT Type	Amount (Rs.)

Bill Clerk Accountant Drawing & Disbursing Officer

Date _____20__
Station _____

For use in the Treasury

Pay Rs. _____ Rupees (in words) _____ only
as per beneficiary list enclosed

AND/OR

By-Transfer Credit Rs. _____ Rupees (in words) _____ only
as below-

Sl No.	Head of Account	Description	BT Type	Amount (Rs.)

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 Rs._____

Objected 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 otherwis authorised by the Government and the amount will be recovered from his pay, allowanceetc.