



NATIONAL INSTITUTE OF TECHNOLOGY PATNA

(An Institute under Ministry of HRD, Govt. of India, New Delhi)

ASHOK RAJPATH, PATNA-800 005 (BIHAR)

BILL FOR DIRECT PAYMENT BY ACCOUNT SECTION

(To be filled by the Department/Individual in duplicate)

Bill No: Major Budget Head:

Name of Department..... Minor Budget Head:

Diary Voucher No. with date..... Name of Recipient:.....

Date	Particulars	Amount		Remarks
		Rs.	P.	
	Total			

Forwarded for Payment of Rupees

- (1) Certified that the amount has not been paid earlier and that the voucher attached is the original one.
- (2) Certified that the freight and other charges mentioned in the bill have been verified and found to be correct.
- (3) Certified that the proper procedure has been adopted for procurement of the services/goods/works.

Claimant/Office Assistant

Dean/HoD/P.I (with official stamp)

Submitted claim has been checked and recommended for release of payment.

Approved

Sr. Assistant

O.S.(A/c)

A.R.(A/c)

Registrar

Director

FOR USE IN FINANCE OFFICE

PASSED FOR PAYMENT		
For Rupees		
.....		
Asst.	A.R	Registrar

PAID		
Cheque No.		
Dated		
For Rs.....		
Asst.	A.R	Registrar