

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A central university established by an Act of Parliament)  
Hyderabad - 500 032



Dr. K.P. Singh  
Finance Officer

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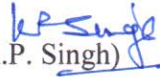
By E-Mail

No. MANUU/F&A/Policy/2017-18/567

22.12.2017

CIRCULAR

The format of the bills for direct payments and availing / settlement of advance have been revised by the F&A office with the approval of the competent authority. Copies of the revised format of the bills are attached herewith. The revised format of the bills will be effective from 01.01.2018 and the Drawer(s) of the bill(s) will be required to fill all columns given in the bill. Incomplete bill(s), in any form, will not be accepted by the F&A.

  
(K.P. Singh)

- To
- 1) All Deans / Directors / HoDs / Section Heads
  - 2) All Heads of the Institutions / Offices (Satellite Campuses)
  - 3) Joint Director, CIT – for uploading on university website, please.

- Copy to: 1) Secretary to Hon'ble Vice Chancellor  
2) Pro-Vice Chancellor  
3) Registrar



**BILL FOR DIRECT PAYMENT BY FINANCE & ACCOUNTS OFFICE**

School / Dept. / Office	Budget Allocation	Rs.
Major Budget Head	Financial Year.....	
Minor Budget Head	Value of bills already sent to the F&A	Rs.
Name of the Recipient	Balance of the Allocation	Rs.
	Value of Bills in hand	Rs.

Date	Particulars	Amount		Remarks
		Rs.	Ps	
Total Rs. ....				

Account Number																				
Name of the Account Holder / Firm / Agency																				
Bank Name																				
Branch Name																				
IFS Code																				

1. Certified that articles mentioned in the bill have been entered in the stock register.
2. Approval of the competent authority for the articles/works covered under this bill has been obtained vide Order dated..... for Rs.....
3. Certified that all the receipts /vouchers are attested by the Section Head.
4. Certified that the amount has not been paid earlier all the receipts/vouchers are attached in original.
5. Certified that the freight and other charges mentioned in the bill have been verified and found correct.
6. Certified that Drawer of the bills is an employee of the University.

**Counter Signature**

Name & Seal : .....

Date:.....

**Drawer of the Bill**

Name : .....

Designation .....

Date:.....

**(For the use of Finance & Accounts Office only)**

Bill passed for Rs .....

Dealing Asst.

S.O.

A.R. / ARD

D.R. / R.D

**FINANCE OFFICER**



**BILL FOR ADVANCE PAYMENT / SETTLEMENT BY FINANCE & ACCOUNTS OFFICE**

**Advance / Settlement**

School / Dept. / Office	Budget Allocation	Rs.
Major Budget Head	Financial Year.....	
Minor Budget Head	Value of bills already sent to the F&A	Rs.
Name of the Recipient	Balance of the Allocation	Rs.
	Value of Bills in hand	Rs.

Date	Particulars <i>Advance / Settlement</i>	Amount		Remarks
		Rs.	Ps	
Total Rs. ....				

Total Advance Drawn .....	Cheque No. .....	Date .....	Expenditure Incurred .....	Claim, if any .....	Refund, if any (Amount with Date) .....
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Account Number	
Name of the Account Holder / Firm / Agency	
Bank Name	
Branch Name	
IFSC Code	

- Certified that articles mentioned in the bill have been entered in the stock register.
- Approval of the competent authority for the articles/works covered under this bill has been obtained vide Order dated..... for Rs.....
- Certified that all the receipts / vouchers are attested by the Section Head.
- Certified that the amount has not been paid earlier all the receipts/vouchers are attached in original.
- Certified that the freight and other charges mentioned in the bill have been verified and found correct.
- Certified that Drawer of the bills is an employee of the University.

**Counter Signature**

Name & seal : .....

Date:.....

**Drawer of the Bill**

Name : .....

Designation .....

Date:.....

(For the use of Finance & Accounts Office only)

Bill passed for Rs .....

Dealing Asst.

S.O.

A.R./ARD

D.R. / R.D.

**FINANCE OFFICER**