मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)

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 Ofiice only)

Bill passed for Rs .....

.....

Dealing Asst. S.O. A.R. / ARD D.R. / R.D **FINANCE OFFICER**