



Department.....Section/Branch.....

Budget Head.....Consumable/Non Consumable (✓)

The attached bills have been received from M/s _____ for the supply of
_____ for official use for Rs. _____.

The bill/s has been checked on the basis of the following documents, are attached (tick Yes/No).

- | | | |
|------|---|----------|
| i) | Approval of requirement. | Yes/No |
| ii) | Tender / Quotation/Without Quotation | Yes/No |
| iii) | Comparative Statement and its approval | Yes/No |
| iv) | Supply Order & its terms & conditions | Yes / No |
| v) | Entry of material in Central Stock Register, | Yes/No |
| | Page No. _____, Date _____ | |
| | Entry of material in Departmental Stock Register, | Yes/No |
| | Page No. _____, Date _____ | |
| vi) | Bill Verification / Inspection Report | Yes/No |

The Bill is checked & verified as per purchase procedure and submitted for the first time for payment as per details given below:-

Sr. No.	Bill No / Invoice No. & Date	Supply /Work order No. & Date	Bill Amount ₹	Deductions if any ₹	Recommended Amount ₹

Payment may be released in favour offor Rs.....

Address.....

For Direct Transfer (Copy of PAN and Cheque Should be attached, first time)

Name of BankAddress.....

Bank A/c No.....IFS code.....PAN.....

Submitted for approval for release of payment.

(Signature of dealing official)

Name : _____

Designation: _____