

Dr. SSB UICET, PANJAB UNIVERSITY, CHANDIGARH
(TEQIP-III)

BILL REGISTER
NO.....

Head of charge: Procurement/Academic Activity/IOC

Key Activity:.....

| For use in the department Sanctioned conveyed vide Letter No. Dated <u>Documents attached</u> | Sr. no of sub Vrs | In favour of _____ BREIF DESCRIPTION OF THE PAYEMENT | Voucher no. Rs |
|---|----------------------------|---|--------------------------|
| 1. Sanction requisition attached 2. NIQ 3. Quotations 4. Comparative statement 5. 6. 7. | | | |
| For accounts branch 1. Balance Available Rs _____ 2. Amount of this bill Rs _____ 3. Balance (1-2) Rs _____ 4. Budget/Grant Register Page No _____ Serial No _____ 5. Advanced register Page No _____ Serial No _____ | | | |
| Check list 1. Stock entry 2. Sanction 3. NIQ/quotations/comparative statement 4. Advanced Register 5. Grant/bill Register 6. Provisional payment Register 7. E.C.R 8. Imprest Register 9. Conditions of grant | | | |
| Auditor (Signature in full) | | | |
| | | Amount C/O | |

| | | AMOUNT B/F |
|-----------------------|-------------------------------------|------------|
| Sr. No. of Sub Vrs | BRIEF DESCRIPTION OF THE PAYMENT | Rs. |
| | | |
| | | |
| | | |
| | | |
| | TOTAL AMOUNT IN WORDS | |
| | TOTAL | |

(Signature of Claimant)

Certified:

1. That the expenditure detailed above being essential has been incurred in the interest of institute.
2. That the expenditure has been incurred with the sanction of the competent authority by virtue of the financial power vested in the undersigned

Prof. Anupama Sharma
(Coordinator, TEQIP-III)

Prof. Amritpal Toor
(Project head TEQIP-III)

| | | | |
|--|---------------------------------|-----------|--------|
| PAY ORDER BY THE AUDIT DEPARTMENT | PAY ORDER BY THE ACCOUNT BRANCH | | |
| | Passed for payment of Rs _____ | | |
| | _____ | | |
| | Clerk | Assistant | Supdt. |
| Pay order Verified | | | |
| Prof. Ritu Gupta Finance Nodal Officer, TEQIP-III | | | |