

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER

To

All the Chairpersons/
Coordinators of All Centres/
Heads of the Departments/Branches
Directors of Regional Centres/ACLA
Panjab University, Chandigarh.

No. 3068-2267/FDO

Dated: 12/03/18

Dear Sir/Madam

It has been observed that while pasting of audited voucher in the guard file, the audit encasement got pasted in the margin of guard file. Resultantly, the pay order affixed by the audit could not be read properly. In order to avoid such a pasting, there is a need to change the position of audit-encasement-stamp. Accordingly, a modified format of Contingent Bill is enclosed which will be in use w.e.f. 1st April, 2018.

It may kindly be noted that with effect from 1st April, 2018, the payment shall be processed only through the revised format of bill. No contingent bill/s of old format will be entertained from 1st April, 2018 onwards.

With regards

Yours sincerely

Finance & Development Officer

**PANJAB UNIVERSITY
CONTINGENT BILL**

BILL REGISTER

No.

Code No.

DEPARTMENT.....

HEAD OF CHARGE : Plan/Non-Plan/Scheme (strike out not applicable)

Major Head.....

FOR USE IN THE DEPARTMENT Sanction conveyed vide Letter No. Dated <u>DOCUMENTS ATTACHED</u> 1. Sanction 2. N.I.Q. 3. Quotations 4. Comparative Statement 5. 6. 7.	Sr. No. of Sub Vrs.	In favour of BRIEF DESCRIPTION OF THE PAYMENT	VOUCHER No. Rs. P.	
<u>FOR ACCOUNTS BRANCH</u> 1. Balance available Rs..... 2. Amount of this bill Rs..... 3. Balance (1-2) Rs..... 4. Budget/Grant Register Page.....Sr. No..... 5. Advance Register : Page.....Sr. No.....				
<u>CHECK LIST</u> 1. Stock Entry 2. Sanction 3. N.I.Q./Quotations/Comparati ve statement 4. Advance Register 5. Grant/Bill Register 6. Provisional Payment Register 7. E.C.R. 8. Imprest Register 9. Conditions of grant 10. <u>AUDITOR</u> <u>(Signature in full)</u>				
		Amount C/o		

Sr. No. of Sub Vrs.	BRIEF DESCRIPTION OF THE PAYMENT	Rs.	P.
	Total		

Certified:

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

REMARKS (if any)

Dated.....

Head of the Department
(Stamp)

Code No. _____

PAY ORDER BY THE AUDIT DEPARTMENT	PAY ORDER BY THE ACCOUNTS BRANCH Passed for payment of Rs. _____ _____ _____
	Clerk _____ Assistant _____ Supdt. _____ FOR USE IN THE CHEQUE WRITING SECTION Cheque No. _____ for Rs. _____ Issued against the Vouchers passed for payment by ACLA bearing No. from _____ to _____
PAY ORDER VERIFIED Clerk _____ Assistant _____	Sr. Asstt. _____ Supdt. (Cheque Writing Section) _____