

**FORM No. O. T. C. 31**

[ See *Subsidiary Rule 258* ]

**FULLY VOUCHER CONTINGENT BILL No.**

DISTRICT OF	DETAILED BILL OF CONTINGENT CHARGE OF		Voucher No. of List of payment for	
	<i>For the month of</i>			
	HEAD OF SERVICE—	}		Major Head _____
		}		Minor Head _____
}		Sub-Head _____		
	}	Primary Unit _____		
Number of sub voucher	Description of charge and (number and date of authority for all charges requiring special sanction)		Amount	
			Rs.      P.	
<p><b>FOR USE IN ACCOUNTANT-GENERAL OFFICE</b></p> <p>Admitted _____</p> <p>Objected Rs. _____</p> <p style="text-align: right;"><i>Auditor</i></p> <p><i>Auditor, Superintendent, Gazetted Officer</i></p>			Carried over	

\* Erasures are absolutely forbidden. Incorrect entries must be cancelled neatly in red ink and the correct entry interlined. Each correction must be attested by the Drawing Officer if it is in the bill and by the Treasury Officer if it is the order for payment.

Number of sub-voucher	Description of charge and (number and date of authority for all charges requiring special sanction)	Amount	
		Rs.	P.
	Brought forward		
	Total (in words)		

1. I certify that the expenditure charged in this bill could not, with due regard to the interest of the public service, be avoided. I certify that, to the best of my knowledge and belief the payments entered in this bill have been duly made to the party entitled to receive them with the exception noted below. \*which exceed the balance if the permanent advance, and will be paid on receipt of the money drawn on this bill. Vouchers for all sums above Rs. 25 in amount are attached to this bill, save those noted below. \*which will be forwarded as soon as the amounts have been paid. I have as far as possible, obtained vouchers for other sums and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again.

\*2. Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been duly received in good order and accounted for in the stock register.

3. Certified that the quantities are correct, the quality is good the rates paid are not in excess of the accepted and the market rates and that suitable notes of payments have been recorded against the indents and invoices concerned to prevent double payment.

4. Certified that the rates of pay and dearness allowance of casual employees drawn in this bill have been fixed in accordance with the orders issued in the Finance Department Resolution No. 13647-F., dated the 27th September 1949.

†The certificate is required when proper store accounts of material and stores purchased are required to be maintained.

Received contents  } <i>Signature and designation of Drawing Officer.</i>	Appropriation for the current year			
	Expenditure including this bill.			
	Amount of work bills annexed.			
	Balance available			

Pay Rupees ( )

Examined

Accountant

Treasurer, dated the

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Treasury Officer