

ACCOUNTS SECTION
NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
BILL FORMAT (Project/Scheme)

Diary/ Dispatch No of Department/Section

Dated:

Debit Details

Name of Department.....Name of Project.....

Funding Agency.....

Name of Principal Investigator (Dr.) Project Budget Head

If PFMS applicable, please provide scheme/project code.....component code.....

Amount (₹).....₹ in Words.....

Credit Details

In favor of..... Bank Name..... Account No.....

IFSC.....Branch Name.....₹.....

(Where there is more than one supplier, bank details provide separately)

In case of advance settlement

Name of advance drawer.....₹.....Date of drawl.....

Advance to Supplier (Name).....₹.....Date of drawl.....

Voucher prepared by.....Dated.....

Certified that:

1. The goods/services have been received in good condition and they are in conformity with PO.
2. The goods/services have been entered in the respective stock registers on the page marked against each items in the bills.
3. The balance under the head of expenditure up to date is ₹.....according to the books of the Department before sending the bill under reference.
4. The amount is actually due and has not been claimed before.
5. The sanction /approval of the competent authority has been obtained.
6. The expenditure charged in the bill(s) could not be avoided in the interest of Institute.

Signature of Head of the Department

Signature of Principal Investigation of Project

For Office Use of Accounts Section

Dairy No, Dated

Chargeable Head.....Category (PFMS/Non PFMS).....PFMS Code.....

Gross Amount.....GST TDS.....TDS.....Misc. Deduction.....Net Amount Payable (Rs.).....

Net Amount Payable in word

Assistant Registrar (A/c)

Superintendent (A/c)

Dealing Assistant (Accounts

REGISTRAR

DIRECTOR

Statement of Receipts & Bills Submitted

Sr. No.	Tax Invoice No./ Invoice No./ Bill No./ Cash Memo No.	Date	Name of the Vendor/ Name of Party/ Name of Supplier	Amount (Rs.)	Details of Stock Entries			Remarks
					Register Plan/Non Plan	Page No.	Consumable/ Non- Consumable	
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HEAD OF DEPARTMENT

PRINCIPAL INVESTIGATOR