

Description of charge (object of expenditure to be specified) with reference to the No. and Date of authority for all special charge, if any.

S. No.	No. of Sub-voucher	Standard Objects of Expenditure	Amount	
			Rs.	P.
1.		Wages i) Wages of labourers. ii) Staff paid out of contingencies.		
2.		Office Expenses i) Furniture. ii) Postage. iii) Purchase and maintenance of office machines and equipment. iv) Liveness. v) Hot and Cold weather charges. vi) Telephone, Electricity and Water charges. vii) Refreshments served in inter departmental meetings. viii) Stationery, Printing of forms. ix) Purchase of maintenance of staff cars and other vehicles for office use.	Total : [i & ii]	
3.		Total : [i to ix] Payment for professional and special services.		
4.		Rents, Rates and Taxes/Royalty i) Rent for hired buildings ii) Municipal rates and Taxes iii) Lease charges for land.	Total : [i to iii]	
5.		Publications i) Printing of office codes and Manuals and other documents (excluding publicity material) ii) Discounts to Agents for sale.	Total: [i& ii]	
6.		Advertising Sales and Publicity Expenses i) Commission to Agent ii) Printing of publicity material	Total : [i& ii]	
7.		Grants-in-Aid/Contribution/Subsides.		
8.		Scholarships and Stipends.		
9.		Hospitality Expenses/Sumptuary Allowances.		
10.		Secret Service Expenditure,		
11.		Motor Vehicles/Ambulance Vans.		
12.		Investment/Loans.		
13.		Materials and Supplies.		
14.		Carriage of constabulary		
15.		Diet charges .		
16.		Drugs and instruments.		
17.		Writes off/Losses.		
18.		Other charges : i) Rewards and prizes		

VOUCHER _____ DATE _____ Amount _____

Rupees (in words)	Brought forward	Rs.	P.
	Total :		

MEMO OF ALLOTMENTS ETC.

	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
Budget Allotment										
Expenditure including this bill										
Balance available										

Received Rs. _____
(in words) _____

(Signature)

I certify that the expenditure charged in this bill could not, with due regard to the interest of the State be avoided. I have satisfied myself that the charges entered in this bill have been really paid with the exception noted below which exceed the Balance of the Permanent Advance and will be paid on receipt of the money of this bill. Vouchers for all sums above Rs.50 are attached to the 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 so destroyed that they cannot be used again.

The amount of this bill may be paid by the Treasury Officer. _____

to _____ Clerk _____ of this office.
Peon _____

Passed for Rs. _____

Signature and Designation of Drawing Officer.

Dated : _____ Countersigning Officer.

(Detail of vouchers to follow as per certificate above)	Treasurer pay Rs. _____
	(in words) _____
	Examined and entered _____
	Accountant _____ Treasury officer _____

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Page No. _____

Classification _____

Objection _____

ACCOUNTANT GENERAL'S OFFICE, KASHMIR

Major Head _____

Communicated _____

ADMITTED Rs _____