

# MAHATMA GANDHI UNIVERSITY

FORM T. R. 61

## FULLY VOUCHERED CONTINGENT BILL

*Note : This is a model form which may be adopted to suit the requirement of any particular department in consultation with the Accountant General*

District of M G University Kottayam	Detailed Bill of Contingent charges of..... for the month of .....2024				
Head of Service <b>“22 201 36 – Remuneration to Examiners” –</b>	Voucher -----for the month of----- List of payments for the month of -----				
No. of Sub Voucher	Description of charges and number and date of authority for all charges requiring special sanction	Amount			
		Rs	Ps	Rs	Ps
	<b>Payment of remuneration to Examiners, who conducted practical for .....Semester</b> ..... Exam, .....month/.....year  Ref: UO No.  <b>Please Credit the cash in the Examiner’s Account as per the particulars furnished in the bill.</b>  <b>The Amount in this bill has not been claimed earlier.</b>				
<b>TOTAL</b>					

1. I certify that the expenditure charged in this bill could not, with due regard to the interests 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 parties entitled to received them with the exceptions noted below, which exceed the balance of the permanent advance, and will be paid on receipt of the money drawn on this bill. Vouchers for all sums above Rs.50 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 so cancelled that they cannot be used again. All bills to be paid by book transfer are annexed.
2. Certified that pay of contingent employees for the month of ..... has been disbursed and their signature obtained in the acquittance rolls.  
**DR II (Finance)**
3. Certified that the materials and stores billed for above have been brought on the respective inventories and that all materials and stores are being duly accounted for and verified in the manner laid down in Articles 160-171 of the Kerala Financial Code.
4. Certified further that the articles or materials billed for have been purchased on the tender system prescribed in Articles 141-150 of the Kerala Financial Code and have been received in good order, that their quantities are correct and their quality good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the original indents and invoices concerned to prevent double payments.
5. Certified that :
  - a) The expenditure on conveyance hire charged in this bill in terms of items 19 of Appendix 4 of the Kerala Financial Code was actually incurred, was unavoidable and is within the schedule scale of charges for the conveyance use, and
  - b) The Government servant concerned is not entitled to draw travelling allowances under the ordinary rules for the journey and that he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of duty which necessitated the journey.

6. Certified that the furniture taken to camp is not excess of the scales prescribed.
7. Certified that all menials whose pay has been charged in this bill were actually entertained in Government service during the period concerned.
8. Certified that the expenditure of watermen or the supply of water has been scrutinized and is necessary.
9. Certified that in respect of the amount drawn on account of rents, rates and taxes in this bill.
  - 1) No portion of the building for which the expenditure was incurred was utilized for residential or other purpose during the period charges were paid.
  - 2) The expenditure in respect of the portion of the building used for residential or other purposes during the period for which the charges were paid has been recovered from the under mentioned Government servants from whom it was due.(in the case of drawing and disbursing officers who do not find it possible to furnish the first portion of this certificate, due to the fact the imprest amounts held by each of them are much less than the monthly rate of contingent expenditure on rents, rates and taxes etc., required to be paid by each of them to different parties, the following certificates should be furnished in lieu of the first portion of the certificate).  
Certified that :
    - a) The amounts drawn on account of rents, rates and taxes etc. in the previous contingent bill of the type (No. and date to be given) have actually been paid to the parties concerned; and that,
    - b) The amounts drawn in this bill will be paid to the parties on realization
10. Certified that the monetary or quantitative limits prescribed by the Government in respect of the contingencies included in the bill have not been exceeded.
11. Certified that in respect of pensioners re-employed as menials whose pay has been charged in this bill; such pay has been fixed with reference to the rules in Chapter VII of the K.S.R.
12. Certified that the menials whose pay has been charged in this bill are not re-employed pensioners.

Received contents ..... Please pay to, **Examiner's Bank account**

Signature and designation of the Drawing Officer

Signature of the drawing officer  
**DR II (Finance)**

Appropriation for the current year : Rs .....

Expenditure including this bill : Rs`.....

Balance available : Rs `.....

Station : P D HILLS.

Date: .....

- Note:-
- 1) The Progress of expenditure should be recorded under each sub-head of appropriation.
  - 2) Certificates which are not applicable to the claims prepared in the bill are to be struck off

HEAD OF SERVICE

.....

.....

.....

U.P.A.D

Passed for Rs.....

( Rupees.....)

Auditor

Section Officer

Assistant/Deputy

Registrar