FORWARDING MEMO FOR BILLS & ADJUSTMENT OF TEMPORARY ADVANCE

01. Name of Person/Party to whom the advance payment made _____________________

02. Advance taken Yes/No Dated _______________ Amount Rs. _______________
    Unspent Balance Deposit R. No. ______ Dated _______________ Amount Rs. ______

03. Detail of Bills

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Bill No.</th>
<th>Date</th>
<th>Name of Supplier</th>
<th>Amount Rs.</th>
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TOTAL

04. Balance Amount Payable or Recoverable Rs. ___________________________

05. Mention if the bills are to be passed for PAYMENT / ADJUSTMENT

06. Name of Person/Party to whom the Balance amount is to paid ___________________

07. Indicate Chargeable Head ___________________________
    (If heads are more than one then prepare summary on separate sheet giving details of head-wise expenses)

08. Have you got the necessary entries from Central Store? (Yes/No/Not Applicable)

CERTIFIED

* that prior sanction/approval of the competent authority was taken for the expenditure and copy of the same is attached herewith.
* that the rates have been verified and as recommended in the comparative statement/ are lowest as available in the market.
* the photocopy of comparative statement of the quotations of genuine suppliers duly attest/approved/pre-audited are attached herewith.

Verified & Recommended

Date: ____________

SIGNATURE ____________________________

Name of concerned Official _______ (Signature)
Deptt./School/Section/Unit _______ (Head, Deptt.)

SPACE FOR USE IN ACCOUNT SECTION

Remarks __________________________

Bill Checked & Pass for Rs. ____________
(Rupees ____________)

Chargeable Head: __________________________

Checked by ________ A R (IAC) ________ D R (F&A) ________
Checked by A.R(IAC) DR(F&A) Approved
Auth. Signatory