



CONTINGENT ADVANCE ADJUSTMENT BILL FORM

Budget: NIN (including : _____
Intramural Project) / _____
Extramural Project _____

(write name of the NIN-Intramural Project Or Extramural Project)

Detailed statement of expenditure for the advance of Rs. _____
(Rupees: _____)
Shri/Smt/Kum/Dr. _____ on **(dd/mm/yy)** _____

Out of the advance granted, an expenditure of Rs. _____ (Rupees: _____)
_____ had been incurred as follows:

| Sl.No. | Details of Sub-vouchers | Amount (Rs.Ps) |
|--------|-------------------------|----------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| | Total Rs. | |

- Note:
1. Original bills to be attached duly countersigned by the official **with date**
 2. Certified that all the articles detailed in the bills /vouchers are retained / issued to the concerned staff members & have been accounted for in the Stock Register in my office.
 3. Items purchased through indents have been entered in stock register at Stores Department.

Signature of the official
who has taken advance **with date**

Signature of the PI/HoD/
Controlling Officer **with date**

Contd...2/-

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(For office use only)

1. The enclosed bills have been checked and the balance of Rs. _____
(Rupees: _____) had been refunded by the
enduser by cash/Cheque vide Receipt No. _____ dated _____.

2. The enclosed bills have been checked and excess expenditure to the extent of Rs. _____
(Rupees: _____) incurred over & above to be payable to the
enduser i.e., _____.

The Director & competent authority may accord sanction to meet the expenditure during this current
financial year _____.

S.O.(C.Bills)

DDO

ACO

SAO/HoO

Director