

UTTAR BANGA KRISHI VISWAVIDYALAYA

PUNDIBARI, COOCH BEHAR

DEBIT VOUCHER [Type of FUND -GOWB/ICAR/GOI/UNIV/ COLLABORATIVE /PRIVATE/FOREIGN](✓ Rightly)

Bill No:	Name of End user:	Voucher No:
Date:	Unit Name:	Date:
Use by Billing Section only (Checker/Maker)	CHARGEABLE HEAD OF FUND with F.Code:	Chq./PPA/e-Pay/Trns.ID No.
PFMS/HRMS/IFMS/UFMS Code No.	Use by Office of the Concerned Unit only	Date:
.....	PFMS Holding Transaction IDNo.(If any):.....	BankA/cNo.(c/bors/b)
Use by Cash Office (Approver) only	Use by PFMS-Unit (Checker/Maker) only	Use by the Cash Office only
Party-Bill Details of Supplier		Description of Beneficiary/ies(As per Supply Order) GSTIN
Invoice No.	PAY TO/ EXPENSES FOR Beneficiary's Name*. Fund-wise Appropriation Schedule (soft &hard) is to be attached herewith (if required)	
Procurement process Non-GeM / GeM (Highlighting)	BANK NAME.....Account No.....	
Invoice Date:	IFSC BRANCH CODE.....	
Custom Clearance No.	*In case of Bulk Payment instruction, IFSC wise Broadsheet Ref. No. is needed:	
e-Way/Airway Bill No.	EXPENDITURE HEAD (SUB HEAD)	Dr. Amount in ₹.
e-Way/Airway Bill Date	along with Account Code:	/ Cr. ₹. P.
Challan No.	
Challan Date:	
CRACNo.&Dt.(forGEMonly)	
STOCK ENTRY No. (IF ANY) (AS PER "STORELEDGER")	
/MB.....	
Purchase/ Maintenance/Work Order No.	Fin.Con.No.- UBKV/CD/BS/FC/2023-24	
RA Bill No. (if any)-	GROSS AMOUNT	
Particulars	Amount (in ₹.)	
ECR FLNo.....	₹. P.	
BUDGET ALLOTMENT		
EXPENDITURE INCLUDING THIS BILL		
BALANCE AVAILABLE		A. NET AMOUNT OF GROSS PAY (₹)

Use by Office of the End-User Unit only

Payment Process- PFMS/NON-PFMS (✓ Appropriately)

Amount in ₹.

1. Certified that the expenditure charges in this bill could not with due regard to the interest of the university be avoided.
2. Certified that the articles detailed in the voucher attached to the bill and in those retained in my office have been accounted for in the Stock Register.
3. Certified that the purchases billed for have been received in good order, that their quantities correct and their quality good that the rates paid for are not in excess of the accepted rates and that suitable rates of payments have been recorded against the indents and invoices concerned to prevent double payment.

(Seal and Full Signature of the Head of the Department/ Project Investigator/Project Co-ordinate/Head of the Unit)

Deduction Details (To be filled up by the Billing Section of the Comptroller's Department)

Particulars of Deduct	Amount in ₹.	L/F. No.	Particulars of Deduction	Amount in ₹.	L/F. No.
TDS on Income Tax			TDS for SGST		
Professional Tax			TDS for CGST		
GPF/CPF/EPF			TDS for IGST		
Workmen's CESS			Security Deposit/Performance Security (if any)		
GSLI			UBKVEMPLY.Credit Cooperative Society Ltd.		
MBF			Other Deduction (not mentioned above, only)		
B. Total Deduction			NetPayable= (A.NetGrossPayable-B. TotalDeduct		

Signature of the Deduction Collector of the Compt.Deptt.

DEBIT(Party s' Name alongwithAcc. Code):	Relevant Accounting Code
Passed for Payment	
(In word):	

All the above-mentioned payment related information herewith has been checked and found correct.

Signature of Billing Assistant	Signature of Accounts' Staff	Signature of Comptroller-in-Charge
PAID (ThroughNEFT/RTGS/Net-Banking/DebitCard/PPA/e-Pay) (✓Tickinappropriateoption)		
₹...../- (in words) On		
Signature of Cashier	Signature of Chief Cashier	Signature of Comptroller-in-Charge
Acknowledgement of Receipt		
Date of Receipt		Revenue Stamp

Name of Recipient	Signature of Recipient	& Seal
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Please follow instruction at the time of preparation of this Drawings Bill: -

All documents are to be chronologically arranged and submitted to the Comptrollers' Department/ Account's Section of the Concerned Office of the DDO for checking & verification of any (tetra-copies) Payment-bill, Adjustment bill: -

A. For Procurement Goods & Services and Works: -

- Financial Concurrence for CASH/Credit Limit, Revalidation of the concerned FC (if needed), Relevant Budget Confirmation through ECR Ref. No., Contract Agreement (if relevant), Rate Contract Agreement (if relevant),
- SO along with all attachments as mentioned in the concerned DPR/ NIT/ NIQ/DP/e-Procurement GT&C, Rate-Contracted SO,
- Road/Rail/Air-Challan along-with e- way bill, Airway bill/ R&R/ LRN- Acknowledged by the indenter / consignee, Stock Register, Goods Delivery Note (if needed), Debit Note (if it is needed for defective items), Goods Receipts /CRAC Note, Goods Transfer Advice (if any), Goods Acceptance Note
- GST Tax Invoice / Bill of Supply, Relevant Rate Contract Agreement, Commissioning Certificate, Installation Verification & Quality Assurance Certificate (Specially, Furniture, Computer Accessories, Electrical fittings, Spare parts of Equipment), Vendor Form, Beneficiary list (if needed), Distribution list (if needed), Site Verification Report (if any), Measurement Book, Supplementary WO, Time Extension Details(if needed) without cost escalation, Works Commencement Order, Works Completion Certificate, Joint Inspection Report, Works Hand- over Completion Certificate by the Competent Authority (CA-Intender or his/her approved consignee), etc.
- RA Bill/s details (if relevant), Gestation Period (initial monetarism period) Clause acknowledgment details as per the concerned NIT/NIQ, related BG coverage (if any), Indemnity bond (if any), Site Verification Report (if any) etc.
- Additional Works Order Approval, Additional Works Order, Related SO, Indemnity bond (if any), Concerned Works Commencement Order, Concerned Works Completion Certificate, Concerned Works Hand-over Completion Certificate, Related MB, Site Verification Report (if any) etc.
- EMD details, Performance Security Details, Security Deposit Clause as per NIT/NIQ, Warranty Clause Details (In form of DD/BG only as per SO), Defect Liability Period Coverage Details as per SO (if relevant) etc.

B. In addition to these, following documents are required for Repairing & Maintenance bill:

- Maintenance (AMC/CMC/JIT) Contract Agreement, Satisfactory Job Completion Certificate, Serviceability Confirmation Report as per Maintenance Contract, Asset Register entry (if capacity has been enhanced), Stock Register (if needed for spare parts attachments), etc.

C. For Travelling Expenses (Official Purpose only)

- Tour Approval, TA/DA order from CA, Declared Journey Schedule, all travelling supporting documents as per TA/DA rule of the UBKV/ GOWB/GOI (as the case may be), Certification of Approved Journey as per UBKV/DR-130 DT.24/07/2016 for project bill, Intimation for Changed Tour Programme Schedule (within 24 hours from the contingent abnormal situation), Tour Operator Agreement (if relevant), Tour Completion Certificate, Tour Final Report (TFR), Acceptance of TFR by the CA, Rate confirmation for Car Hiring Charges, TTA acknowledgment (if any), LTC order(if any) Tour Operator's Agreement(if any) within the Delegation of Financial Power Rules, approved by the University with the prior permission of the State Government etc.

D. Scholarship/Fellowship/Associateship

- Approving Authority's, Order, Eligibility Criteria, Criteria-wise Value Assurance, Deduction Criteria Compliance, Demand Schedule, Release Order, Disbursement Criteria, Method of Payment Criteria, Receipt Acknowledgement, Un-disbursement Schedule, Non- withdrawal Certificate etc.

E. Wage/ Salary/ Remuneration/ Honorarium –

- Appointment Order/ Fixation Order/Attendance Schedule/ Contracted Rate/ Overtime Criteria/ Deduction Criteria/Fund-wise Apportionment Schedule/ Absentee Statement/ IFSC Code-wise List/ Non- Withdrawal Certificate, Deduction Criteria Compliance, Demand Schedule, Deduction Schedule, Release Order, Drawls Certificate etc.

F. Adjustment against Remittance and Contingent/Permanent Advances:

- Requesting letter of Adjustment mentioning Advance Disbursement Payment Voucher Ref. No. specifically.
- Photo copy of Approval of Advance
- Advance Broad Sheet (Tetra- copies)
- Disclosure of UC Adjustment details in the R&P format against Remittance along with all supportive evidential sub-vouchers

G. Pl. avoid the following: -

- Tampering bill on any submitted document
- Over-writing on any evidential documents
- Acknowledge consent other than Consignee
- Only Proper Vendor identity as per SO
- Haphazard arrangement of supporting evidential documents, attached with claimant bill.

Lastly, it is to be remembered that chronological-arrangement should be made on the basis of occurrence of the supporting evidential documents, attached with each claimant bill. Otherwise, unnecessary time-overrun on billing process will be occurred.

Note: In case of multiple funds involved, Fund- wise Cost- to- Compensation (CTC)Apportionment Sheet (soft &hard) is to be attached for payment.

