Specimen

( with Imaginary Figures)

**BENGALURU CITY UNIVERSITY**

**DETAILED CONTINGENT (DC) BILL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bengaluru City university | | **Bill of Contingent Charges of Gandhi College, Gandhinagar NSS Special Camping Programme during 2020-21** | Month of March - 2021 | |
| Head of Service | | **NSS SPECIAL CAMPING PROGRAMME FUNDS 2020-21** | No. of Vouchers | |
| Sub-Vouchers | | Description of charges and number and date of authority for all charges requiring Special sanction | Amount | |
| No. | Date of Payments | Rs. | Ps. |
|  | | **Amount Received from University NSS SPECIAL CAMPING PROGRAMME A/c. On 17-10-2020 for Rs.22,500/-and 10,000/-** |  | |
| **REFRESHMENT** |
| 1. | 31-12-2020 | Amount Paid to 50 NSS Students and 2 Programme Officers food expenses for 7 days Special camping Programme. | 22,500 | 00 |
| **CONTINGENCY** | | | | |
| 2. | 460  18-12-2020 | Proprietor,  Monika Stationery & Paper Mart, Bengaluru | 450 | 00 |
| 3. | 252  21-12-2020 | Sri.Manju photo and Video Centre,         Bengaluru. | 470 | 00 |
| 4. | 789  24-12-2020 | Proprietor, Ramya printers, Bengaluru towards Printing charges of Invitations, note book and ID Cards etc., | 2,200 | 00 |
| 5. | 2004  26-12-2020 | Proprietor, Yashwanth enterprises, Bengaluru towards Purchase of two flex Banners. | 650 | 00 |
| 6. | 2006  31-12-2020 | M/s. Charan Medicals, Bengaluru towards Medicines           Purchase to Volunteers | 130 | 00 |
| **TRANSPORT** | | | | |
| 7. | 31-12-2020 | Travelling Allowance paid to 48 NSS Students and  2 Programme officers | 3,400 | 00 |
| **EQUIPMENTS AND REPAIRS** | | | | |
| 8. | 1928  20-12-2020 | Sri. Nanjundeshwara Hardware & paints Bengaluru towards  purchase of implements. | 500 | 00 |
| 9. | 22-12-2020 | M/s. Siddappaji towards repair of implements | 200 | 00 |
| 10. | 461  18-12-2020 | Proprietor,  Monika Stationery & Paper Mart, Bengaluru (EDP material) | 2,000 | 00 |
| **Grand Total**  **( Rupees Twenty two thousand Five hundred only)** | | | **32,500** | 00 |

Carried over . . . .

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sub-Vouchers | | Description of charges and number and date of authority for all charges requiring special sanction | Amount | |
| No. | Date of  Payments | Rs. | Ps. |
| **Brought forward ….** | **32,500=** | **00** |
|  |  |  |
| Total . . .  Rupees **Twenty two thousand Five hundred only** | | | **32,500=** | **00** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of detailed head** | **Allotment of Current year** | **Expenditure including this bill** | | **Amount of adjustment bills annexed** | | **Balance**  **available** | | **A.C. bills**  **No.**  **and date** | **Amount** | |
| **NSS SPECIAL CAMPING PROGRAMME**  **2020-21** | **Rs.** | **Rs.** | **Ps.** | **Rs.** | **Ps.** | **Rs.** | **Ps.** | **Financial Branch**  **Total…**  **Add amount of disallowance refunded.**  **Total..** |  |  |
| **32,500=00** | **32,500** | **00** | **32,500** | **00** | **-** | - |  |  |

**Disbursing Officer’s Certificate**

I Certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be    avoided.

I have satisfied myself that the charges entered in this bill have been really paid.

   Vouchers for all items of expenditure above Rs.50 in amount and all work bills are attached to this bill.

I have as far as possible, obtained vouchers for other sums and am personally responsible that they have been so cancelled    that they cannot be used again.

**Station: Signature and Designation of**

**Date : 10-03-2020 Drawing Officer**

**Countersigning Officer’s Certificate**

Passed for Rupees

Disallowed from Sub-Vouchers No. Rs.

I certified that in support to every charge of more than Rs. 50/- made in this bill, a receipt or other voucher has been given to me. The receipts and vouchers for items in excess of Rs. 200/- are attached to this bill and I am responsible that the receipts and vouchers for all other items of more than Rs. 50/- are in proper from and order and are in my possession and that they have been so cancelled that they cannot be again used to support claims against Bengaluru City university.

All work bill are also appended

Date: Signature and Designation of

Countersigning Officer