**Specimen**

**(With Imaginary Figures)**

**BENGALURU CITY UNIVERSITY**

**DETAILED CONTINGENT BILL**

**NOT Payable at Finance Branch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bengaluru City university | | | **Bill of Contingent Charges of Gandhi College, Gandhinagar NSS Regular Activities Programme during 2020-21** | Month of March- 2021 | |
| Head of Service | | | **NSS REGULAR ACTIVITIES 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 REGULAR ACTIVITIES A/c. On 05-012-2020 for Rs.16,000/-** |  | |
| **REFRESHMENT** |
| 1 | 12-09-2020 | | Proprietor, Udupi Hotel-Refreshment (July & Aug) | 3,550 | 00 |
| 2 | 28-10-2020 | | Proprietor Udupi Hotel-Refreshment (Sept & Oct) | 3,900 | 00 |
| 3 | 31-12-2020 | | Proprietor, Udupi Hotel-Refreshment (Nov & Dec) | 4,000 | 00 |
| 4 | 10-03-2021 | | Proprietor, Udupi Hotel-Refreshment (Jan & Feb) | 850 | 00 |
| **EQUIPMENT** | | | | | |
| 5 | 1928  20-09-2020 | | M/s. Sri.Nanjundeshwara Hardwear & Paints towards            Supply of Implements | 865 | 00 |
| 6 | 587  01-02-2021 | | M/s. Double Strong Hardwear Shop towards supply of            Implements | 135 | 00 |
| **REPAIRS** | | | | | |
| 7 | 23-09-2020 | | M/s. Siddappaji – Repair Charges of Implements | 300 | 00 |
| 8 | 02-01-2021 | | M/s. Siddappaji – Repair Charges of Implements | 200 | 00 |
| **TRANSPORT** | | | | | |
| 9 | 19-08-2015 | | Sri. Balaji Programme Officer NSS towards T.A & D.A | 168 | 00 |
| 10 | 04-11-2015 | | Acquittance towards T.A to the Volunteers to attend the Inter-collegiate Camp & District level Camp | 432 | 00 |
| 11 | 25-12-2020 | | Acquittance towards T.A to the Volunteers to Visit the Adopted Villages | 300 | 00 |
| 12 | 04-03-2021 | | Sri. Byraveshwara Road Lines towards Transport Charges | 300 | 00 |
| **CONTINGENCY** | | | | | |
| 13 | 460  18-08-2020 | | M/s. Chaithra Stationery & Paper mart,           Bharathinagara | 183 | 00 |
| 14 | 21-09-2020 | | M/s. Janatha Hotel – Refreshment Advisory Committee | 65 | 00 |
| 15 | 30-09-2020 | | M/s. Chaithra Printers, Printing of letter head | 120 | 00 |
| 16 | 02-12-2020 | | M/s. Aravind & Sons – Rubber Stamps | 132 | 00 |
| **CLERICAL ALLOWANCE** | | | | | |
| 17 | 15-03-2021 | | Sri. Raghavendra – towards clerical Allowance | 300 | 00 |
| **Total** | | | | **15,800** | **00** |
| 18 | 25-03-2021 | | Unspent Amount Remitted to UOM NSS Regular Activities A/C. | 200 | 00 |
| **Grand Total**  **(Rupees Sixteen Thousand Only)** | | | | **16,000** | **00** |

Carried over . . . .

-2-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 …. | **16,000=** | **00** |
|  |  |  |
| Total . . .  ( **Rupees**  **Sixteen Thousand Only )** | | | **16,000=** | **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 REGULAR ACTIVITIES FUNDS**  **2020-21** | **Rs.** | **Rs.** | **Ps.** | **Rs.** | **Ps.** | **Rs.** | **Ps.** | **Financial Branch**  **Total…**  **Add amount of disallowance refunded.**  **Total..** |  |  |
| **16,000** | **15,800** | **00** | **16,000** | **00** | **200** | **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.

**Place: Bengaluru Signature**

**Date : and Designation of 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