

FINANCIAL RULE FORM No. 18
(See Financial Rule 205)
HAND RECEIPT

(To be used as a sample form of voucher for all miscellaneous payment and advances for which none of the special forms 12, 13, 14, 15, 16, 17 are suitable)

Name of the work. Rep. of Bisifur Market Complex

Name of the Payee.

Cash book Voucher No. _____, dated _____

- (1) Pay by cheque*
- (2) Pay by cash..... Dated initial of _____
- (3) Paid by me..... Disbursing Officer _____

Received from the _____ in charge of _____

the sum of Rs. 1,12,378.00

Materials noted on reverse Wages of labour & mason
Name of work or purpose for which payment is made

(Amount in vernacular)



Witness..... Signature of Payee

The Officer authorizing payment should initial and date pay order (1) or (2) as may be applicable to the case

The person actually making the payment should initial and date payment certificate (3)

In the case of works, the account of which are kept by sub heads, the amount chargeable to each sub heads should be specified by the disbursing Officer

Payment should attested by some known person, when the payee's acknowledgement is given by a mark seal, or thumb impression.