

FINANCIAL RULE FORM NO. 18

(see Financial Rule 205)

HAND RECEIPT

(To be used as simple form of voucher for all miscellaneous payments and advances for which none of the special

Name of the work :- Construction of CC Road From Tapan Jena House to Adhikary Chotray

Name of the payee :-

Cash Book Voucher No.

Dated

(I) Paid by Cash

Dated initial of
Disbursing officer in
charge of

(II) Paid by cheque

Material used

Qty

Rate (Rs.)

Amount (Rs.)

(III) Paid by me

CB chips 12mm. Size

8.9

2132.53

18979.52

HB metal 40mm. Size

9.60

1808.73

17363.81

Received from the

sand for mortar

9.25

1230.16

11378.98

Filling Sand

9.9

702.93

6959.01

the sum of Rs

58832.00

Misc.material & cost. Joint, machinery charge: 4150.69

Total 58832

Name of the work or which payments is made

Signature of payee

Witness :-

- (I) The officer authorizing payment should initial & date pay order (1) or (2) as may be applicable to the case.
- (II) The person actually making the payment should initial & date payment certificate.
- (III) In the case of works the account of which are kept by sub-heads the amount chargeable to each sub-head should be specified by the disbursing officer
- (IV) Payment should be attested by some known person when payee's acknowledgement is given by a mark seal or thumb impression