

FINANCIAL RULE FORM NO. 18
See Financial Rule 205

HAND RECEIPT

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

Name of work... *Development of play ground at Pradap.*

Name of payee... *Sandeep Kumar Biswal*

Cash book voucher No. dated 20

- 1 pay by cash
- 2 pay by cheque

Dated initials of Disbursing office

Pay by me *N. Behari*

Received from the The sum of Rs. *201018.00*

in charge of

Materials noted on reverse *Two lakh one hundred fifteen only*

Name of work or purpose for which payment is made (Amount in vernacular)



200

signature of payee

- 1 The officer authorizing payments should initial and date pay order (1) or (2) as may be applicable to the case.
- 2 The person actually making the payment should initial and date payment certificate (3)
- 3 In the case of works accounts of which are kept by sub-heads the amount chargeable to each sub-head should be specified by the disbursing officer
- 4 Payment should be attested by some known person when the payees acknowledgement by mark, seal or thumb impression.