Head Account Code No………………….. Oracle Code No. …………………
Voucher No ……………………………… FORM ‘C’ (1)
FORM ‘C’ (1)
UNDER RULE No. 49
UNDER RULE No. 49
Aligarh Muslim University, Aligarh
Aligarh Muslim University, Aligarh

No. ……………………………… Dated ………………….20…………..
Finance Officer,

Please arrange to pay Rs. ………………………………………… for
Bill No. …………………………………… Dated …………………out of the Grant for Rs…………………
received from the Govt. of India/U.P State Govt. U.G.C./Code No. …………………………………… Under
Sub-Head ……………………………..and amount allocated Rs. ……………………………………

<table>
<thead>
<tr>
<th>Date</th>
<th>No. of Vouchers</th>
<th>Particulars</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Detail: attached herewith</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Rupees:</td>
<td></td>
</tr>
</tbody>
</table>

Counter Signature
Chairman
(Where necessary under the rule)
Head of of Department………………………….. (Seal)

Balance is available within the sanctioned amount including booked order.
Debited the amount of bill Rs. ……………………………………… in Register No. ………………. at page No. …………………

Section Officer (Grants) Dealing Assistant
Passed for payment of Rs. ………………………………………
To ……………………………………………………………

Asstt. Finance Officer/Dy. Finance officer

Paid by Cheque/Transfer Rs. ………………………….. Cheque No. ……………………… Dated………
Asstt. / Dy. Finance Officer, A.M.U., Aligarh

NOTES:
(i) The undernoted particulars may please be carefully filled in.
(ii) Where an item requires entry in Estate Officer’s books or countersignature by P.V.C. needfully may be got done
before bills are forwarded to the Finance Officer for payment.

PARTICULARS TO BE FILLED IN BY THE CHAIRMAN/HEAD OF THE DEPARTMENT
1. Reference to the sanction of the Order ………………………………………………………………..
2. Goods received and entered in Stock Register on page……………………………………………….
3. Certified that the articles have been purchase after calling for quotations and the rates charged are the lowest and are in
accordance with the contract.
4. Certified that the articles mentioned in the bill have been correctly received in good order accordingly to specification
mentioned in the supply order placed with the firm.
5. Certified that the order for the goods costing above Rs.8.000 was placed through the Finance Officer (as per store purchase
rule of the University).
6. Certified that Officer who has signed the vouchers appended to the bills is duly authorized to do so.
7. Certified that all the overhead charges, i.e. loading, packing, sales tax etc. as claimed by the suppliers are in accordance with
their quotation as accepted and that these have not been paid for separately.
8. Certified that rates of sales tax charged by the firm have been verified and are correct and that the goods in question are not such as have not been exempted under Central/State Sales tax Act.
9. Certified that the freight and other charges mentioned in the bill have been verifies and found to be correct.
10. The balance under the head of expenditure up to date is Rs. ……………….. according to the book of the Department before payment of the bill under the reference.
11. Certified that the amount is actually due and that it has not been claimed.

Chairman of the Department
Head of the Office