

NATIONAL RESERACH CENTRE ON MEAT
P.B.No.19, Boduppall Post
Chengicherla, Hyderabad 500092 (AP)

VOUCHER FOR MISCELLANEOUS CONTINGENT PAYMENTS

Vr. No. _____, Head of A/c _____, Dated _____

1. Name of the Purchase/Indentor/User _____ :
2. Designation _____ :
3. Detail of items/services proposed to be purchased /obtained:

Sl.No.	Items(s)	Amount	Purpose /Remarks

4. Justification: _____

5. Certified that the above items/services as per the bill / cash memo/ cash receipt passed on overleaf are received in good condition and complete, the qualities are correct, quality good and according to specifications. The rates paid are not in excess of accepted market rates.

6. The above purchase are made/services taken on the authority and instructions of _____ and paid the amount.

Submitted for a sanction of above items/services and amount of Rs. _____/- along with bill / cash receipt pasted on overleaf.

Dated: _____ Signature of the above official

The above items/ services and amount of Rs. _____ / Rupees _____ only) are sanctioned.

Director

Paste below the Bill /Cash receipt for the purchase made or services obtained and referred to on over leaf

Submitted for additional expenditure sanction of Rs. _____ / (Rupees _____ only) towards the items / services purchase /obtained as above.

Signature of the official

Additional sanction of Rs _____ (Rupees _____ only) accorded

Director

(For office use only)

Necessary entries for the above purchases are made in the Register of _____ at Page No. _____, S. No. _____ after verification.

Store keeper

Asstt. Adnm. Officer

Pay a sum of Rs. _____ /- (Rupees _____ only) from Cash Imprest Account.

Drawing and Disbursing Officer

Received a sum of Rs. _____ /- (Rupees _____ only)

Signature of the Official