



**INSTITUTE OF AERONAUTICAL ENGINEERING**  
DUNDIGAL – 500 043, HYDERABAD

**STATEMENT FOR CLEARING THE BILL**

Name of Account :

Date of Bill: Bill/Voucher Number: Date:

Budget allotment : Rs

Expenditure incurred (inclusive of commitments)  
Upto and including the present bill : Rs.

**Balance of allotment available : Rs.**

S No.	Particulars of the claims such as their nature, name of the pay and reference to sanctions No. and date authorizing the payment,	Amount	
		Rs.	Ps.
1			
2			
3			
4			
5			
6			
<b>Total</b>		<b>Rs.</b>	
(Rupees ..... .....Only)			

**CERTIFICATES**

1. Certified that the rates claimed by the firm are in accordance with the quotations.
2. Certified that the materials have been taken into stock, Vide No.....in stock register.

Head of the Institution / Department / Office / Branch

Enclosures:

1. Authenticated copy of the sanction order attached (if not already communicated to the Finance and Accounts Branch)
2. Any other relevant papers.

**(P.T.O)**

**INSTRUCTIONS**

1. Bills sent for payment should be in the prescribed form.
2. The amounts of the bills should be expressed in words as well as in figures.
3. The head of account as it appears in the budget should be given in the column provided.
4. The name of the payees should be mentioned clearly in the bill.
5. When more than one bill of the same firm/party/payee are presented and the total claim arrived at.

**For use in the Finance and Accounts Branch**

Claims checked and admitted

**Superintendent / Administrative and Accounts Asst.**

Passed for Rs. _____ (Rupees _____ _____) ) Pay _____
<b>Officer passing the bill</b>
Remarks of the Passing Officer:  

Paid By Cheque / Cash  Rs. _____  Date _____
<b>Officer issuing the Cheque</b>