

T. R. FORM NO. 27

[See sub-rule (1) of T.R. 4.136, sub-rules (3) and (4) of T.R. 4.138 and sub-rule (1) of T.R.5.07]

D.D.O. Code _____ Bill No. _____ Date ___/___/___
 Token No. _____ Date ___/___/___ T.V No. _____ Date ___/___/___
 Head of Account Code _____
 Sanction No _____ Date ___/___/___

Bill for drawing advance without supporting Voucher

Detailed bill will be sent for countersignature by _____		
Office of the _____		
Proforma Invoice No., if any	Purpose (with description where necessary) and quotation of authority for drawing advance.	Amount(Rs.)
Total Rs. _____		

Total Rupees (in words) _____ only

Allotment Received Rs. _____

Progressive Expenditure including this bill Rs. _____

Balance Available Rs. _____

Deduct-amount disallowed by the Controlling Officer vide detailed bill Rs. _____ No. _____ dt. _____.

Unspent or balance of previous advance drawn under Bill No. _____ dt. _____/

Token No. _____ dt. _____ for Rs. _____.

Net amount payable Rs. _____ (Rupees _____) only.

Pay Rs. _____ Rupees (in words) _____ only as per beneficiary list enclosed

AND/OR

By-Transfer Credit Rs. _____ Rupees (in words) _____ only as below (Challan enclosed)-

Sl No.	Head of Account	Description	BT Type	Amount (Rs.)

Bill Clerk _____ Accountant _____

Drawing & Disbursing Officer _____

Station _____

Date _____ 20__

Note: - The Treasury will make payment only when there is proper authority to draw advance. The drawer should be careful to include in the detailed bill of a month the amount of all bills drawn in advance from the Treasury during that month. The detailed bill shall be submitted to the Treasury from which the advance was drawn. The Drawing & Disbursing Officer will initial the date of each payment in the Expenditure Register and the same along with the detailed bill as also sub-Voucher is to be sent to the Controlling Officer.

For use at the Treasury

Examined and entered.

Pay Rs. _____ Rupees (in words) _____ only as per beneficiary list enclosed

AND/OR

By-Transfer Credit Rs. _____ Rupees (in words) _____ only as below (Challan enclosed)-

Sl No.	Head of Account	Description	BT Type	Amount (Rs.)

Accountant/J.A.O.

T.O./A.T.O./P.A.O./A.P.A.O.

Dated _____ 20__

For use at the Office of the Accountant General (Audit), West Bengal

Admitted Rs. _____

Objected Rs. _____ for reasons stated below.

Dated _____ 20__

Auditor

S.O./A.A.O./Audit Officer

Note – Drawing & Disbursing Officer will be responsible for adjustment of the advance by sending detailed bill.
Any amount drawn in excess of allotment, unless otherwise authorised by Government, may be deducted from his pay, allowance etc.
Second advance will not be paid if first advance has not been adjusted unless the same has been allowed by Government.