

**T. R. FORM NO. 28**

[See sub-rule (2) of T.R. 4.135 and sub-rule (6) of T.R. 4.138]

**Not payable at the Treasury**  
**Detailed bill for adjustment of advance**

D.D.O. Code \_\_\_\_\_ Bill No. \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
 Token No. \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Token No. \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
 Head of Account Code \_\_\_\_\_  
 Sanction No. \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Sanctioned Amount Rs. \_\_\_\_\_  
 Name & Designation of the Sanctioning Authority \_\_\_\_\_

Adjusted against A.C. Bill No. \_\_\_\_\_ dated \_\_\_\_\_ 20\_\_ drawn under  
 T.V./Token No. \_\_\_\_\_ dated \_\_\_\_\_ 20\_\_ .

Office of the _____		
Monthly detailed adjustment bill for the month of _____ 20__		
Details of numbers of sub-Vouchers	Description of charge, number, and date of authority where special sanction is necessary.	Amount Rs. _____
	Brought forward Rs. _____	
Total Rs. _____ (Rupees _____)		

I certify that the expenditure included in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouchers for all items of expenditure above Rs.500/- in amount and all work-bills are attached to the bill. I have as far as possible, obtained vouchers for other sums and am responsible that they have been so defaced or mutilated that they cannot be used again.

2. Certified that all the articles detailed in the vouchers attached to the bill and those retained in my office have been accounted for in the Stock Register.

3. Certified that the purchases billed for have been received in good order, that their quantities are correct and that their qualities are good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments.

Advances drawn in Bill No. \_\_\_\_\_ dated \_\_\_\_\_

Ditto \_\_\_\_\_

Ditto \_\_\_\_\_

Ditto \_\_\_\_\_

Add-Amount of disallowance refunded vide Challan No. \_\_\_\_\_ dated \_\_\_\_\_

Total of this bill \_\_\_\_\_

Allotment Received Rs. \_\_\_\_\_ Advance(s) drawn on date \_\_\_\_\_ and date \_\_\_\_\_ were met out of the above allotment,

Progressive expenditure Rs. \_\_\_\_\_ (including this bill)

Balance available on the date on which last advance mentioned above was drawn Rs. \_\_\_\_\_

Refund, if any, Challan No. \_\_\_\_\_ date \_\_\_\_\_

4. Certified that-

- (a) the expenditure on conveyance hire included in this bill was actually incurred was unavoidable and is within the scheduled scale of charges for the conveyance used, and
- (b) the Government employee concerned is not entitled to draw travel expense under the ordinary rules for the journey, and he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty, which necessitated the journey.

Bill Clerk

Accountant

Drawing & Disbursing Officer

Station \_\_\_\_\_

Dated \_\_\_\_\_ 20\_\_

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**For use at the Treasury**

Amounts of advances drawn on date \_\_\_\_\_ vide T.V. No. \_\_\_\_\_  
date \_\_\_\_\_ vide T.V. No. \_\_\_\_\_ date \_\_\_\_\_  
vide T.V. No. \_\_\_\_\_ are adjusted by this bill and note of adjustment has been kept in  
the relevant Advance Check Register.

Intimation Card issued to D.D.O. vide No. \_\_\_\_\_ dated \_\_\_\_\_

Accountant/J.A.O.

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

Dated \_\_\_\_\_ 20\_\_

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**For use at the Office of the Principal Accountant General (A&E), West Bengal /Accountant  
General (Audit), West Bengal**

Admitted Rs. \_\_\_\_\_

Objected Rs. \_\_\_\_\_

Reasons for objection -

Auditor \_\_\_\_\_ S.O./A.A.O. \_\_\_\_\_ Audit Officer \_\_\_\_\_

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