**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**

<table>
<thead>
<tr>
<th>D.D.O. Code</th>
<th>Bill No.</th>
<th>Date / /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Token No.</td>
<td>Date / /</td>
<td>Token No. Date / /</td>
</tr>
<tr>
<td>Head of Account Code</td>
<td>Date / /</td>
<td>Sanctioned Amount Rs.</td>
</tr>
</tbody>
</table>

Name & Designation of the Sanctioning Authority

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

<table>
<thead>
<tr>
<th>Office of the</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly detailed adjustment bill for the month of</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of numbers of sub-Vouchers</th>
<th>Description of charge, number, and date of authority where special sanction is necessary.</th>
<th>Amount Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brought forward</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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. ________ and 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

For use at the Treasury
Amounts of advances drawn on date vide T.V. No. date vide T.V. No. date 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

Dated 20

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