

PROFORMA - II

DATA ENTRY SHEET FOR COMPUTER

(This sheet duly filled should accompany each bill sent to Comptroller's Office)

Bill preferred by: Employee No.

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(In case for Personal Claims like T.A. etc.)

DRAWING OFFICER CODE NO.

(Strike whichever is not applicable)

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(In case of all other Claims)

AB A/c. No.	DAC No.	PARTICULARS	AMOUNT (Rs.)

Ref. To previous B.R. No. for AC Bill/Adv.
Adv. Bill in respect of HOD/T.A. Bill

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Date: _____

Signature & Designation of Drawing Officer

To be filled in COMPTROLLER'S OFFICE

1. B.R. No.

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Voucher
No.

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Date Month Year

2. B.R. Date: _____ VOUCHER DATE: _____

3.

Cheque No.	Date	Amount of Cheque	Name of the Bank and Bank Code
a) b) c) d)			

4. In case of HOD Bill/TA Bill refer-
ence to AC Bill No./Adv. T.A. Bill

B.R.
No.

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Signature of Auditor

Signature of Cheque Writer