



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(Institute of National Importance)
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NITRR/Accts./2012/ 290

Raipur, Dt 19.01.12

CIRCULAR

This is to inform that the enclosed F.V.C. form will be applicable for all the bills which will be sent to Finance & Accounts Department for payment to suppliers as well as reimbursement. Further, in the case of two or more Cash memos / Bills of the same supplier then the details of each bill is to be recorded in the FVC form.

It is requested that all the Indentor may please submit their bills in the enclosed F.V.C. Form.

(Signature)
Registrar
NIT Raipur
19/1/12
(Signature)

Copy to: All Dean's, Head of Departments, Head of Sections for information.

Please upload this document and form to the NIT webmaster website.

webmaster

(Signature)
19/1/12

1. I Certify that expenditure included in this bill could not, with due regard to the interest of the public service be avoided. I certify that to the best of my knowledge and belief the payments entered in the bill have been duly made to the parties entitled to receive them and the amount, noted above, which exceed the balance of the permanent advance, will be paid on the receipt of money drawn on the bill. Voucher for all sum above Rs. 25/- in amount are attached to this bill, save those noted below which will be forwarded as soon the amounts have been paid, I have as far as possible obtained vouchers for other sums and I am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again. All work bills are annexed.

2. Certified that the articles detailed in the voucher attached to the bill and in those retained in my office have accounted for in the stock register.

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

4. a. the expenditure on conveyance hire included in this bill was actually incurred, was unavoidable and in within the scheduled scale of charges for the conveyance used, and

4. b. the Government Servant concerned is not entitled to draw traveling allowance under the ordinary rules for the journey and is not granted any compensatory leave and does not and will not otherwise received any special remuneration for the performance of the duty which necessitated the journey.

Please Pay to: -----

Signature
Indentor

Signature
H.O.D.

Pay Rs.

(Rupees

Deputy Registrar (F&A)

Registrar

Director

Paid Vide Cheque No.

Dated

for Rs.

Deputy Registrar (F&A)