

**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY**

1, Nathibai Thackersey Road  
Mumbai- 400 020.

**PROFORMA BILL CUM VOUCHER**

<b>NAME OF THE DEPT/COLLEGE/INST/SECTION.:</b>			
<b>AIDED OR UNAIDED BUDGET CODE NO. :</b>		<b>UNI SUITE CODE (F3) :</b>	
<b>FINANCIAL YEAR :</b>		<b>BILL NO :</b>	<b>DATE:</b>
<b>BILL REGISTER SERIAL NO &amp; DATE</b>		<b>ADVANCE AMOUNT RECEIVED ₹</b>	
		<b>ADVANCE RECEIVED ON DATED :</b>	
<b>PARTICULARS OF BILL (SUB VOUCHERS)</b>			
<b>SR. NO.</b>	<b>PARTICULARS OF CLAIM /BILL/VOUCHERS</b>	<b>BILL NO. DATE</b>	<b>GROSS AMOUNT PASS FOR PAYT</b>
<b>TOTAL (in words) :</b>			₹
<b>CERTIFICATES</b>			
<p>1. Certificate regarding services rendered satisfactorily /receipt of material in good condition &amp; entries thereof taken in the stock Register with page number to be given on the back of each voucher.</p> <p>2. Further the required Administrative as well as Financial Sanction has been enclosed, if any.</p> <p>3. Certify that the claim proposed and passed for payment as above is reasonable &amp; has not been preferred &amp; paid earlier.</p>			
<b>DATE:</b>	<b>OFFICE STAMP</b>	<b>SIGNATURE OF THE HEAD OF THE SEC/ DEPT/COLLEGE/INSTITUTE</b>	
<b>PROFORMA OF VOUCHER</b>			
<b>NAME OF THE PAYEE &amp; NARRATION IN SUPPORT OF VOUCHER</b>			
<b>LEDGER A/C HEAD</b>		<b>CODE</b>	<b>AMOUNT</b>
			₹
			₹
			₹
			₹
<b>Gross Total</b>			₹
Cr LESS DEDUCTIONS			₹
Cr ADVANCE PAID ON DATED :                   /			₹
NET AMOUNT PAYABLE			₹
<b>REMARKS OF REGISTRAR</b>			
			<b>REGISTRAR</b>
<b>VERIFIED &amp; PASSED FOR PAYMENT</b>			
<b>REMARKS OF FINANCE AND ACCOUNTS SECTION</b>			
<b>JR / ASST. ACCOUNTANT</b>	<b>ACCOUNTANT</b>	<b>AFAO</b>	<b>DFAO</b>

**REMARKS OF FINANCE AND ACCOUNTS**

**FINANCE AND ACCOUNTS OFFICER**

**REMARKS OF HON VICE CHANCELLOR**

**VICE-CHANCELLOR**