



FORM M.P.T.C. 34

[See Subsidiary Rules 308, 309 and 311]

FULLY VOUCHERD CONTINGENT BILL

NO.....

(For use in the Offices of Heads of Departments and other Offices mentioned in the Note below Subsidiary Rule 308)

District	Bills for Contract Contingent charges of the office of for the month of20 Head of Account	Voucher No..... of List of Payment of the month of20	
Number of Sub-Vouchers	Description of Charges with No. and date of authority for all charges requiring special sanction.	Amount	
		Rs.	P.
	Carried over		

- Note.-** (1) Detailed classification should be recorded prominently in red ink in manuscript or by a rubber stamp in the blank space provided at top.
- (2) Erasures are absolutely forbidden. Incorrect entries must be cancelled neatly interlined. Each correction must be attested by the Drawing Officer if it is in the bill, and by the Treasury Officer if it is in the order for payment.



M.P.T.C. 34- Concl'd.

Number of Sub-Vouchers	Description of Charges with No. and date of authority for all charges requiring special sanction.	Amount	
		Rs.	P.
	Brought forward.....		
	Total (in words) Rs.		

(1) I certify that the expenditure charged 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 his bill have been duly made to the parties entitled to receive them with the exceptions noted below which exceed the balance of the permanent advance and will be paid on receipt of the money drawn on this bill. Vouchers for all sums above Rs. 1000 in amount are attached to this bill the stamped receipts in the cases noted below, which will be forwarded as soon as the amounts have been paid. I have, as far as possible, obtained vouchers for other sums, and am responsible that they have been preserved and so defaced or mutilated that they cannot be used again.

I also certify that the amounts on account of pay and allowances of the Class IV Government servants drawn 1 month/ 2 months/ 3 months previous to this date with the exception of those detailed below of which the total amount has been refunded by deduction for this bill have been disbursed to the Government servants concerned and their receipts taken.

(2) Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been duly received in good order and accounted for in the stock register. I also certify that the quantities are correct, the quality is good and according to specification 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 payment.

(3) Certified that all class IV servants whose pay has been charged in this bill were actually entertained in Government service during the period concerned and their number and rates of pay have been sanctioned by competent authorities.

(4) Certified that all bills for electric current charges paid to the end of the previous months have been finally checked and accepted.

(5) Certified that-

(a) the expenditure conveyance hire charged in this bill was actually incurred was unavoidable and is within the scheduled scale of charges for the conveyance used, and

(b) the Government servant concerned is not entitled to draw travelling allowance 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 necessiated the journey.



(6) Certified that the monetary or quantitative limits prescribed by the Government in respect of items of contingencies included in the bill have not been exceeded.

(7) Certified that in all cases in which payments could not be supported by paid vouchers although they are required to be so supported, the bills/invoices have been attached herewith except in the following cases in which either not bills/invoices were received or the bills/invoices could not be parted with before making the payments.

		Rs.	P.
Received Contents	Appropriation for the current year expenditure including this bill		
(Signature and designation of Drawing Officer)	Amount of work bills annexed		
	Balance Available		

Pay to(designation) whose specimen signature below is hereby attested.

.....
Signature of messenger

.....
Signature of the Drawing Officer

Pay Rupees ()

Examined.

Accountant

Treasury Dated

Treasury Officer

(Space for pre-audit encasements in respect of bills submitted for pre-audit.)



For use in Accountant-General's Office

Head of Account++	Admitted for Rs.....(.....)
	Objected to Rs.....(.....)
	Reason for objection-
	Auditor Gazetted Officer
	Superintendent



FORM M.P.T.C. 34-A

[See Note 1 below Subsidiary Rule 301 (3)]

(OBVERS)

Sub-Voucher for Petty Contingent Expenditure

Date	Particulars of Expenditure	Amount	
		Rs.	P.
	Carried over.....		



FORM M.P.T.C. 34-A (Continued)
(REVERSE)

Date	Particulars of Expenditure	Amount	
		Rs.	P.
	Brought forward.....		
	Total		

Pay
Cashier

Received Payment
Head of Office

Signature