



FORM M.P.T.C. 36

[See Subsidiary Rule 322]

Detailed Countersigned Contingent Bill

No.....

(For the use all Offices subordinate to Controlling Authority)

Sent to Controlling Officer for countersignature on.....
.....20..... Countersigned and submitted to Accountant-General's Office
on.....20.....

District	Monthly detailed bill of contingent charges of.....for the month of20.....		
	Head of Account-		
Details of numbers of sub-vouchers	Description of charges with number and date of authority where special sanction is necessary	Amount	
		Rs.	P.
	Carried over		

- Note -**
- Detailed classification should be recorded prominently in red-ink in manuscript or by a rubber stamp in the blank space provided at top.
 - The charges contained in this bill should cover the amounts drawn from the Treasury and be classified as in the abstract bill.
 - The number and date of previous sanction of the Controlling Officer, for items of expenditure requiring such sanction before incurring the charges, should be quoted against the items concerned.
 - Detailed bills must reach Controlling Officer by the 5th of the month following that in which the money was drawn from treasury, and Controlling Officers must pass and send the bills to the Accountant-General before the 25th of the that month. The strictest punctuality is called for in the rendition of detailed contingent bills.



FORM M.P.T.C. 36-contd.

Details of numbers of sub-vouchers		Description of charges with number and date of authority where special sanction is necessary		Amount	
		Brought forward....		Rs.	P.
Memorandum Appropriation for 20.....		*Total Rs.... Drawn on abstract bill			
Expenditure including this bill Amount of work bills annexed	Rs	P.		No.....dt:.....	
				No.....dt:.....	
				No.....dt:.....	
				No.....dt:.....	
				No.....dt:.....	
Balance available...					
NOTE.- If in any month the monthly proportion of the allotment has been exceeded, a report of the special circumstances which rendered the excess necessary should be sent to the Countersigning Officer with the detailed bill.		Add.-Amount of disallowance from bill no..... dated....., refunded by deduction from Contingent Bill No....., dated....., and re-allowed as per			
		Total.....			
		Deduct.- Amount excess drawn on Abstract Bill during the month refunded in cash as per Treasury Chalan attached.			
		Total of Contingent Bill....			

(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 this bill have been duly made to the parties entitled to receive them. Vouchers for all items of expenditure above Rs. 500 an amount, and all work bill are attached to the bill. I have, as far as possible, obtained vouchers for other sums and am responsible that the have been so defaced, or mutilated that they cannot be used again. I also certify that the amounts on account of pay and allowance of the class IV Government Servants drawn 1 month / 2 months / 3 months previous to this date with the exception of these detail below of which the total amount has been refunded by deduction from this bill have been disbursed to the Government servants concerned and then receipts taken.

+ (2) Certified that all the articles detailed in the voucher attached to the bill and in those retained in my office have been accounted for in the Stock Register.

* These totals must agree.

* This certificate is required when proper store accounts of materials and store purchased are required to be maintained.



FORM M.P.T.C. 36-Conctd.

(3) Certified that the purchases billed for have been received in good order, that their quantities are correct and their quality good and according to specifications 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.

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

(5) Certified that-

(a) "the expenditure on 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 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."

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

Dated20

Signature of Drawing Officer

[For the use of Controlling Officer]

Disallowed from sub-voucher

No.....

No.....

No.....

Passed for Rupees.....

Total of this bill Rs.....

Certified that, in support of every charge of more than Rs. 500/- made in this bill, a receipt or other voucher has been given to me and is now in my possession. The Receipts and vouchers for items in excess of Rs. 1000/- are attached to the bill, and I am personally responsible that the receipts and vouchers for all other items of more than Rs. 500/- are in proper form and order, and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended.

Dated... ..

(Signature of the Countersigning Officer)

NOTE.- If the monthly proportion of the allotment is at any time exceeded, the Countersigning officer is required to note on the detailed bill for the information of Accountant General, that he is satisfied that special circumstances have rendered the temporary excess necessary.

[For use in Accountant-General's Office]

Admitted Rs.....

Objected Rs.....

Reasons for object.....

Auditor

Superintendent

Gazetted Officer