**DETAILED CONTINGENT BILL**

**Debit Head:**

**Our Ref:**

<table>
<thead>
<tr>
<th>No. of Sub. Vouchers</th>
<th>Particulars of Expenditure</th>
<th>Amount (रु. Rs. पै)</th>
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<td>6.</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>0.00</strong></td>
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</tbody>
</table>

**Amount to be refunded by us**

**Advances taken**

**0.00**

I certify that the expenditure charged in this bill could not, with due regard to the interest of the Institute, be avoided, and that items of consumable stores included in this bill were not available in the Central Stores. Vouchers for items of expenditure paid for are attached to the bill. In case of items for which payee’s receipts are not attached, I certify that relative amounts have been paid to the parties entitled to them payee’s receipt could not be obtained.

**Certified for payment of Rs. (Rupees Only)**

**Chairman**

**Indian Institute of Science**

**Bangalore - 12**
PROCESSING OF CASH ADVANCES/CONTINGENT BILLS

1. Bills to be addressed to the Chairman, Centre for Ecological Sciences, Indian Institute of Science, Bangalore-12.

2. Reference number, date and debit head/sub-head in the advance request to be indicated.

3. Payments of Rs. 500/- should not be left blank in the bills.

4. Date of purchase and name of the purchaser should not be left blank in the bills.

5. Date of purchase should not be prior to the date of commencement of the scheme.

6. Cash receipts for all the purchases against invoices should be enclosed. Invoices are not cash receipts. Revenue stamp has to be affixed for Cash Payments of Rs. 500/- and above. Quantity and rate against Xerox charges should be mentioned in the voucher.

7. Items of equipment nature and Furniture should be taken to stock and the entry to be recorded on the voucher.

8. Books purchased through projects should be accessioned in Schemes Office and books purchased through departmental funds should be accessioned in the departmental library.

9. Name and address of person should be indicated in Service/labour Charges bills, along with the nature and period of service.

10. Payments towards the authorized and approved Taxi Agents are not permissible under Cash Advances since Income tax has to be recovered from the Agents.
11. The nature of items purchased should be indicated in the abstract of Contingent bills.

12. ₹5000/- or any other amount exceeding Rs. 5,000/-.

13. The bills in respect of the schemes, which are terminating, are to be sent for adjustment well before the termination of the scheme. It may be noticed that the cash advances are required to be settled within 15 days from the date of draw of the advance.