

# GURUGRAM UNIVERSITY, GURUGRAM

## CONTINGENT VOUCHER

Voucher No. \_\_\_\_\_

Dated: \_\_\_\_\_

Department / Office \_\_\_\_\_

Major Head \_\_\_\_\_ Sub-Head \_\_\_\_\_ Month \_\_\_\_\_

Sr. No.	Name of the Payee and brief description of the item with bill / invoice no. and date	Gross Amount of Voucher	TDS	GST	Labour Cess	Security /Misc. Ded.	Total Ded-uction	Net Payable

Budget Allocation \_\_\_\_\_

Expenditure of this voucher \_\_\_\_\_

Previous Expenditure \_\_\_\_\_

Total Expenditure \_\_\_\_\_

Balance \_\_\_\_\_

### CERTIFICATE

1. It is certified that the expenditure incurred in this bill is as per University Rules.
2. It is certified that the quality and quantity of material / store purchased are as per requirement and specifications and rates are reasonable as per prevailing market rates.
3. Certified that payment of this bill being put up for the first time.

Signature of HOD  
(with Stamp)

Name \_\_\_\_\_

Signature \_\_\_\_\_

#### *For Accounts Branch Only*

Passed for Rs. \_\_\_\_\_

\_\_\_\_\_ (Gross)

but Net amount to be paid Rs. \_\_\_\_\_

\_\_\_\_\_.

after deductions as mentioned above.

Asstt./Acctt.

Section Officer

Finance Officer

#### *For Audit Branch Only*

Pre-audited for Rs. \_\_\_\_\_

\_\_\_\_\_ (Gross)

Net amount Rs. \_\_\_\_\_

\_\_\_\_\_.

after deductions as mentioned above.

Auditor

RSA

Deputy Director