

FORM NO. O.T.C. 25 - B  
(See Subsidiary Rule 510)

@ ADVANCE BILL OF PERMANENT/TEMPORARY ESTABLISHMENT  
OF THE  
FOR THE MONTH 199 Bill No.

Date:

District :-

HEAD OF ACCOUNT MAJOR HEAD MONOR HEAD GRANT NO. SUB HEAD

Sl. No.	Section of Estt. and name of incumbant.	Head of account to which the officers pay and all-owances are debi-table.	Permanent Temporary	Pay	Whether surety taken.	Amount of advance.	R e m a r k s
1	2	3	4	5	6	7	8

TOTAL

Countersigned

Total amount required for payment

Signature:-  
Designation:-  
Date:-

Received Contents

Signature  
Designation of Drawing Officer  
Date

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@ Advances for Travelling Allowance/Festival/Pay/Leave Salary/  
Flood Bicycle/Motor Cycle/Scooters/House Building/Trade Deposit/  
Medical Expences may be drawn on this form.

- \* The number of instalments in which the recovery is to be made whether necessary.
- \* In case of advance on transfer, state the office to which transferred.

P. T. O.

Voucher No.

: 2 ;  
of

List of payments for

19

pay Rs.

(Rupees)

Examined and entered

Treasury Officer

(Treasury Accountant)

Date

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Course in Accountant General's Office

Admitted Rs.

Objected Rs.

Reasons of objection

Auditor

Sectional Officer

Gazetted Officer  
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1. Separate bill should be presented for each type of advance.
2. Where an advance can be paid only after obtaining sureties, the fact of having done so should be certified by the drawing officer before presentation of the bill to the Treasury.
3. Where advances are drawn on the strength of a sanction issued by the competent authority and the bill is not countersigned before presentation the number and out of the sanction may be quoted in the Remarks column and copy of the sanction order enclosed to the bill and entries for countersignature scored out.
4. In case of bill for advance for journeys on tour, a certificate to the effect that no such previous advance is outstanding against the employees concerned for whom advance is drawn should be furnished by the Drawing Officer.

5. Certificate

Certified that I have satisfied myself that all sums included in bill in form No. OTC-25-B drawn 1 months/ 3 months previous to this date with the exception of those details below ( of which the total amount has been refunded by deduction from this bill) have been disbursed to Govt. servants therein named and their receipts taken on the office copy of the bill or in a separate Acquittance Roll."

Drawing Officer.