



**CERTIFICATES**

**CERTIFIED THAT**

1. I travelled by the class and accommodation for which travelling allowance has been claimed in the bill.
2. I actually travelled by Mail / Express train as claimed in the bill.
3. No return ticket was available for the journey for which the claim has been made in the bill.
4. I was actually and not merely constructively present in the camp on the days for which daily allowance has been claimed.
5. I was not on casual leave or restricted holiday on the days for which daily allowance has been claimed in the bill.
6. The Government conveyence has not been utilised for the journey for which road mileage has been claimed in the bill.
7. I did not perform the road journey for which mleage allowance has been claimed at the higher rates described in rule 45 of the supplementary rule by taking a single sent in any public conveyence which regularly plies for hire between fixed points and charges ficed rate.
8. I also certify that the journey was not performed in anyother vehicle without payment of its hire charges incurring its running expenses.
9. I did not perform road journey along with any other employee of sangathan, Govt. servant in a car belonging to him.
10. I was not provided with free boarding and lodging at the expenses of the central Govt. / State Govt. or Local Body. I did not stay in a Govt. Office / accomodation.
11. I have not received any T.A. advance for the journey which the claim is preferred / I received advvacne of Rs. \_\_\_\_\_ -- On \_\_\_\_\_.

date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Designation of the employee: \_\_\_\_\_

**Certificate to be furnnished by the Controlliing Officer**

1. Certified that the journey was performed in the sangathan/s interest.
2. Certified that the claim or personal effects is a reasonable.
3. Certified that the journeys for which T.A./D.A has been claimed in the present bill were actually performed by tge officer concerned in the interest of sangathan.

Date: \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 Designation: \_\_\_\_\_

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of the years 20\_\_\_\_\_ and 20\_\_\_\_\_.
2. I have already drawn T.A. for the Leave Travel Concession in respect ofa journey - performed by me/my wife \_\_\_\_\_ with children. This claim is in respect of the journey performed by my wife/myself with \_\_\_\_\_children none of them travelled witht the party on the early occassion.
3. I have not already drawn T.A. for the Leave Travel Concession in respect ofme / my wife with \_\_\_\_\_children / \_\_\_\_\_ children in respect of the block of two years 20 \_\_\_\_ and 20\_\_\_\_this claim is in respect of journey performed by my wife/ myself with children / \_\_\_\_\_ children none of them availed the concession related to that block.
4. I have already drawn T.A. for the Leave Travel Concession in respect ofa journey performed by me in the yar 20\_\_\_\_ in respect of block of two years 20 \_\_\_\_\_ and 20\_\_\_\_. This claim is in respect of teh journey performed by me in the year 20\_\_\_\_. This is against the concession admissible once every year in a prescrbed block for visiting home town as all the members of my family are leaving away from my place of work.
5. The journey has been performed by me/my wife with\_\_\_\_\_ children/\_\_\_\_\_ children to the declared hometown viz. \_\_\_\_\_
6. That my husband / wife is not employed in Govt. service \_\_\_\_\_That my Husband / Wife is employed in Govt. srvice and the concession has not been availed by him/her , seperately for himslf/ herself of for any of the family members for the concerned block of two years.
7. Certified that my wife/ husband for whom LTC is claimed by me is employed in \_\_\_\_\_ (Name of Public Sector Undertaking/Corporation /Autonomous /body etc.)which provided LTC facilities but he/she has not preferred and will not prefer , any claim i this behalf toher/his employer.
8. Certified that my wife / Husband for whom LTC is claimed by me is not employed in any Public sector undertaking/ Corporation / Autonomous Body financed wholly or partly by the Central Govt. or a Local body wich provided LTC facilities to its employees and their families- Order Nos 11 and 14.

Signature of the Govt.Servant

**CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER: Certified :-**  
**(i) that Shri./Smt/Kum/..... has recommended continous service for oone year or more on the date of commencing the outward journey.**  
**(ii) taht necessary entries as required under para 3 of the Ministry of Home Affairs O.M. No. 43/1/55-ests(a),Part-II , dated 111th October 1956 have been made in the service Book of Shri./Smt/Kum .....Order No.11.**

**Signature and the Designation the controlling officer**

**दलह; fo | ky; \_\_\_\_\_**

**KENDRIYA VIDYALAYA .....**

**vftt NvVh@ifjofrt NvVh@v/kosu NvVh@vI/kkj.k NvVh %pfdRI k&futh/NvVh**

**dk foLrto dsfy, vlonu i =**

**APPLICATION FOR EARNED LEAVE/COMMUTED/HPL/EOL  
(MEDICAL-PVT.AFFAIRS)/EXTENSION OF LEAVE**

- 1. vkond dk uke@Name of Applicant :
- 2. inuke@Designation :
- 3. foHkkx] dk; kZy; rFkk vuHkkx  
Department, Office & Section :
- 4. orU@Pay :
- 5. orZku in ij fy, tkusokysedku fdjk; k , oa vU; ifrijd HkUks :  
House rent and other compensatory allowance drawn in the present post
- 6. vkofnr NvVh dh izlfr , oa vof/k rFkk NvVh yus dh vi f{kr frfFk :  
Nature and period of leave applied for and date from which required.
- 7. NvVh ds igys@ckn ea iLrkfor jfookj rFkk vodk'k ; fn dkbZ :  
Sundays and holidays if any proposed to be prefixed/suffixed to leave
- 8. vkofnr NvVh dk vk/kkj@Grounds on which leave is applied for :
- 9. fi Nyh NvVh I soki I vkus dh frfFk] izlfr , oa vof/k :  
Date of return from last leave and the nature and period of that leave
- 10. ea vi uh vkxkeh NvVh dh vof/k ea [kM o"l -----grq :  
NvVh ; k=k NW grq iLrko djrk@ugha djrk@djr h gA  
I Propose/do not proposed to avail myself of leave travel concession  
for the block years ----- during the ensuing leave.
- 11. NvVh ij jgus dk irk :  
Address during the leave period

**v/lon dsgLrk(kj frfFk I fgr½  
(Signature of applicant with date)**

- 12. fu; æ.k vf/kdkjh dh vfhk; qDr; kW; k I lrfjr :  
Remarks and/or recommendation  
of the Controlling Officer

**gLrk(kj fnukd I fgr@inuke  
Signature with Date/Designation**

**NvVh@PTO**

**नियम लोहक; रक I अह i ek.k&i =**  
**Certificate regarding Admissibility of leave**

13- i ekf.kr fd;k tkrk gsf d fnukd----- I s----- rd -----  
fnu ----- नियम 1/नियम dh i dfr 1/2 d h; fl foy I ok; a 1/नियम 1/2  
fu; e] 1972 ds fu; e ----- ds rgr Lohdk; I g\$

Certified that \_\_\_\_\_ (nature of leave) for  
\_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ is admissible under  
rule \_\_\_\_\_ of the Central Civil Services : Rules, 1972.

**gRrkj fnukd I fgr@inuke**  
**Signature with Date/Designation**

14- नियम लोहर d jus okys I {ke vf/kdkjh ds vkn\$ k  
Orders of the Authority Competent to grant leave.

**gRrkj fnukd I fgr@inuke**  
**Signature with Date/Designation**

**dkhb; fo | ky; \_\_\_\_\_**

**KENDRIYA VIDYALAYA .....**

**vkdfLed@ifrijd@ifrcfU/kr NvVh graqvkonu i=**

**APPLICATION FOR CASUAL LEAVE/COMPENSATORY OFF/RH**

- 1. uke@NAME :
- 2. i nuke@DESIGNATION :
- 3. fnuka dh I d; k o rkjh[k@NUMBER OF DAYS & DATE :
- 4. NvVh dk iz kstu@PURPOSE OF LEAVE :
- 5. NvVh ij jgus dk irk@LEAVE ADDRESS :
- 5. dk; Ldjus dh frfFk@WORKED ON :  
 %day ifrijd NvVh graq (ONLY FOR COMPENSATORY LEAVE)

fnuka@DATE:

**vkond dsgLrk(kj**  
**SIGNATURE OF APPLICANT**

- 1. bl ds igys yh xbl vkdfLed@ifrcfU/kr NvVh %  
CL/RH ALREADY AVAILED
- 2. bl I e; vkofnr NvVh ds fnuka dh I d; k %  
NO. OF DAYS OF CASUAL LEAVE NOW APPLIED
- 3. bl I e; vkofnr vkdfLed NvVh yus ds ckn [krs eacph 'kSk NqVV; k%  
BALANCE AFTER AVAILING THE CL NOW APPLIED

**I gk; d dsgLrk(kj**  
**SIGNATURE OF THE CLERK**

- 4. ----- fnu dh vkdfLed@ifrcfU/kr NvVh dh I Lohdr nh trkh g\$@ughanh trkh g\$  
 ----- DAYS CASUAL/COMPENSATORY LEAVE SANCTIONED/NOT SANCTIONED.

**ikpk; @PRINCIPAL**

**दलह; fo | ky; \_\_\_\_\_**  
**KENDRIYA VIDYALAYA .....**

iDsk l 0@Admn. No. \_\_\_\_\_

fnukd@Date \_\_\_\_\_

**okLrfodr k o vlpj.k iek.k&i =**  
**BONAFIDE-CUM-CONDUCT CERTIFICATE**

i ekf.kr fd;k tkrk g\$fd d@\_\_\_\_\_ i @i@h -  
\_\_\_\_\_ fnukd \_\_\_\_\_ l s \_\_\_\_\_  
----- rd bl dलह; fo | ky; ds Nk= Fk@dh Nk=k Fkha mlgkas bl dलह; fo | ky; ea d{kk  
----- l s \_\_\_\_\_ rd v/; ; u fd;k g\$

This is to certify that Master/Kumari \_\_\_\_\_  
Son/daughter of \_\_\_\_\_ was a student of this Vidyalaya  
for the period from \_\_\_\_\_ to \_\_\_\_\_ He/She studied at this Vidyalaya from class  
\_\_\_\_\_ to \_\_\_\_\_

mudk vlpj.k vPNk g\$@He/She bears good conduct.

fo | ky; fjd kMz ds vuq kj mudh tile frffk \_\_\_\_\_ g\$  
¼ kCnka ea \_\_\_\_\_ ½

His/Her date of birth as per Vidyalaya records is \_\_\_\_\_  
(in words \_\_\_\_\_ )

**dk; ky; elsj@OFFICE SEAL**

**ilpk; @PRINCIPAL**



dk; ky; \_\_\_\_\_

KENDRIYA VIDYALAYA .....

R; ksjj vfxe@FESTIVAL ADVANCE

R; ksjj vfxe dk uke@Name of the Festival Advance :

1. depkjh dk uke@Name of the Employee :

2. i nuke@Designation :

3. LFkk; h ; k vLFkk; h@Whether Permanent or temporary :

4. eny oru voru \$egakbz oru %@  
Basic Pay (Pay plus Dearness Pay) :

5. ; fn vLFkk; h gsrks D; k i frHkkir i frcll/k ijk dj fy; k x; k g\$  
vk\$ ml sl ayXu fd; k x; k g\$ :

In case of Temporary whether Security Bond has been completed & attached.

6. R; ksjj dk uke , oa eukus dh frfFk  
Name of Festival & Date of celebration. :

7. vi \$kr vfxe jkf'k %/vodka , oa 'kCnka e\$  
Amount of advance required (in figures & words) :

es?k\$sk.k djrk@djr h gafd yh xbz vfxe jkf'k dk mi ; kx mis ; dh i firZ gsrqfd ; k  
tk; sk- Ek\$ vfxe jkf'k dks nl eghuka dh cjkcj fdLrka eaoki l d: ak@d: ak-

I declare that the amount of advance will be utilized for the purpose for which drawn. I agree to refund the advance in ten equally monthly installments.

Place/LFku  
Date/fnuke

vlonk dk gLrk(kj  
Signature of applicant

dk; ky; fVli .kh  
OFFICE NOTE:

i kpk; Z dh vfHk; qDr; k\$  
Remarks of the Principal

R; ksjj vfxe jkf'k : 0----- ¼ i ; s-----½  
----- ek\$ l s i k jEHk gkus okys nl cjkcj ekfl d fdLrka eaol y fd, tkus okys  
jkf'k dh Lohdr inku dh tkrh g\$

The amount of festival advance Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
Recoverable in ten equal monthly installment commencing from the month \_\_\_\_\_  
is sanctioned.

i kpk; @PRINCIPAL



**दलह; fo | ky; \_\_\_\_\_**  
**KENDRIYA VIDYALAYA .....**

QkOI @F.No. \_\_\_\_\_

fnukd @Date \_\_\_\_\_

**mifLFkr iek.ki=**  
**ATTENDANCE CERTIFICATE**

i ekf.kr fd;k tkrk gS fd Jh@Jherh@d@\_\_\_\_\_

दलह; fo | ky; \_\_\_\_\_fnukd\_\_\_\_\_ dks dk; k; y; h dk; Z

¼ \_\_\_\_\_½ gq bl dk; k; y; ea vk; h Fkh@vk; s Fks

vk; mlgafnukd \_\_\_\_\_ dks dk; Bkj eDr fd; k x; k-

This is to certify that Sh/Smt./Km. \_\_\_\_\_ of  
Kendriya Vidyalaya \_\_\_\_\_ has attended  
this Office on \_\_\_\_\_ on official duty in connection with  
\_\_\_\_\_ and relieved on \_\_\_\_\_

os dfoOI @ ds fu; ekuq j ; k=k@egakbz HkRrs ds i k= gS@He/She is eligible for TA/DA  
as per KVS rules.

**ikpk; @PRINCIPAL**

**dhb; fo | ky; \_\_\_\_\_**

**KENDRIYA VIDYALAYA .....**

**fo | ky; NkMus@LFkukrj.k iek.k i= grqvkou&i=**

**APPLICATION FOR WITHDRAWAL/SCHOOL LEAVING**

- 1. vkonu dh frffk@Date of Application : \_\_\_\_\_
- 2. fo | kFkhZ dk uke@Name of the student : \_\_\_\_\_
- 3. d{kk@oxZ o"Kz I fgr@Class/Section with Year : \_\_\_\_\_
- 4. ekrk dk uke/Mother's Name : \_\_\_\_\_
- 5. firr dk uke/Father's Name : \_\_\_\_\_
- 6. vLFkk; h irk@Local Address : \_\_\_\_\_
- 7. NkMus dk dkj.k , oa iDsk dsfy, bPNr LFkku : \_\_\_\_\_  
Cause of withdrawal and intended Station of admission
- 8. fy, X, fo"K; @Subject Taken (from IX onwards) : \_\_\_\_\_

**ekrk@firr dsgLrkKj  
Mother's/Father's Signature**

**irk; @PRINCIPAL**

**dNhh ns ughaiek.k i=@No Dues Certificate**

i ekf.kr fd;k tkrk gSfd fo | kFkhZ dks tkjh I keku oki I ikr gq-  
Certified that the Articles issued to the student have been duly returned.

'kk-f'k- v- (P.E.T)	lkrdky; v/; {k (Librarian)	, u-l h-l h- iBkkjh (NCC in-Charge)	cl iBkkjh (Bus Incharge)
I gdfjrk (Coop. Store)	LdkmV@xkbM (Scout/Guide)	HkSrd foKku (Physics)	Nk=kokl iBkkjh (Hostel I/C)
jl k; u foKku (Chemistry)	t ho foKku (Biology)	dk; kZtko v- (Work Exp.)	I nuk/; {k (House Master)

**d{kk v/; kid dsmi ; k gr@For the use of Class Teacher**

i ekf.kr fd;k tkrk gSfd ----- vof/k rd ns I Ei wkZ jkf'k : ----- j l hn  
I @ ----- fnukd ----- i klrfd; k

Certified that all dues Rs. \_\_\_\_\_ upto \_\_\_\_\_ Vide  
Receipt No. \_\_\_\_\_ date \_\_\_\_\_ have been received.

**iek.k i= tkjh fd;k tk; @The certificate may be issued.**

iDsk I d; k/Admission No. \_\_\_\_\_ i jh{kkQy/Result \_\_\_\_\_ dy cBdka dh  
I d; k/Total Meetings held \_\_\_\_\_ dy cBdaftueami fLFkr  
jgS/Total Meetings attended \_\_\_\_\_ fo | kFkhZ dh fo | ky; ea vflre gkftjlvDate  
of pupils last attendance in Vidyalaya \_\_\_\_\_ uke dkVa iek.k i= tkjh djaStruck off the name &  
issue a Transfer Certificate.

**d{kk v/; kid@dk; ky; ; iBkkjh  
Signature of Class Teacher/Office Clerk**

**irk; @PRINCIPAL**



दलह; fo | ky; \_\_\_\_\_

KENDRIYA VIDYALAYA, \_\_\_\_\_

**APPLICATION FOR ADMISSION**

**i dsk dk vlonu i =**

(FOR OFFICE USE ONLY)  
 %dk; ky; mi; ks grt  
 i dsk Øe %  
 Admn. No. :  
 Js kh :  
 Category :

1.	AfueSIÉ mÉSE Múe ÍSÍÉEMú/Date of Application	
2.	mÉfÉZÉ sÉfÁ MúM Mú=ÉÉ/Class to which admission is sought	
3.	NúSE MúE mÉUÉ ÍÉÉqÉ (eÉlqÉ lÍÉjÉ mÉqÉÉhÉ mÉSE / xjÉÉÍÉÉqÉUhé mÉSE Mú AÍÉKÉÉU) Name of the Child(In Block Letters) as per the Birth Certificate / Transfer Certificate	
4.	eÉlqÉ lÍÉjÉ (A MúÉÉ qÉÉ) Date of Birth (in figures) A=ÉUÉÉ qÉÉ / In Words	
5.	A) l mÉÍÉÉ / xÉU=ÉMú MúE ÍÉÉqÉ A) Name of the Father / Guardian	
	AÉ) mÉZÉÉ uÉ MúÉrÉfÉsÉrÉ MúE mÉÍÉÉ (SÚpÉÉWÉ ÍÉÉÉU Mú xÉÉjÉ) B) Occupation & Office Address (With phone no.)	
6.	A) qÉÉÍÉÉ MúE ÍÉÉqÉ/ A) Name of the Mother	
	AÉ) mÉZÉÉ uÉ MúÉrÉfÉsÉrÉ MúE mÉÍÉÉ (SÚpÉÉWÉ ÍÉÉÉU Mú xÉÉjÉ) B) Occupation & Office Address (With phone no.)	
7.	AÉUÉÉXÉÍrÉ mÉÍÉÉ (SÚpÉÉWÉ ÍÉÉÉU Mú xÉÉjÉ) Residential Address (With telephone no.)	
8.	A) YrÉ, AÍrÉ AÍÉKÉÉCÍÉ eÉfÍÉ / AÍÉKÉÉCÍÉ eÉÍÉ eÉfÍÉ / AÍrÉ l mÉNÍDú uÉfÁi xÉÁ xÉÉSké W (A) Do you belong to Scheduled Caste / Scheduled Tribe / Other Backward Castes ?	
	AÉ) rÍS Wú íÉÁ AÍÉKÉÉCÍÉ eÉfÍÉ / AÍÉKÉÉCÍÉ eÉÍÉ eÉfÍÉ / AÍrÉ l mÉNÍDú uÉfÁi xÉÁWú ÍsZÉÉ   (EqqÉÍSuÉÉU Mú eÉfÍÉ Mú mÉqÉÉhÉ-mÉSE Mú MúMÉÍ xÉÉStÁÉ MúUÉ   B) If yes, write clearly Scheduled Caste / Scheduled Tribe / OBC (Attach a copy of the Caste Certificate of the Candidate)	
9.	AÍpÉpÉÉU MúE/MúE uÉÉmÉMú AÍrÉ/ANNUAL INCOME OF THE PARENT	
10.	UYÍÉ xÉqÉWú/BLOOD GROUP	
11.	qÉÉÉ ÍÍÉUÉÉxÉ xjÉÉÍÉ/Home Town	
12.	qÉÉÍÉ-pÉÉWÉ/Mother Tongue	
13.	A) mÉUú lúSÉrÉfÉsÉrÉ MúE ÍÉÉqÉ/A) Name of the school last attended	
	AÉ) mÉÍPúÉ Mú=ÉÉ/B) Class in which last studied	
	C) xjÉÉÍÉÉqÉUhé mÉSE xÉZrÉÉ uÉ ÍSÍÉEMú/ C) Transfer Certificate No. & Date	

qEg LIeS SaEEUE neqEeIHeie MuUieE / MuUieI WU lMu EnereEYie xEEUI neaueIwOireEO qEgI eEEIEMuEUU qEg xEiree Wae | Afaa lMuxEI neEUUEIEIE Ma lSEL MuED qEEaE lEWUg MuD eELEaEI |

I Certify that all the particulars given above are true to the best of my knowledge and I will not ask for any changes at a later date.

AIpeEUuMu / xEgEMu MIE WxiEEuU |

Signature of the Parent /Guardian.

lSIEEMu Date:

neEceEri MuE lOimeHeI Remarks of the Principal \_\_\_\_\_

neEazE npeEU	qEZE AkrEEMu / EnE neEceEri	neEceEri MIE WxiEEuU uE lSIEEMu
Admission I/c	HM / Vice Principal	Sign of Principal & Date
neEazE MuD lIEIjE : Date of admission :	:	neEazE xEZE : Admission No. :
NiSE MIE lEEqE : Name of the Child :	:	MiEE AEU luepEEaE : Class & Section. :

**zEEMu luEUUHe FEE PARTICULARS**

1. neEazE zEEMu	Admission Fee	: A. _____
2. luSEESire luEMiEXE lIEIke	Vidyalaya Vikas Nidhi	: A. _____
3. MqreEU TuHQ	Computer Fund	: A. _____
4. lZEaHe zEEMu	Tuition Fee	: A. _____
<b>MiSE Total</b>		: <b>A. _____</b>

zEEM UxEIS xEZE Fee Receipt No.: \_\_\_\_\_ lSIEEMu Date : \_\_\_\_\_

NiSE MIE xEEUE luEUUHe EnEXjEIE UleXOU qEg SeI lMureE aEreE Wae |

All the details are entered in the Class Attendance Register.

**MiEE AkrEEMu/ CLASS TEACHER**

NiSE MIE xEEUE luEUUHe neEazE UleXOU qEg SeI lMureE aEreE Wae |

All the details are entered in the Admission Register.

**npeEU lSImMu/ In-Charge Clerk**

**TIECSe MUg FILE IT**

**neEceEri/ PRINCIPAL**





**निरूपण प्रमाणपत्र / CERTIFICATE**

रिपोर्ट लिखित प्रमाणपत्र के माध्यम से निम्न विवरण/विवरण \_\_\_\_\_,  
\_\_\_\_\_ (नियुक्ति) का विवरण सही-सही-सही के साथ सही माध्यम से सुनिश्चित है कि  
के साथ ही रिपोर्ट के माध्यम से विवरण सही-सही-सही के माध्यम से सही माध्यम से सुनिश्चित है कि  
विवरण \_\_\_\_\_

This is certified that particulars furnished by  
Shri/Smt. \_\_\_\_\_,  
\_\_\_\_\_ (Designation) are correct as per his/her Service Records.  
He/She has not changed his/her Home town before, in his/her entire service.

दिनांक/Dated \_\_\_\_\_

**निर्देशक / PRINCIPAL.**









**xjéñííé loíse Múá NÓDMU SÚFÁÉ MÚD pñéííéé MúUíá Múé qéííMú nēĀñé**  
**STANDARD FORM FOR MAKING PAYMENTS OF CLAIMS OTHER THAN ESTABLISHMENT BILLS**

Voucher No.	
Date	

1.	Tuqñ / Sfuáéú Múé Iééqé/ Name of the firm/claimant	
2.	loíse / IéMúS qéñííéá MúD xéZrēé AÉú İSİÉÉMú/ Bill/Cash Memo No. and date	
3.	Zéçá Múé Auíxéú/ Purpose of expenditure	
4.	İMuxé Zééíéá néú Qáofóú MúUíéé Wáú Head to which debitale	
5.	Zééíéá qéç İíéíké MúéTúD Wáú Are funds available ?	
6.	Yrēé Cxé Zéçá néçéérñ Mú Aíkémúú Mú Alííafñé MúD aÉD Wá (rēé) MúOlúéOxéçOxéá MúéD Aİññéíé nééD Wá (Aaéú Wúç íéá MúOlúéOxéç) qéçéúÍ Sáéá uééSá nééé xéç AÉú İSİÉÉMú Whether it is within Principal's powers or K.V.S.'s sanction obtained (In the latter case, mention K.V.S.'s sanction No. and date)	
7.	ZÉUİSİ Mú İSÉL: ZÉUİSİ MúD néçéúréé Múé nééSéíé İMúréé Wá Aaéú Wúç íéá MúMérēé ofíééCL For purchases: Has the purchase procedure been observed,if so, mention	
	SU xéçéí xéç AÉú İSİÉÉMú/ Quotation No. & Date	
	çúré AÉSazé xéç AÉú İSİÉÉMú/ Purchase Order No. & Date	
8.	Yrēé Cxé loíse Múá xéçéçkéíé néçééúÍ İZééMú İéá SU xéçéí AÉú çúré AÉSazé Mú Aékéú néú xéírééíéé İMúréé AÉú Laxéé xéírééíéé MúUíá Múé néçééhé nééé EİÉxéá nééMíé İMúréé? Has the bill been checked by the teacher-in-charge with reference to the quotation / purchase order and his certificate to that effect obtained ?	
9.	Yrēé xéçéçkéíé Aİéçééáé Aíkémúú / xéMúréMú / nééú 'Éñéí İSİMÉMú AÉú Auéú 'Éñéí İSİMÉMú İéá aéhéíéíqéMú íéUİMú xéá xéírééíéé İMúréé AÉú EİÉxéá xéçéçkéíé néçééhé nééé nééMíé İMúréé? Have the arithmetical calculations been checked by the Supdt. / H.C./ U.D.C. / L.D.C. and his certificate to that effect obtained.	
10.	qééSé néçééúÍ xéá qééSé ( xÓMú ) néçééhé nééé nééMíé İMúréé?/Has the Stock Certificate been obtained from the Stock Holder	
11.	xéñéAÉú Mú İSÉL: Yrēé néçééúÍ ATúxéú İéá néúÍ Múéçé Mú oféUá qéç xéçééW WúL AÉú Cxé Mú oféUá qéç EİWúééá néçééíhéíé İMúréé?/For Services: Has the work been done satisfactorily and a certificate to the effect obtained from the Official-in-Charge	

**néçéérñ Principal**

12. Ā..... / - (Ānééá.....) qééSé MúD pñéííééé Wáñ MúéUíé / Passed for Payment of Rs. (Rupees.....)

13.

loíse Múé MúSé UMúçé Total Bill Amount	
MúÓçéé: 2.06% Aírémú 2.06% Incometax	
İíéúSé / ZéçSé loíse Múé UMúçé Net Bill Amount	

çéáMú xéç....., İSİÉÉMú..... Suféúé pñéííééé MúD eéé UWú Wá/Pay by Cheque No.....dt.....

14. Yrēé uééçéú / loíse Mú Fnéú pñéííééé AÉú USS MúD qééWU ÓúSéé Wá? Has the voucher been stamped paid and cancelled ? Yes

**néçéérñ /Principal**



