

SAO/FUR

Kindly arrange to pay me the sum of Rs. _____ lodged under
UNPAID towards _____

Signature of the employee :

Name in BLOCK LETTERS :
Emp.No. :
T.No. :
Shop/Office :

Forwarded to SAO/CBS. The above amount is lodged under
UNPAID vide list No. _____ dated _____.
The payment may be made in the presence of _____.

No. _____ Date: _____

Shop/Office Supdt. _____
(Authorisation by AO/CBS)

No. _____

AO/X

Please pay the sum of Rs. _____ lodged under
UNPAID list No. _____ dated _____.

ACCOUNTS OFFICER/CBS
(To be filled in by the Expenditure Sec.)

CO 6 No. _____ CO 7 No. _____

Vr. No. _____.

PASSED FOR Rs. _____
LESS: DEDUCTION Rs. _____
NEXT AMOUNT PAYABLE Rs. _____

Rupees _____

Date: _____
for FA & CAO

Received payment of Rs. _____ (Rupees
_____ only)

Signature of the employee

Date :

SS/OS/SO

DNR No. _____ Vr.Cleared on _____

Cash drawn

Asst. Chief Cashier _____