Format-I

Bill payment Information

Name of Area :

Sl. No.	Name of Party	Date of submission of bill	Invoice Ref No.	Amount (`₹)	Date of payment	Amount paid (`₹)	Remarks

Frequency of submission of Status – Monthly.

Signature of HOD.

Note -
1. Report may please be submitted latest by 7th of every month positively.
2. Furnish the informations in prescribed format only.

Bill outstanding position

Name of Area :

Sl. No.	Name of Party	Date of submission of bill	Invoice Ref No.	Amount (₹)	Status

Frequency of submission of Status – Monthly.

Signature of HOD.

Note -
3. Report may please be submitted latest by 7th of every month positively.
4. Furnish the informations in prescribed format only.