



ZILLA PARISHAD BILL FORM
ZILLA PARISHAD, RAJBARI

NOTES

1. Works should be promptly measured up and paid for running accounts be avoided as much as possible.
 2. When the payee signs in the vernacular the amount acknowledged should also be noted in the vernacular as well as in English.
 3. In the case of payees, who can neither read nor write the payee shall make his mark or impress his seal; fact of the payment shall be certified to by the officer who pays and by a witness of respectively.
 4. If the bill is prepared by the officer authorised to make or order payment a single signature will suffice.
 5. A receipt stamp is required for every payment exceeding taka 400.00
 6. The amount acknowledged as received by the contractor must be entered in words and figures.
 7. This form will not be issued for payment on account or for settlement of running accounts, form is suitable to this purposes.
- Remarks by the Assistant Engineer: I certify that all necessary checks

Passed for

**Accountant
Pay Taka**

Assistant Engineer.

HEAD CHARGEABLE-

ESTIMATE NO

AMOUNT OF ESTIMATE.....

Final petty contract bill

Bill

Work abstract.....

Agreement No.....

Page No of contractor's ledger

Const.

Name of contractor:

as per detail on account in full satisfaction of all demands

Contractor

Witness

I certify that payment was made to the proper party.
Officer making the payment

Accountant

Secretary

Chief Executive Officer

Chairman

Those word should be scored out in all cases except when payment is made to a person can neither read nor write