



भारतीय प्रौद्योगिकी संस्थान कानपुर
Indian Institute of Technology Kanpur
अधिष्ठाता प्रशासन कार्यालय
Office of Dean, Administration

Date:

Payment for wages Invoice/ Bill

Project Details:

Name of PI		Project Number	
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Payment to be made on the Party Name:

Name and Address	
Bank Name and details with IFSC Code	
Bank A/c No.	

Details of bill:

SI No.	Bill No.	Bill date	Particular	Amount ₹
			Total	

Terms of sanction wages:

Term of sanction approval	From:	To:
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Enclosures:

Sanction copy of wages approval	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
ESIC and EPF payment detail if claim in invoice/bill	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Recommended and Forwarded

Head/Faculty-in-charge/Officer-in-charge

For DOAD Office Use

To, Officer In-charge (F&A)
 The expenses of ₹ _____ is approved through Office of Dean, Administration.
 Please process this bill as per the rule.

		Forwarded
Dealing Assistant	Dealing Assistant	Joint Registrar (DOAD)

For Accounts Section use (Pass for payment)

Available balance in project ₹ :			
Pay ₹ (In figures) :		Cheque No.:	
Pay ₹ (In words) :			
Assistant	Supdt./Sr. Supdt.	Assistant Registrar (F&A)	Deputy Registrar (F&A)