



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:

Sl 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	Jr. Supdt./ Supdt.	Assistant Registrar (Admin.)	Deputy Registrar (Admin.)

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)