

**G.A.R. 37**

[See rule 165 (1)]

**(OBVERSE)**

Salary Code : .....

Bank A/c No. : .....

**BILL FOR SHORT TERM ADVANCES OF THE MINISTRY/DEPARTMENT/OFFICE**

**OF .....**

**FOR THE MONTH OF ..... 20.....**

Bill No.....

Type of Advance.....

Minor Head.....

Sub Head.....

Grant No..... Major Head.....

Sl. No.	Section of Establishment and name of incumbent with PBR folio number	Whether permanent. Quasi-permanent or Temporary	Pay	Whether Surety taken	Amount of Advance	Remarks
1	2	3	4	5	6	7

Certified that entries have been made in respective P.B.R. folios.

Signature of Govt. Servant

Countersigned.

Total Amount required for payment

Rupees (in words) .....

Received payment

Signature

Signature

Designation

Designation of Drawing

Officer.....

Date.....

Date.....

**(REVERSE)**

**(FOR USE IN PAY & ACCOUNTS OFFICE)**

Passed for payment of Rs.....  
(Rupees.....)

Payment through  
Cheque (s) No.....

Date.....

**Pay and Accounts Officer /  
Cheque drawing D.D.O.**

**NOTES**

1. Advances for Travelling Allowance, Leave Travel Concession, Pay, Leave salary and Short Term Advances, may be drawn on this form.
2. Separate bill should be presented for each type of advance.
3. Where an advance can be paid only after obtaining sureties, the fact of having done so should be certified by the drawing officer before presentation of the bill for payment.
4. Where advances are drawn on the strength of a sanction issued by the competent authority and the bill is not countersigned before presentation, the number and date of the sanction may be quoted in the Remarks column and entries for countersignature scored out.
5. In Column 7, the number of instalment in which the recovery is to be made, wherever necessary, to be quoted and in case of advance on transfer, the office to which, transferred to be started.

Sl. No.	Section of Establishment and name of incumbent with P.B.R. file number	Whether permanent or temporary	Whether permanent or temporary	Pay	Whether Surety taken	Amount of Advance	Remarks
1							

Certified that entries have been made in respect of P.B.R. file

Total Amount required for payment

Rupees (in words) \_\_\_\_\_

Received payment

Signature \_\_\_\_\_

Designation of Drawing Officer \_\_\_\_\_

Date \_\_\_\_\_

(REVERSE)

(FOR USE IN PAY & ACCOUNTS OFFICE)

Passed for payment of Rs \_\_\_\_\_

Rupees \_\_\_\_\_

Payment through Cheque (a) No. \_\_\_\_\_

Date \_\_\_\_\_

Pay and Accounts Officer /  
Cheque drawing D.O.