

FORM 28
HAND RECEIPT

(Referred to in paragraphs 10.2.12, 10.2.15 and 10.2.28)

(To be used as a simple form of voucher for all miscellaneous payments and advances for which none of the special forms 24, 26 and 27 are suitable)

Cash Book Voucher No. _____ dated _____

(1) Pay by Rupees to
Cheque *
Cash *

Seal

(2) Paid by me ¶

Received from the Divisional Officer incharge the sum of Rs.
.....

Name of work or purpose for which payment is made –

(Amount in vernacular)

\$ Witness

Signature of payee

Stamp

* The officer authorizing payment should initial and date the pay order after scoring out the word, 'cheque' or 'cash' as the case may be.

¶ The person actually making the payment should initial and date payment certificate(2).

\$ Payment should be attested by some known person when the payee's acknowledgement is given by a mark, seal or thumb impression.

For use in Divisional Office

Checked

A/c. Clerk

Divi. Actt.

For use in Pay and Accounts Office

Audited

Reviewed

Accountant

JAO/AAO

Pay & Accounts Officer