

CONSOLIDATED STATEMENT OF EXPENDITURE

Residential / Non-Residential

for -----

Part-time / Full time

Grants-in-Aid Programme

1) Name of Grantee _____

2) Place and address _____

of the programme _____ No. of Participants _____

3) Dates of programme from _____ to _____

4) Timing of programme from _____ to _____

5) Details of Expenditure :

i) Staff and Faculty _____

ii) Preparation of Working paper and Stationery _____

iii) Hiring of accommodation, furniture, etc. _____

iv) T.A./D. A. and Conveyance

charges to participants _____

v) Miscellaneous expenditure _____

Total : _____

Signature of the
President / Secretary

Signature of official
authorising payment

VOUCHER FOR EXPENDITURE

ON STAFF AND FACULTY

Type of : Residential / Non-Residential

Programme : Part time / Full time

Date : from _____ to _____

Time : from _____ to _____

Name & Address of Grantee : _____

No. of participants : _____

Name of the payee	Nature of payment	Amount Paid
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1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

Total : _____

N.B. :- Receipt from payees, duly stamped where necessary should be attached.

Signature of the official
authorising payment

**VOUCHER FOR EXPENDITURE
ON WORKING PAPERS, STATIONERY, ETC.**

Type of Programme : Residential / Non-Residential

Programme : Part time / Full time

Date : from _____ to _____

Time : from _____ to _____

Name & Address of to Grantee : _____

EXPENDITURE ON	Payee	Amount paid Rs. p.
1) Preparation of the	working paper	
2) Purchase of note books and Pencils for participants		
3) Any other item of expenditure		
Total		

Note : Attach the Cash Memos/receipts in support of above

Signature of the official
authorising payment

**VOUCHER FOR EXPENDITURE ON HIRED
ACCOMMODATION, FURNITURE ETC**

Type of : Residential / Non-Residential

Programme : Part time / Full time

Date : from _____ to _____

Time : from _____ to _____

Name & Address of Grantee : _____

EXPENDITURE ON	Payee	Amount paid Rs. p.
1) Hire of accommodation		
2) Hire of furniture		
3) Electricity Charges		
4) Water Charges		
5) Any other item of expenditure		
Total		

N.B.:- Attach receipts of the payees in support of the payments* if paid separately.

Signature of the official
authorising payment

**VOUCHER FOR PAYMENT OF T.A. / DAILY ALLOWANCE /
CONVEYANCE CHARGES**

Type of : Residential / Non-Residential

Programme : Part time / Full time

Date : from _____ to _____

Time : from _____ to _____

Name & Address of Grantee : _____

No. of Participants

EXPENDITURE ON	No. of Participants Paid	Amount paid Rs. p.
1) Actual Conveyance Charges/T.A		
2) Per Diem		
Total		

N.B.:- Attach list showing the names and amount paid to each participant with his signature.

Signature of the official
authorising payment

**VOUCHER FOR MISC.
EXPENDITURE**

Type of : Residential/ Non-Residential

Programme : Part time / Full time

Name & Address of Grantee : _____

Details of Misc. Expenditure	Amount Rs. p.
1) Office Stationery	
2) Postage, Telegrams, etc,	
3) Cartage	
4) Purchase of Misc. articles like glasses, earthen pots, sweeping, etc.	
5) Other items	
Total	

Signature of the official
authorising payment

