

**NATIONAL INFORMATICS CENTRE**  
Department of Information Technology  
Ministry of communications and Information Technology  
Government of India

**NAGAPATTINAM DISTRICT UNIT**  
**Tamil Nadu**

Room No. 107, First Floor  
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## IMPREST CERTIFICATE

1. It is certified that the attached bill/voucher No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ from M/s. \_\_\_\_\_ in which sales tax/VAT/CST has been charged has not been exempted under the relevant Acts and Rules made there under.
2. The attached bill(s) is/are on account of \_\_\_\_\_
3. Accepted and passed for payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) Approval of the competent authority has been obtained on File No. \_\_\_\_\_ covered under sanction order No. \_\_\_\_\_.
4. Certified that the bill has been verified and found in order. The service rendered by the party for which the claim is made herein was satisfactory.
5. Certified that the bill has been verified and found in order. The calls/trunk calls/STD calls/Phonograms made and charged in this bill were made official and in public interest.
6. Certified that the bill has been verified with reference to the purchased order and found in order. The items have been received in good condition and were entered in our stock register at Page No. \_\_\_\_\_ Sl. No. \_\_\_\_\_.
7. Certified that the bill has been verified and found in order. The amount charged in the claim is for providing tea/coffee/working lunch for official meeting/training held on \_\_\_\_\_. It is also certified that the expenditure incurred has not exceeded the monitory ceilings fixed by the Government from time to time.

Place	Date	Signature of Officer	Designation	Address
Nagapattinam				