

R E C E I P T

Received from the Principal, Mar Ivanios College, Trivandrum a sum of Rs.
(Rupees _____) (Gross Amount less
Income-tax) being my pay and allowances for the month of _____

Station : _____ (Signature)
Date : _____ (Revenue Stamp)

Name of Employee : _____
(In Block Letters)
Designation : _____

Contents received, Please pay the amount to.....
..... Whose signature is given below duly attested by me.

(Signature of the Nominee) _____ (Signature of the Claimant) _____

Received Rs. _____ (Rupees
..... only in cash as per the above receipt.

Signature of the Nominee with date

Orders of the Principal with dated initials
Certified with the entries in the bills and acquaintance and found correct. The amount of
Rs. _____ (Rupees
.....only has been paid in cash.

Accountant _____ Initials of the Principal with
Date _____

Station : _____
Date : _____