

**SPECIMEN FOR PRE-RECEIPTED BILL FOR JCOs/OR COURSES**  
**(PRE-RECEIPTED BILL SHOULD BE ON LETTER HEAD)**

PAN/ TAN OF THE INSTITUTE : \_\_\_\_\_

SERVICE TAX NO. OF THE INSTITUTE : \_\_\_\_\_

**PRE-RECEIPTED BILL (100 % OF THE TOTAL)**

NAME OF THE COURSE : \_\_\_\_\_

COURSE SERIAL NO. : \_\_\_\_\_

DURATION : \_\_\_\_\_ TO \_\_\_\_\_

Received charges for Course No. \_\_\_\_\_, conducted for the period from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ ( No. of students) candidates @ Rs. \_\_\_\_\_ ( inclusive of Service Tax and other statutory obligations).

Total amount of Rs. \_\_\_\_\_ (In figures) (In words \_\_\_\_\_)

Payment may please be made in favour of \_\_\_\_\_ (Name of the Institute) payable at \_\_\_\_\_,  
Bank A/c No. \_\_\_\_\_, Bank Name \_\_\_\_\_, Branch/ Address \_\_\_\_\_,  
MICR Code \_\_\_\_\_, RTGS/NEFT Code \_\_\_\_\_.

Signature :

Name :

Designation :

**REVENUE STAMP**  
**DULY CANCELLED**

**INSTITUTE'S SEAL**

**SPECIMEN FOR NOMINAL ROLL-CUM-CONFIRMATION OF RECEIPT OF COURSE CERTIFICATE**  
**(To be submitted in Two Originals)**

**(NAME OF THE COURSE)** \_\_\_\_\_ **, COURSE SERIAL NO.** \_\_\_\_\_  
**DURATION** \_\_\_\_\_ **TO** \_\_\_\_\_

| <b>Ser No.</b> | <b>Service No</b> | <b>Rank</b> | <b>Name</b> | <b>Unit / State-ZSB</b> | <b>Authority</b> | <b>Identity Card No.</b> | <b>Full Signature of Student</b> |
|----------------|-------------------|-------------|-------------|-------------------------|------------------|--------------------------|----------------------------------|
| 1              |                   |             |             |                         |                  |                          |                                  |
| 2              |                   |             |             |                         |                  |                          |                                  |
| 3              |                   |             |             |                         |                  |                          |                                  |
| 4              |                   |             |             |                         |                  |                          |                                  |
| 5              |                   |             |             |                         |                  |                          |                                  |
| 6              |                   |             |             |                         |                  |                          |                                  |
| 7              |                   |             |             |                         |                  |                          |                                  |
| 8              |                   |             |             |                         |                  |                          |                                  |
| 9              |                   |             |             |                         |                  |                          |                                  |

& so on

Countersignatures of Head of Institute  
with Seal of the Institute (on each page)

**SPECIMEN FOR PRE-RECEIPTED BILL FOR OFFICERS' COURSE**  
**(PRE-RECEIPTED BILL SHOULD BE ON LETTER HEAD)**

PAN/ TAN OF THE INSTITUTE : \_\_\_\_\_

SERVICE TAX NO. OF THE INSTITUTE : \_\_\_\_\_

**PRE-RECEIPTED BILL ( 60% OF THE TOTAL)**

NAME OF THE COURSE : \_\_\_\_\_

COURSE SERIAL NO. : \_\_\_\_\_

DURATION : \_\_\_\_\_ TO \_\_\_\_\_

Received charges for Course No. \_\_\_\_\_, conducted for the period from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ ( No. of students) candidates @ Rs. \_\_\_\_\_ ( inclusive of Service Tax and other statutory obligations).

Total amount of Rs. \_\_\_\_\_ (In figures) (In words \_\_\_\_\_)

Payment may please be made in favour of \_\_\_\_\_ (Name of the Institute) payable at \_\_\_\_\_,  
Bank A/c No. \_\_\_\_\_, Bank Name \_\_\_\_\_, Branch/ Address \_\_\_\_\_,  
MICR Code \_\_\_\_\_, RTGS/NEFT Code \_\_\_\_\_.

Signature :

Name :

Designation :

**REVENUE STAMP**  
**DULY CANCELLED**

**INSTITUTE'S SEAL**