

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 _____

Ser No.	Service No	Rank	Name	Unit / State-ZSB	Authority	Identity Card No.	Full Signature of Student
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