

BILL FORM

To

.....

Name of the party

Dear Sir,

Subject.....

Reference. – Agreement dated

The following amount has become due to be paid to the Railway: -

Particulars of the claims	Amount	Previous dues if any	Total

Please remit the amount shown in column 4 by cash/cheque/Bank draft to the Chief Cashier/Divisional Cashier on or before under advice to this office failing which interest @% will be charged on the outstanding balance. The amount is creditable to the Head of Account

Please acknowledge receipt.

Yours faithfully,

Errors & Omissions Excepted

Accounts Officer

Designation

Copy forwarded to (Executive Officer) for information and necessary action.
