

RECEIPT

Received from the Principal, N.S.S. COLLEGE, Ottapalam a sum of Rs.

(Rupees.....only)

being my pay and allowance/arrears for the month/period

Station :

Signature :

Name &

Date :

Designation :

Please pay to bearer Sri/Smt

who has signed below/send by M.O. / Bank Draft/Cheque at my cost to the following address.

Signature :

Name &

Address and Signature of endorsee

Address :

FOR OFFICE USE ONLY

Orders of Principal

Received the amount

Record of payment

Specified above.

Paid Rs.

Signature of endorsee to be

Date initial of

Signed in acknowledgement

Head Accountant.

Of receipt of the amount.