

### PROFORMA

Name of the Office: **CENTRAL PLANTATION CROPS RESEARCH INSTITUTE**  
(Indian Council of Agricultural Research)  
**KASARAGOD 671 124, KERALA, INDIA**

#### Bill for Refund Deposit

Name of the party deposited the amount	On what account received	Amount of deposit	Receipt No & date	Date of deposit into the bank	Head of account to which credited	Amount to be refunded	Account to which debited	Name of the payee	Remarks
1	2	3	4	5	6	7	8	9	10
	EMD	Rs /-	Note :			Rs /-			EMD against Supply of

It is Certified that :

The object for which the deposit was taken has been achieved and the security / earnest / caution money is refundable.

1. The contractor-supplier has performed all his obligations under the contract/purchase order and has completed the contract/complied with the order in all respect and has presented an absolute **No Demand Certificate** which is attached herewith alongwith the original receipt / acknowledgements previously granted duly defacted /cancelled

2. Sanction of the competent authority to the refund of the deposit has been taken vide F.No. \_\_\_\_\_ dated \_\_\_\_\_ in

Noting sheet page No-

Signature of the Administrative Officer or other officer authorize to draw such bills

...2/-

Note: Strike out portion not applicable

Passed for payment of Rs..... (Rupees.....)

Drawing and Disbursing Officer

**For use in Audit and Accounts Branch/AB/HB No.**

1. Verified for the Main Cash Book, Original entry of the receipt of deposit appears at page of cash Book. A note of refund against the original entry has been kept.
2. Verified from the Register of Deposits and necessary entries regarding refund made therein.

Pay Rs.....

Signature of JAO or Junior Accountant

Vr.No. and date.....

**Sr. Fin. & Accounts Officer**

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(a) In the case of non production of receipt , a certificate may be had from the party depositing the amount to the effect that (1) the original receipt has been lost (2) the refund of deposits has not been claimed earlier and (3) a second claim will not be preferred if the original receipt is found at a later date

b) The refund Vr. No. dated may be quoted by the audit and accounts branch on the original receipt/acknowledgement.