

Dr. FF Account No. _____; Head _____; Date _____

Navabharat Bank Debit Voucher-1
For Daily Vouchers at Branch
Furniture & Fixtures Payment



Asset/Inventory No. _____; 3 Quotations: ☐ Not Applicable; ☐ Applicable; ☐ Taken; ☐ Not Taken;
Asset Purchased _____; Payment/Investment authorized by: ☐ Board; ☐ MD; ☐ Mgr.
Authorisation/Permission No. _____ enclosed herein.

Rs. _____ Rupees _____

paid to: (Vendor) M/s _____

_____ (Vendor's Name and Address)

Mr/Ms. _____ for onward payment to Vendor

Bill No. _____; dated _____; for Rs. _____

enclosed herein duly noting the payment details thereon. TDS: ☐ Not applicable; ☐ applicable; ☐ TDS
remitted to IT Dept.;

☐ TDS Certificate issued and its copy enclosed herein; ☐ Certified that the Payment is authorized,
particulars registered in the FF Register vide Regn. No. _____; the head of account debited is correct.

Branch Manager

Batch/Scroll No.

Clerk

HOD/Br.Manager

Dr. FF Account No._____; **Head**_____; **Asset**_____

Category: Land & Building 5%; Furniture, Fittings 10%; Electrical Fittings 15%, Computers 33.3%

Depreciation to be charged: _____% pa; Depreciation: ☐ Straight line Method; ☐ Written Down Value Method

Depreciation for current half year, Rs. _____ is charged to PL Depreciation on FF

☐ Br. Managers are not authorized to acquire any FF without MD/Board approval vide Board Resolution No. _____ dated _____; ☐ All Payments made under the head FF shall be placed before Board for confirmation in the next month with the item wise original vouchers. The 2nd original voucher is retained/placed in the PL file at the Branch; ☐ Half yearly statement of Branch wise FF acquired and the Depreciation charged as per provisions of IT Act shall be placed before Board.

Branch Manager

Post Disbursal Audit/Inspection Findings/Comments:

- ☐ The disbursal is in compliance with all the statutory/ regulatory provisions and bank's policies.
- ☐ The following irregularities are noticed and brought to the notice of the Branch Manager:

1.

2.

Concurrent Auditor/General Manager
