

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

Format For Settlement of Recoverable Advance

Date:

1. Name:.....
2. Designation:..... 3. Department:.....
3. Amount of advance Rs.....(Rupees.....only)
4. Date of credit of advance in bank a/c **OR** Receipt of cash:.....
5. Account Head of Expenditure/ Ledger No. :.....
6. Purpose for which advance was taken:

(a) Amount of Advance	Rs.
(b) Amount Utilized	Rs.
(c=a-b) Balance returned/ (payable)	Rs.

I Certify that:

1. The above charge has been necessarily incurred in the interest of Institute and expenditure has been incurred for the purpose for which it was sanctioned.
2. The expenditure has been incurred by following the extant procedures. Direct purchase limit of Rs.25000 /- from single source has been adhered to. I am personally satisfied that these goods purchased are of requisite quality and specification and have been purchased from a reliable supplier at reasonable prices.
3. Copy of Financial approval* is enclosed (if sanctioning authority is higher than HOD).
4. Goods have been received in good condition/ services have been rendered satisfactorily and stock entry certificate is endorsed on the bills. In case of assets, the necessary entries have been made in Dead Stock Registers.
5. Time limit of **15 days for settlement of advance (30 days from date of return journey in case of TA/ LTC)** is followed. **In case of delay, detailed justification approved by competent authority is enclosed (mandatory).**

(* Copy of Financial Approval / Office Order (for TA/ LTC) may be enclosed, even if same was enclosed with application for recoverable advance).

(Signature of employee)

(Signature of HoD)

FOR OFFICE USE ONLY

Vr No.

Date:

Advance sanctioned on:

Bank credit date:

Settlement received on:

Delay in No. of days (if any):

Account Head to be debited:.....

Advance amt.....Utilized amount.....Balance payable/ refund
Rs.....vide.....

Balance (in case of R&D project/ other schemes):.....

Dealing Asst.

IAO

Jt Registrar (Accts.)

DEAN (P&D)

DIRECTOR