

**VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR**

**Proforma For Recoverable Advance**

**(For purchase of goods/ services, TA/ LTC etc.)**

Date:

1. Name:.....
2. Designation:..... 3. Department:.....
3. Amount Rs.....(Rupees.....only)
4. Account Head of Expenditure/ Ledger No. : .....
5. Purpose/ justification:.....
6. Details of earlier outstanding advances (if any) (**mandatory**):

| Date of drawal of advance | Amount | Purpose | Reasons of non settlement<br>(Enclose separate page if necessary) |
|---------------------------|--------|---------|-------------------------------------------------------------------|
| 1.                        |        |         |                                                                   |
| 2.                        |        |         |                                                                   |

I certify that the purchase or other purpose cannot be managed under the normal procedures, envisaging post procurement payment system, in terms of Rule No.323 (1) (ii) of GFRs-2017(as made applicable to the Institute by Board of Governors). I further certify that **no earlier advance taken by me for same purpose is pending for settlement.**

I understand that as per Rule No.323 (2) of GFRs-2017, 'the adjustment bill, along with the balance if any, shall be submitted by the government servant within **fifteen days**\* of the drawal of advance, failing which the advance or balance shall be recovered from his salary(ies)'. Accordingly, I undertake to settle recoverable advance **within 15 days\* from date of drawal**, failing which, I agree to pay penal interest @ GPF rate+2% to the Institute account or recovery thereof from my salary.

(\* In case of TA/ LTC, time limit is 30 days from date of completion of return journey)

**Copy of Financial Approval in the prescribed format/ Office Order (for TA/ LTC) is enclosed.**

**(Signature of employee)**

**(Signature of HoD)**

**FOR OFFICE USE ONLY**

Sr No.

Date:

Account Head to be debited:.....

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

Approved/ Not approved

**Dealing Asst.**

**IAO**

**Jt Registrar (Accts.)**

**DEAN (P&D)**

**DIRECTOR**