

2. Department:

3. Account Head of Expenditure/ Ledger No.

Note: This payment shall be booked under the **Contingency / Other Costs** head as per funding agency norms and not under the Manpower head meant for sanctioned positions or under FPDF.

You are kindly requested to do the payment to the following beneficiary:

- Beneficiary Name as per Bank Account :
- PAN :
- A/c No. (Pl. ensure prefix 'zero' (0), if any) :
- Bank Name & Branch :
- IFSC Code :
- Amount to be paid in Rs. _____ (Rupees.....)

Signature of PI/Co-PI

Head of the Department

Associate Dean (Research)

Dean R&C

Enclosures: (i) Copy of Financial Approval, (ii) Pre-Receipt Voucher [Annexure 04(D)-1] duly signed by the beneficiary, & (iii) Copy of the selection list (in case of interns from other institutes selected through SIP/IP programme)

To,

The Joint Registrar (Accounts)

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

Pre-Receipt Voucher for Student Assistants/ Intern Candidates

Name, Designation & Department ☐ PI ☐ Co-PI ☐ FPDF	
Ledger Number	(To be filled by PI/Co-PI)

Recipient Information:

Student Name		Enrolment Number	
Department			
Programme (Please tick in the box)	UG (Year) ☐ 1 st ☐ 2 nd ☐ 3 rd ☐ 4 th	PG (Year) ☐ 1 st ☐ 2 nd ☐ Ph.D. Scholar	

Name of the Institute (if the Intern is from outside VNIT):

Terms of Payment (To be filled by PI/Co-PI):

Rate of Payment ≤ ₹15000/- p.m. for UG ≤ ₹25000/- p.m. for PG	₹ _____/month
Period of Payment: From _____ to _____	Amount to be Paid: ₹ _____ In words Rupees _____ _____
<i>Note: For student assistants, the start date of engagement shall be on or after the date of financial approval.</i>	

Signature of the Payment Recipient

Signature of PI/Co-PI