

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर.
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 drawl of advance	Amount	Purpose	Reasons of non settlement (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.

Supdt.

IAO

Jt. Registrar (Accts.)

Dean (P&D)

DIRECTOR