<u>D.A. PARTICULARS OF STUDENT</u>

Program: ………………………………………………………………………………………

From: ………………..to: ………………..at KV : ………………………

Journey: Onward: From ……………….. at ……… hrs. to …………………….. at………hrs.

Return : From …………………………… at ……… hrs. to …………………….. at………hrs.

Sl. No.	Name of the Student & Class/Sec.	D.A. @350/- with overnight stay for Board,Lodge,Contingency/>8hrs journey (or) Rs.200/- Food (without overnight stay/<8hrs journey); Rs.200/- Food only for local/Same KV & other KV if no overnight stay/lodge)					Acquittance of the student
	Date					**Total**	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
TOTAL							

Certified that, an amount of Rs._______/- (Rupees____________________________ ______________________ only) was actually spent towards DA for providing Tiffin /Lunch/Snacks / Dinner etc on escorting above students during journey time/tour.

Dated:

Escort Teacher

Escort teachers should not be insisted upon to produce bills for food and transport incurred during journey time. Self-certified bills from teachers should suffice(F.110355/01/2016/KVS(/HQ/SP/NSMS dt.22.8.2016).

Modalities for KVS Sports Met 2015:

Rule: V:

DA Rs.350/- fixed as Boarding, Lodging and Contingency charges for students/PETs/escorts/officials/coaches & For journey period more than 8 hours.

DA Rs.200/- for journey period less than 8 hours.(BF:70; Lunch/Dinner:100: Snacks: 30)

No stay at venue overnight and not availing lodging facilities: Rs.200/-(Dinner:100)

Rs. 50 for lodging/bed charges /contingency charges for student/ escort teacher (Ref.27-3/2012 KVS(HR) Dt.19.4.2013)

Rule VI:

Remuneration/Honorarium to the officials engaged in Regional and National level Matches: Rs.1000/- per day/head & Rs.200/- conveyance charge per head/day.

MåüÌSìÏrÉÌuÉSèrÉÉsÉrÉKENDRIYA VIDYALAYA 1 TIRUPATI

rÉÉ§ÉpÉ¨ÉåMåüÍsÉLAÉuÉåSlÉmÉ§ÉAPPLICATION FOR TA ADVANCE

Voucher No.	

1. MüqÉïcÉÉUÏMüÉ / MüÐlÉÉqÉName of employee (AsÉaÉA¤ÉUÉåÇqÉåÇ) (IN CAPITAL LETTERS) :
2. mÉSlÉÉqÉDESIGNATION :
3. qÉÔsÉuÉåiÉlÉ + aÉëåQûmÉåPAY + GRADE PAY :
4. SÉæUåqÉåÇeÉÉlÉåuÉÉsÉåxjÉsÉMüÉorÉÉæUÉPLACE TO BE VISITED :
5. SÉæUåMüÉurÉuÉÍkÉDURATION OF TOUR :
6. mÉëÉÍkÉMüUhÉxÉÇAÉæUÌSlÉÉÇMüAUTHORITY No. & DATE :
7. AÌaÉëqÉMüÉÌuÉuÉUhÉDETAILS OF ADVANCE ₹
   - A) AÉlÉåAÉæUeÉÉlÉåMüÉUåsÉ/oÉxÉ AÉÌS MüÉÌMüUÉrÉÉ ONWARD TRAIN / RETURN JOURNEY TRAIN/ BUS FARE / TAXI FARE : _____
   - B) SæÌlÉMüpÉ¨Éå __ÌSlÉDAILY ALLOWANCE ____DAYS @ Â.Rs._____/- : ....
   - c) Hotel Bill : ._______
   - C) UÉåQûqÉæsÉåeÉpÉ¨ÉåROAD MILEAGE ALLOWANCE : . _______
   - MÑüsÉTOTAL : _______
8. AÌaÉëqÉMåüÃmÉqÉåÇmÉÔNûÉaÉrÉÉkÉlÉUÉízÉ AMOUNT OF ADVANCE REQUESTED FOR : ._______
9. oÉMüÉrÉÉAÌaÉëqÉMüÉorÉÉæUÉAÉæUMüÉåD DETAILS OF OUTSTANDING ADVANCE, IF ANY. : ._____
10. MüqÉïcÉÉUÏMüÉ / MüÐWûxiÉÉ¤ÉU SIGNATURE OF THE EMPLOYEE WITH DATE : ______________________

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uÉaÉï-ZÉPART-B

xÉWûÉrÉMüMüÉ / MüÐlÉÉåOûNOTE OF THE DEALING ASSISTANT (ACCOUNTS CLERK)

- A) oÉMüÉrÉÉAÌaÉëqÉ (mÉÔUåorÉÉæUåMåüxÉÉjÉ) OUTSTANDING ADVANCE (COMPLETE DETAILS) : ₹ ______/-.
- B) xuÉÏM×üiÉÌMürÉÉaÉrÉÉkÉlÉUÉízÉAMOUNT ADMISSION : ₹ ______/-.

xÉWûÉrÉMü / mÉëuÉU ´ÉåhÉÏlsÉÌmÉMü / AuÉU ´ÉåhÉÏlsÉÌmÉMüMüÉWûxiÉÉ¤ÉU (ÌSlÉÉÇMüxÉÌWûiÉ)

SIGNATURE OF THE UDC WITH DATE : ____________________

uÉaÉï-aÉPART-C

AÌaÉëqÉMåüÃmÉqÉåÇ Â.____/- MüÐqÉÇeÉÔUÏMüÐaÉDWæû | SANCTIONED ₹ _______/- (Rupees ____only) as an ADVANCE.

ÌSlÉÉÇMüDated :

mÉëÉcÉÉrÉïPRINCIPAL

Received Ch.No..........................dt...................... for..................

KENDRIYA VIDYALAYA No.1 TIRUPATI 517507

F.No.1530089/KV1TPT/2016-17/ Dated: . .201

M/S.

Sub:- Supply order-reg.

Sirs,

I am to refer to your quotation No…………………....dt…………….2016for supply of following items and to state that the quotation has been accepted on the terms & conditions set-forth in enquiries/ letter No……nil…dated ……………….…… /oral inquiryinviting the quotation, hereinafter referred to as the contract, subject to the modification given below:

Please supply the articles (As per the details given below) on or before………………..201

In terms of the contract, you are to furnish a security of Rs.NIL (Rupees _____NIL___). After adjusting the EMD of Rs…..nil….. already deposited byyou, against the SD you are required to deposit a further sum of Rs.nil within nil.

In respect of Serial no.__nil___of the articles specified below, please furnish samples for approval / arrange to give demonstration at the school / before the representative of school, who will call you on you on …………..nil………

In terms of the contract, the rates quoted by you are valid up to 31.03.201 . Further order, if any will be placed on you in due course.

After supply of the articles is completed, please submit GST/**VAT/TAX bill** fvg. Principal, KendriyaVidyalaya No.1Tirupati for payment by way of cheque/DD.

Please acknowledge receipt of this letter.

Yours faithfully,

PRINCIPAL

S.No.	Description of Item	Quantity	Rate	Total with VAT
1				
2				
3				
4				
5				
6				
7				

Stock Holder Principal

CHECK LIST FOR PASSING A BILL

S.No.	Nature	Remarks
1	Is it Printed Bill/Tax Invoice withMachine Bill No.& Date, signaturefvgPrincipal, KV …………?	Yes
2	Does it have GST/CST/TIN?	Yes
3	Requisition letter from the stock holder with estimation/quotation	Yes
4	Copy of Supply Order to the firm	Yes
5	Is the amount segregated based on Con/NC. Items?	Yes
6	Is expenditure within the limits of Principal (i.e. up to Rs.50,000/- under each item of expenses(i.e. each head); Rs.2.0 lac of EC; up to ceiling of VMC)	Yes
7	If purchase up to value of Rs.15,000/-, prescribed certificate of Principal obtained on bill.	Yes/N.A
8	If purchase value is above Rs.15,000 up to Rs.1.0 Lac, Certificate of Local Purchase Committee obtained.	Yes/N.A.
9	If purchase value is above Rs.1.0 lac up to Rs.25.0 Lac, Comparative Statement based on Limited Tender Enquiry (KVS:Min. 3 quotations) obtained.	Yes/N.A.
10	If the purchase exceeds Rs.1.0lac, each contract, has chairman with assistance of EC reviewed the need based purchase?	Yes/N.A.
11	If the purchase is between Rs.3.0 & Rs.5.0lac,each contract has DC's approval been obtained & for above Rs.5.0 lac from Addl.Commr. (Admn)?	Yes/N.A.
12	Has the approval for Proprietary items been obtained for Rs.25,000& up to Rs.1.0 lac from chairman; up to Rs.3.0 lac from DC/KVS?	Yes/N.A.
13	Are they reserved items from SSI/KVIC/ACASH or DGS&D/KB/NCCF under special dispensation?	Yes/No
14	In case of payment for services exceeding Rs.30,000/- (aggregate amount exceeding Rs.75,000), TDS @ 2.06% recovered and collected PAN for issue of Form 16A.	Yes with PAN/N.A.
15	Balance Budget available in relevant head ( )	Rs.
16	Funds available in VVN	Rs.
17	Does it contain Stock Entry certificate for articles & certificate of purchase committee for the services?	Yes

KENDRIYA VIDYALAYA No.1 TIRUPATI

Certificate of recommendation for placement of order

Certified that *"we, the members of the Local Purchase Committee (LPC) , as constituted with the concurrence of the chairman, VMC KV 2 Tirupati vide Note sheet, dt.01.04.2016 under the powers vested in him vide Art.173 of Accounts Code, are jointly and individually satisfied that the goods recommended for auction are priced at the prevailing market rate and the agent/firm recommended is reliable and competent to lift the goods in question,"* as given below:

Market survey of the firms from : 1. M/s.

2. M/s.

3. M/s.

Date(s) of survey of the market: …………………201 Date of Report: ………….**.**201

S.No.	Description of Item	Rate ₹	Quantity	Total
1				

RESOLUTION OF LPC: RECOMMENDED TO PLACE WITH:
M/S.

TIN/VAT Number:

REMARKS IF ANY:

CO-OPTER MEMBER (DEPT I/C)	MEMBER–TEACHER VMC	MEMBER,LPC VP/SR.MOST TGT	MEMBER, LPC HM/ SR.MOST PRT

PRINCIPAL

KENDRIYA VIDYALAYA No.1 TIRUPATI 517 507

F.No.1530089/KV1TPT/201 / Dated:

Tirupati.

Sub: Work order for supply of man power/labor -reg.

Sirs,

With reference to your quotation, dt.18.06.2014for supply of man power for out sourcing in our Vidyalaya as per Min. Wages Act ofGoI, I request you to supply man power/labor for execution of the M&R works in our school campus as detailed below:

S.No.	Nature of work	Type & Class of man power	No. required	Dates of man power required	Labor rate quoted for Class "C" cities
1					

It may be noted that the duration for completion of work may increase/decrease depending upon the progress of the work and the work is to be carried out by the man power as per labour laws in force. Works should be carried out under proper supervision by you and subject to satisfaction of the committee appointed by the undersigned for this purpose.

On completion of the work, proper bill may be submitted for payment by way of crossed cheque in the name of the agency, after deducting 2% TDS as per IT rules.

Yours faithfully,

In-charge of the work

PRINCIPAL

KENDRIYA VIDYALAYA No.1TIRUPATI 517 507

F.No.1530089/KV1TPT/ / Dated:

M/S.

Sub: Supply order for supply of material -reg.

Sirs,

I am to refer to your quotation………………………, dt……………. .enquiry/negotiations to-day over phone for supply of material,I request you to supply the following material to our school as detailed below:

S.No.	Name of Item with specifications	Quantity	Rate	Total with Tax	Remarks
1					-

Please supply the said material on or before ………………..

Payment will be made on receipt of material and proper VAT/GST bill, by way of crossed cheque in the name of the firm.

Yours faithfully,

In-charge

PRINCIPAL

From: Dated: ……………201

………………………………………………………….
KV 1Tirupati

To
The Principal,
KendriyaVidyalaya 1
Tirupati.

Sub: Requisition for procurement/ M&R of…………………………………………………………

Sir,
I would like to inform you that the following items are required for the department of

……………………………………..……./M&R of the following item(s) is to be carried out urgently involving approximate

expenditure of Rs………………..for the purpose of
……………………………………………………………………………………….

S.No.	Name of the item/work/repair	Existing stock	Quantity	Cost (Approx)Rs.

I therefore request you to accord permission to purchase the said items as per the purchase procedure/get the said work done/ repaired at the earliest. It is further submitted that the Labourers are willing to take up the work only by crossed cheque/ un-crosssedcheque, as they do not have account in any bank.

Yours faithfully,

Encl: Estimation.

Name:
Designation:

Permitted out of VVN/School Fund under the Head………………………………/

Principal

From
…………………………………………..
…KV 1 Tirupati

To
The Principal
KV 1 Tirupati

Sub: Settlement of advance/TA/DA/for purchase of items - Reimbursement of expenditure from VVN

Purpose:……………………………………………………………………………….

Ref: Advance of Rs……………… taken on …………… from VVN.

Sir,

I have drawn an advance as detailed above for the purchase of items/TA/DA of students. The said event/purchase has been completed on ………………….

I hereby submit the VAT/GST bills duly **certified and/or stock entered** in full and final settlement of advance/ reimbursement of expenditure:

S.No.	Bill No. & Date	Details of items/TA/DA, etc.	Amount Rs.
		Total	
		Advance	
		Net amount refundable/payable	

Date: Signature of employee

Passed for payment of
Rs…………..(Rupees……………………………………………..……………………………………..only)

Balance paid/refunded vide…………
Dt……………

PRINCIPAL

From

Dated: ………..2016

KV 1 TIRUPATI

To

The Principal
KendriyaVidyalaya 1
TIRUPATI

Sub: Sanction of advance for purchase/services of
……………………………………………..…………………………………………………….

Sir,

In continuation of my discussions with you to-day, I request you kindly to sanction an amount of Rs……………….. towards temporary advance for the said purpose.

I hereby undertake that I shall settle the advance within 1 week of completion of purpose with proper bills duly certified/stock entered, otherwise penal interest at 10% on entire advance from the date of drawal of advance may be levied as per the KVS rules.

Details of advance are as follows:

S.No.	Purpose/Head	Amount
	Total	

Signature of In-charge
Designation:

Passed for payment of Rs…….…… (Rs…………………………………………………………only)

Received Principal
Ch.No………………….dated………………..

Signature

REQUISITION

From:

KV No.1 Tirupati

To
The Principal,
KendriyaVidyalaya No.1
Tirupati.

Sub: Requisition for procurement of items –reg.

Sir,

I submit below the requirement of items both consumables and non-consumables for our department ……………………………………….. for the year

S.No.	Name of item required	Stock existing as per stock register	Quantity required	Approx. cost
	Total			

This is for your kind information and necessary action, please.

Yours faithfully,

Dated: Signature of stock holder: