



No. VSSUT/ / /20

Date:

**RECOMMENDATION FOR PAYMENT OF EQUIPMENT/MATERIALS PURCHASED  
OUT OF NON-RECURRING HEAD**

1. "Head of Account" Non-Recurring
2. Name of Funding Agency:
3. Scheme of Project Grant:
4. Project Title:
5. Sanction Order No. and Date:
6. Name of Principal Investigator (PI):
7. Department:
8. Total Amount of Approved Grant: ₹
9. Total Approved Amount under Non-Recurring: ₹
10. Total Released Amount under Non-Recurring: ₹
11. Total Amount Spend so far: ₹
12. Total Balance Amount till date: ₹
- 13a. Purchase Order No. and date:
- 13b. Cost of Items recommended for payment ₹
14. Total Remaining Balance Amount after this Payment: ₹

15.	Details of Beneficiary (Name of the Company/Supplier)		
	Company/Supplier Bank Account Name		
	Bank Account No.		
	Name & Branch of Bank	IFSC Code	

This is certified that the equipment/materials with specifications as per vouchers mentioned in Page-2 have been purchased following the University Purchase Rules and the total cost is within the budget provision of non-recurring head. The fund has been released by the funding agency and is available in the project account.

Recommended and submitted for pass and payment of amount as mentioned in #13 above.

Principal Investigator

Co-Investigator

Head of the Department

(Highlight the Approval for purchase in the file and Attach duly filled up P-2 & P-3 of this form with all vouchers in triplicate.)

**FOR SRIC OFFICE USE ONLY**

Remarks: Verified the details mentioned above and found satisfactory.

Dealing Assistant

Associate to Dean (SRIC)

Approved by Vice-chancellor on Date:			
Submitted for pass and payment of the amount:			
Under ₹	Passed for payment of ₹	(Rupees	
only) and Paid vide Cheque No.	Date:	Voucher no.	Entered in cash book page No.
RTGS/NEFT UTIR No.	Date:	of Bank Name:	

Dealing Assistant

Comptroller of Finance



DETAILS OF VOUCHERS FOR EQUIPMENT/MATERIALS PURCHASED  
OUT OF NON-RECURRING HEAD

Vr. No.	Details of equipment/material with detail specification	Quantity	Cash Memo No. & date	Total estimated Amount (₹)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.	Total Amount (₹)			
	Total Amount in words (Rupees)			

Principal Investigator

Co-Investigator

Head of the Department

(NB: Attach extra sheets if necessary)



**CERTIFICATE FOR EQUIPMENT/MATERIALS PURCHASED**

**OUT OF NON-RECURRING HEAD**

This is certified that the equipment/materials are received in good condition and entered in to the stock ledger/book as mentioned below. The technical specification and quantity of equipment/material received are in conformity with the purchase order. The supplier has installed the equipment/materials to our satisfaction. It is recommended for pass and payment for ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only) to M/s. \_\_\_\_\_.

Vr. No.	<i>Name of the Company or Supplier</i>	Cash Memo No. & Date of Bill	Amount (₹)	Stock Book No. & page no.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.	Total Amount (₹)			
	Total Amount in words (Rupees)			

Principal Investigator

Co-Investigator

Head of the Department

(NB: Attach extra sheets if necessary)