



No. VSSUT/ / /20

Date:

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

1. "Head of Account" Recurring (Mention sub-head)
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 Recurring: ₹
10. Total Released Amount under 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 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/MATERIAL PURCHASED

OUT OF 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/MATERIAL PURCHASED

OUT OF 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)