



No. VSSUT/ / /20

Date:

**APPROVAL FOR ADVANCE FOR INCURRING EXIGENCY EXPENSES
OUT OF RECURRING HEAD**

- | | | |
|-----|---|-----------|
| 1. | “Head of Account” | 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 Recurring: | ₹ |
| 10. | Total Released Amount under Recurring: | ₹ |
| 11. | Total Amount Spend so far: | ₹ |
| 12. | Total Balance Amount till date: | ₹ |
| 13. | Cost of Items proposed as per the details attached:
herewith #Page-2 | ₹ |
| 14. | Total Advance Required by the PI: | ₹ |
| 15. | Details of Bank Account of PI | |
| | Account No. | |
| | Name of Bank | |
| | IFSC Code | |
| 16. | Period Required for Utilization | |

This is certified that the advance as claimed in #14 above is required to meet the expenses for emergency need for the project. Recommended and submitted for pass and payment from recurring head of the project grant.

Principal Investigator

Co-Investigator

Head of the Department

(Highlight the sanction order in the file and Attach duly filled up Page-2 of this form with full specifications and other details.)

FOR SRIC OFFICE USE ONLY

Remarks: Verified the details mentioned above. Submitted to Vice-chancellor for approval and Recorded in the project file no:

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

FORM: VSSUT/SRIC/05E (P-2)
 SRIC: STANDARD OPERATING MANUAL-2019



DETAILS OF APPROXIMATE EXPENDITURE OUT OF RECURRING HEAD

Sl. No.	Details of items/material with detail specification	Quantity	Estimate Rate (₹)	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)