



No. VSSUT/ / /20

Date:

**ADJUSTMENT OF 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 Advance Taken with Date: | ₹ |
| 12. | Purpose of Advance: | ₹ |
| 13. | Amount Spent as per the Vouchers attached:
herewith #Page-2 | ₹ |
| 14. | Unspent amount Deposit or Extra Amount to be: paid | ₹ |
| 15. | Details of Deposit or Paid #14 | |

This is certified that the advance amount as mentioned above has been spent to meet the expenses for the purpose, for which it has been sanctioned. Recommended and submitted for adjustment of advance and 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 and found satisfactory. 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/05F (P-2)
SRIC: STANDARD OPERATING MANUAL-2019



**DETAILS OF EXPENDITURE FROM ADVANCE TAKEN
OUT OF RECURRING HEAD**

This is certified that the expenditure for purchase as mentioned below has been made to meet the exigency requirement of the project. The vouchers are paid by the Principal Investigator. The equipment/materials are received in good condition and entered in to the stock ledger/book as mentioned below.

Sl. No.	<i>Details of items/material with detail specification</i>	<i>Cash Memo No. with Date</i>	<i>Amount (₹)</i>	<i>Stock Book No. & page no.</i>
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)