



No. VSSUT/ / /20

Date:

**APPROVAL FOR ORGANIZING SEMINAR, WORKSHOP OR CONFERENCE  
AND DISBURSEMENT OF ADVANCE**

1. "Head of Account" Recurring (sub head: Conference)
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: ₹  
(sub head: Conferences)
10. Total Amount Spend so far: ₹
11. Total Balance Amount so far: ₹
12. Total Estimate Budget (P-2 of this form): ₹
13. Do you need advance? If yes: ₹  
Mention amount (max 75% of the budget #12)
14. Details of Bank Account of PI  
Account No.  
Name of Bank  
IFSC Code
15. Period Required for Utilization

This is certified that the proposed seminar or conference is a part of the project activity and within the budget provision of the project grant. Recommended and Submitted for approval for organizing the seminar or conference and disbursement of advance for initial expenses.

Principal Investigator

Co-Investigator

Head of the Department

(Highlight the sanction order in the file and Attach duly filled up P-2 &amp; P-3 of this form with details.)

FOR SRIC OFFICE USE ONLY

Remarks: Verified the details mentioned above and found satisfactory. Submitted to Vice-chancellor for approval.

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



No. VSSUT/ / /20

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**DETAILS OF SEMINAR, WORKSHOP OR CONFERENCE**

1. Title of the Seminar or Conference:
2. Broad Area of Specialization:
3. National or International:
4. Probable Period with Date :
5. Number of Expected Participants:
6. Expected Income from the participants & sponsors through Registration fee: ₹
7. Expected Outcome (Describe in brief)

Principal Investigator

Co-Investigator

Head of the Department

FORM: VSSUT/SRIC/05K (P-3)  
 SRIC: STANDARD OPERATING MANUAL-2019



DETAILS OF APPROXIMATE EXPENDITURE FOR ORGANIZING  
 SEMINARS, WORKSHOP OR CONFERENCE

Sl. No.	Details of items/material/events	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)