

FORM: VSSUT/SRIC/05L (P-1)  
SRIC: STANDARD OPERATING MANUAL-2019



No. VSSUT/ / /20

Date:

**PAYMENT OR ADJUSTMENT OF ADVANCE DISBURSED FOR  
SEMINAR, WORKSHOP OR CONFERENCE**

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: ₹
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. Submitted for pass and adjustment of advance 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/05L (P-2)  
 SRIC: STANDARD OPERATING MANUAL-2019



DETAILS OF EXPENDITURE FORM ADVANCE TAKEN FOR ORGANIZING SEMINAR,  
 WORKSHOP OR CONFERENCE

This is certified that the expenditure has been made for Organizing Seminar, Workshop or Conference as mentioned below. The vouchers are paid by the Principal Investigator. The vouchers are entered in to the stock ledger/book as mentioned below.

Vr. No.	Details of items/material/events	Cash Memo No. with Date	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)