



Format for release of Advance/Imprest for various Schools/Sections.

1. Name of the Faculty/Staff/student: _____ Deptt. _____
2. Unadjusted Previous amount of Advance/Imprest _____ Advance now Required _____
3. Purpose of the advance/Imprest: _____
4. Ref. Order/Notification No.: _____
5. Section 40A (3)(a) of the Income Tax Act provides that any expenditure incurred in respect of which payment is made exceeding **Rs.10,000/- in a single day** is done by an account payee cheque only.
6. The Advance shall be got adjusted **within one month** from issuance of the same.
7. Under the regime of GST implementation the expenditure incurred in respect of which payment is made exceeding Rs.2,50,000/- shall be leviable to taxation hence Finance Section to be contacted before making such payments.

Signature of the requesting Official : _____

Signature of the Supervisor/PI/Incharge of the event: _____

(In case advance is requested by the student)

8. Recommended/Not Recommended:

By Head of (Deptt./School)/Section Head

By Dean of Faculty

9. Finance Officer:

Signature with Date

10. Source of Fund:

University Fund

Projects

UGC

Consultancy

other Grants

11. Head of the source of fund to be debited : _____
Funds available under Head: _____ Amounting to Rs. _____ /Funds not available.
Previous Pending Balance of Advance _____

12. Remarks of Finance Section:

13. Remark of Finance Officer: Approved/Recommended /Not Recommended

Signature of Finance Officer _____

14. Remark of Registrar: Approved, Recommended /Not Recommended

Signature of Registrar _____

15. Orders of Hon'ble Vice Chancellor: Approved/Not Approved:

Signature of Hon'ble Vice Chancellor _____

16. Finance Wing for Release of Payment.