

**VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR**

**Format For Direct Third Party Payments (in case of direct purchases)**

Note No.

Date:

1. Name:.....
2. Designation:..... 3.Department:.....
4. Account Head of Expenditure/ Ledger No. :.....
5. Expenditure Amount Rs.....(Rupees.....)

**I Certify that:**

1. The above charge has been necessarily incurred in the interest of Institute and expenditure has been incurred for the purpose for which it was sanctioned.
2. The expenditure has been incurred by following the extant procedures. Direct purchase limit of Rs.25000 /- from single source has been adhered to. I am personally satisfied that these goods purchased are of requisite quality and specification and have been purchased from a reliable supplier at reasonable prices.
3. Copy of Financial approval is enclosed (if sanctioning authority is higher than HOD).
4. Goods have been received in good condition/ services have been rendered satisfactorily and stock entry certificate is endorsed on the bills. In case of assets, the necessary entries have been made in Dead Stock Registers.

**You are requested to kindly pay the amount to Beneficiar(y/ies) listed below\* .**

<b>Sr No</b>	<b>Bill No./ Date</b>	<b>Vendor Name/ Beneficiary Name as per Bank Account</b>	<b>A/c No. (Pl ensure prefix 'zero' (0), if any)</b>	<b>Bank</b>	<b>IFSC Code</b>	<b>Amount in Rs</b>

**(Signature of employee)**

**(Signature of HoD)**

[\* Soft copy of the bank list may please be sent by mail 'dr\_acct@vnit.ac.in' if number of beneficiaries are more than one].

Soft copy sent by mail : YES / NO

**Enclosures:**

- 1) **Financial Approval.**
- 2) **Original Bills of Expenditure.**

**To,**

**Jt.Registrar (Accounts)**