**VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR**

Proforma For Recoverable Advance

(For purchase of goods/ services, TA/ LTC etc.)

Date:

1. Name:…………………………………………………………………………………….

2. Designation:……………………………………. 3.Department:…………………………….

3. Amount Rs………………..(Rupees……………………………………………………………….only)

4. Account Head of Expenditure/ Ledger No. :……………………………………………………………

5. Purpose/ justification:…………………………………………………………………………………..

6. Details of earlier outstanding advances (if any) (**mandatory**):

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of drawal of advance** | **Amount** | **Purpose** | **Reasons of non settlement****(Enclose separate page if necessary)** |
| 1.  |  |  |  |
| 2.  |  |  |  |

I certify that the purchase or other purpose cannot be managed under the normal procedures, envisaging post procurement payment system, in terms of Rule No.323 (1) (ii) of GFRs-2017(as made applicable to the Institute by Board of Governors). I further certify that **no earlier advance taken by me for same purpose is pending for settlement.**

I understand that as per Rule No.323 (2) of GFRs-2017, ‘the adjustment bill, along with the balance if any, shall be submitted by the government servant within **fifteen days\*** of the drawal of advance, failing which the advance or balance shall be recovered from his salary(ies)’. Accordingly, I undertake to settle recoverable advance **within 15 days\* from date of drawal**, failing which, I agree to pay penal interest @ GPF rate+2% to the Institute account or recovery thereof from my salary.

*(\* In case of TA/ LTC, time limit is 30 days from date of completion of return journey)*

**Copy of Financial Approval in the prescribed format/ Office Order (for TA/ LTC) is enclosed.**

**(Signature of employee) (Signature of HoD)**

**FOR OFFICE USE ONLY**

Sr No. Date:

Account Head to be debited:…………………………………………………………………………..

Balance (in case of R&D project/ other schemes):…………………………………………………….

 Approved/ Not approved

**Dealing Asst. IAO Jt Registrar (Accts.) DEAN (P&D) DIRECTOR**