



## 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: 

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- 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:

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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.