

DEAN

Instructions:

1. The settlement against advance should be submitted within a period of 30 days from the date of advance drawn
2. Enclose a copy of the Permission cum Sanction Sheet.
3. Enclose a copy of the advance.
4. Enclose the original Detailed Event Report.
5. Enclose a Budget Utilization Certificate in the prescribed format.
6. Enclose the original cash memo/ retail invoice/ money receipt initialed by the Indentor.
7. Stock entry details on the reverse side of the cash memo/ retail invoice/money receipt of the Consumables/ Equipment purchased from this advance. Indentor and HOS's signature on Stock Entry.
8. Unspent balance is to be refunded by Indentor to F&A Section in Cash and enclose a copy of the Receipt.
9. The purchase process as placed on the webpage of S&P section (Intranet) may be followed
10. Make sure that all purchase are made after approval of advance.