



Advance Settlement Form For Conference /Workshop Symposium / CEP/ Consultancy/ Sponsored Project

<u>Sl.</u>	<u>Contents</u>	<u>Details</u>		
1.	Name of Conference/ Workshop/Symposium/ CEP/Consultancy/ Sponsored Project			
2.	Name of the Organizing Secretary/ Coordinator/ Convener/ PI/ Faculty –in- charge			
3.	Name of Officer Drawn Advance			
4.	Details of Advances	Amount (`)		Date of Receipt of Advance
5.	Purpose of Advance Drawn	a) Registration Kit () b) Travel expenses of Keynote Speaker () c) Accommodation () d) Food & Catering () e) Local Travel () f) Purchase of Semi-consumables/ Consumables () g) Publicity () h) Proceedings/ Course Material /Abstract () i) Misc (Specify Please):		

6. Summary of bills / invoices attached for settlement of advance.

<u>S. No.</u>	<u>Invoice No./ Bill No.</u>	<u>Invoice Date</u>	<u>Particulars (Vendor Name)</u>	<u>Amount (`)</u>
i.				
ii.				
iii.				
iv.				
v.				
vi.				
vii.				
viii.				
ix.				
x.				
xi.				
xii.				
xiii.				
xiv.				
xv.				
xvi.				
Total Expenditure				
Total amount of Advance				
Balance Amount Receivable / Payable from Mr./Ms./Dr. _____				

7.	Declaration by employee	<p>1. Certified that amount advanced has been utilized for the purpose for which advance was sanctioned and General Finance Rules 2005 have been followed.</p> <p>(Signature of employee)</p>
8.	Signature of the Organizing Secretary/ Coordinator/ Convener/ PI/ Faculty -in -charge.	
9.	Signature of the competent authority having Financial power for adjustment of above bills / sanction of amount expended over the advance amount.	<p style="text-align: right;"><u>DORD</u></p>