

Performa for Adjustment of Advance

Dean SR&IC

Subject:- Adjustment of Advance

Please adjust Rs. _____ taken as advance vide Memo No. _____ dated _____ under the Research Project (In-House/Sponsored/RIPA etc.) titled:

from Budget Head if any: _____

The details of the expenditure made against this advance is given below:

Sr. No.	Description	Amount	Remarks if any
1			
2			
3			
4			
5			
6			
Total			

The Original Bills duly stamped for Stock Entries and Reasonability Certificate and Signed/Passed by the P.I is attached herewith. The above mentioned items have been entered in the stock register of the said project.

Signature of the P.I. _____

Name of P.I. _____

Department _____

**Dean Sponsored Research,
& Industrial Consultancy**

DA:

1. Original Bills
2. Copy of the Sanction for purchase of the above said items

Forwarded to:

A.C.F.A for necessary action