

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES – AP  
Institute : RGUKT-Nuzvid  
FORM FOR ADVANCE AMOUNT RELEASE

**Finance Office Use Only**

Application No:

Received Date:

Name of the Applicant:

Designation:

Employee/Staff ID No:

Department /Section:

Purpose with justification:

Total Estimated Expenditure (Rs./-):

Total advance amount required (Rs./-):

(in words \_\_\_\_\_)

\*\*Attach separate sheet with the complete details provided in the annexure-01 and also attach quotations/old bills if any for above requirements.

Section Head Institute Bank Account Name:

Bank Account No:

IFSC Code:

Branch Name:

Note: Kindly provide the institute bank details of your section head.

**General Guidelines:**

1. Detailed Project/Work/Service report is to be given for sanction of advance (Abstract details in specific cases)
2. It is the responsibility of the applicant to settle the advance amount by submitting proper bills/invoices following the procedure of the institute.
3. Expenditure estimate should be realistic and may vary up to 5-10% from existing market rates
4. Forwarding authorities refers to the Head concerned with the respective disciplines e.g., for academics related-HoD of the Dept. and Dean of Academics
5. All the advance are to settled with 30 days of receipt of amount
6. Encourage GST registered dealers for purchases which doesn't comes under Tendering process
7. Avoid emergency claims, plan well ahead and execute the same perfectly. It is the sole responsibility of the applicant to raise advance amount proposal properly and well in advance so as to cope up with the administrative delays which may happen in due process
8. Encourage Cashless and Digital transactions to vendors/service providers.

**Declaration: I hereby declare that I will follow the above said guidelines**

Signature of the applicant:

Date:

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1. Forwarding Authorities, Comments/ Recommendations :

**For office Use**

|  |                        |                            |
|--|------------------------|----------------------------|
| (To be filled by Finance Section Only) |                        |                            |
| Head of the Budget:                    |                        |                            |
| Budget Utilized so far:                |                        |                            |
| Outstanding Advance Details, if any:   |                        |                            |
| Sl.No                                  | Advance Amount (in Rs) | Advance received on (Date) |
|  |                        |                            |
|  |                        |                            |
|  |                        |                            |
| Signature of the Finance Section staff |                        |                            |

2. Comments/Recommendations from the Finance Officer

3. Comments/Recommendations from the Administrative Officer

4. Approval of the Director

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**Annexure-01**

Name of the employee:

Designation:

Employee/Staff ID:

Purpose of Advance amount:

| S.NO                                     | Description of Item | No of items required | Unit Cost (Rs./-) | Total Cost (Rs./-) |
|--|---------------------|----------------------|-------------------|--------------------|
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| Total Advance amount Required in (Rs./-) |                     |                      |                   |                    |

Signature of the applicant with date