

ASSAM UNIVERSITY, SILCHAR

FORM:FA-1

EXPENDITURE SANCTION ORDER FORM (FA-I)

(A) Sanction Details:

1 Department / Section: _____ 6. Date of Sanction: _____
2 Sanction of the Authority vide: _____ 7. Sanctioned Amount : _____
3 File No: _____ 8. Concurrence Scroll No: _____
4 Note Sheet page No. : _____ 9. Date of Concurrence: _____
5 Purpose : _____

(B) Details of Head of Account:

10 Financial Year: _____
11 Major Head: _____
12 Accounting Head: _____

(C) Details of Advance (In case of advance only):

1. Advance Drawn: Rs. _____
2. Adjustmet Accepted: Rs. _____
3 Net Amount payable: Rs. _____

(C) Details of Pavee:

Sl. No	Name of the Claimant	Bank Name	Account No	IFS Code	Amount (in Rs.)
1					
2					
3					
4	Income Tax Officer, Silchar (YOURSELF)				
5	Asstt. Commissioner of Taxes				
6	The Labour Commissioner- CUM- Member Secretary, Labour Cess				
				Grand Total	

PAN of Claimant (Mandatory for Income Tax Deduction)	
Mobile no. of Claimant	

Certified that all conditions of procurement of goods / services relating to the claim(s) have been satisfied.
Photo copy of complete note in connection with sanction of above expenditure is enclosed.

Forwarded to the Finance officer (in duplicate) for payment along with original bills and all relevant documents.

Signature and seal of Authority

File No.: _____ Date: _____

FOR USE IN FINANCE DEPARTMENT

CASH UNIT			ACCOUNTS UNIT	
1	Bank A/C No		5. Entered in Tally on	
2	AD / Cheque No		6. Payment Vr. No.	
3	Date			
4	Voucher No.			
	Signature of Cashier			Signature of Dealing Asstt.

Checked and found correct

Verified

Admitted / Not Admitted

Section Officer (A/Cs)

Assistant Registrar(A/Cs)

DDO

FO

N.B. 1. Cancelled cheque of payee should be attached with the FA-I. (Not applicable for A.U. Employees)

2. If cheque is not having the name of bank holder then Photo copy of the page of Bank pass book containing details of Bank accounts number, IFS code duly attested by the payee.

(The above FA-I form may be submitted in printed form to avoid confusion)