

Assam University: Silchar
EXPENDITURE SANCTION ORDER FORM

Department/ Section: _____ File No. _____

1. Sanction of Vice Chancellor: Note Sheet Page No. _____ Date: _____

2. Amount Rs. _____ (Rupees _____)

3. Financial Concurrence: **Scroll No.** _____ Date _____

4. Purpose: _____

5. Classification:

Financial Year _____

Major Head _____

Minor Head _____

6. Payable to:-

a) _____ Rs _____

b) _____ Rs _____

c) _____ Rs _____

d) Assistant Commissioner of Taxes, Silchar (For VAT/ CST) Rs _____

e) Income Tax Officer, Silchar

i) Income Tax Rs _____

ii) Surcharge Rs _____

iii) Educational Cess Rs _____

} Rs _____

GRAND TOTAL

Rs _____

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 the authority

Conveying the sanction

No. _____ Date: _____

FOR USE IN FINANCE DEPARTMENT

CASH UNIT	ACCOUNTS UNIT
1. Bank Account No. _____	1. Entered in Tally on _____
2. Cheque No. _____	2. Payment Voucher No. _____
3. Date _____	
4. Voucher No. _____	
Signature of Cashier	Signature of Dealing Assistant

Checked and found correct

Verified

Admitted / Not Admitted

Section Officer (A/Cs)

Assistant Registrar/Deputy Registrar/DDO

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