



GURUCHARAN UNIVERSITY

A State University established by upgrading Gurucharan College under Assam Act No. LVII of 2023

Website: www.gurucharanuniversity.ac.in

EXPENDITURE SANCTION ORDER FORM

A. Sanction Details:

- Department / Section: _____
- Sanction of the Authority vide: _____
- File No: _____
- Note Sheet page No.: _____
- Purpose: _____
- Date of Sanction: _____
- Sanctioned Amount: _____
- Concurrence Scroll No: _____
- Date of Concurrence: _____

B. Details of Head of Account:

- Financial Year: _____
- Major Head: _____
- Accounting Head: _____

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

- Advance Drawn: _____
- Adjustment Accepted: _____
- Net Amount payable: _____

D. Details of Payee:

Sl. No.	Name of Claimant	Bank Name	Account No.	IFSC	Amount (in Rs.)
1.					
2.					
3.					

PAN No. of Claimant:	
Mobile No. of Claimant:	

E. Tax Deductions:

Gross Amount	
Taxable Amount	
Less: GST @ 2%	
Less: TDS @	
Net Amount	

- Certified that all requisite conditions for procurement of the goods/services pertaining to the above claim(s) have been fulfilled.
- 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 the original bills duly certified and all relevant supporting documents.

Signature and seal of the Authority

FOR USE IN FINANCE DEPARTMENT					
CASH UNIT			ACCOUNTS UNIT		
1	Bank Account No.:		5	Entered in Tally on:	
2	AD/Cheque No.:		6	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 (Accounts)

Assistant Registrar (Accounts)

DDO

FO

N.B.:

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