

Ref No:KBVS&ASU/TIC/4/2026

Date:10-02-26

## NOTICE

Pursuant to the approval of the Hon'ble Vice Chancellor dated 05/02/2026, all Departments, Sections, and Offices under KBVSASU are hereby notified that the following standardized forms have been introduced for smooth administrative and financial operations, effective immediately:

Sl. No.	Form Title	Usage
1	Pay order format	For every payment for Finance Dept.
2	Requisition format	Requirement for all the dept.
3	Reimbursement claim format	For all the deptt.
4	Advance settlement form	Against advance taken.
5	Casual labour payment sheet	Any type of labour payment against advance taken.
6	Cash Receipt	For petty expenditure

### **Guidelines for Use:**

All concerned departments are requested to download the approved templates from the University website or collect them from the Treasurer's Office.

No handwritten or old formats will be entertained for financial processing.

Proper documentation must accompany each form as per university norms.

These forms are being introduced to ensure transparency and uniformity in the university's internal correspondence and accounting.

Registrar, i/c  
Kumar Bhaskar Varma Sanskrit &  
Ancient Studies University

No. KBVS&ASU/ TIC/4/2026

Copies to :-

1. Office of the Vice Chancellor for favour of information
2. All HoDs for favour of information.
3. Treasurer for favour of information
4. Dr Pranab Das, Assistant Professor- you are requested to upload
5. Office Copy.

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