



कुमारभास्करवर्मसंस्कृत-पुरातनाध्ययनविश्वविद्यालयः
কুমার ভাস্কর বর্ম সংস্কৃত জ্ঞান পুৰাতন অধ্যয়ন বিশ্ববিদ্যালয়
Kumar Bhaskar Varma Sanskrit & Ancient Studies University

Namati, Nalbari-781337

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Guidelines for Advance Settlement.

- (1) All vouchers need to be duly endorsed by the concerned person with seal and signature.
- (2) For any advance drawn for specific purpose or event of the university, vouchers along with Statement of Expenditure to be submitted within **15 (Fifteen) days** from the date of completion of event/purpose to the Finance Deptt. Duly authorized by the competent authority.
- (3) Purchase of any item of Non-Consumable nature need to intimate to the **Stores & Purchase Deptt.** For necessary recording the stock registrar.
- (4) For reimbursement of Air Ticket bill(s) of any guest boarding pass need to be attached.
- (5) As per Govt. Guidelines GST invoice is required for every purchase(s).
- (6) For TA Claim of any guest will be as per Govt. of Assam TA Rules. Also use separate TA Claim Form for payment.
