



No. 5052 /Accounts

Date: 18.11.2024

OFFICE ORDER

It is for information of all concerned that the vice-chancellor has been pleased to approve the proceeding of the meeting of advance adjustment committee held on 06.11.2024 with respect to furnish utilization certificate to Sambalpur University in a prescribed format against the advance taken by the Principal / Zonal Supervisor towards conduct of zonal valuation and other activities at different colleges of Sambalpur University being verified by accountant that the money was actually utilized for the purpose for which it was sanctioned along with the bills / vouchers / documents are kept in his office for future ready reference and audit.

In this connection, 75% estimated expenditures of the funds for zonal valuation / others will be released for payment of advance.

All the earlier advances yet to be adjusted will go through this procedure.

This procedure will take immediate effect.

Registrar 18/11/24

Deputy
Sambalpur University

Memo No. 5053 /Accounts

Date: 18.11.2024

Copy forwarded along with prescribed formate for information and necessary action to: -

1. Principal of all colleges.
2. Zonal Supervisors of all zonal valuation center, S.U.
3. Chairman, P.G. Council, S.U.
4. Director, P.E.C./C.D.O.E.
5. Principal, L.R. Law College, SBP/J.V.H.S.S., J.V.
6. All HODs, P.G. Department of S.U.
7. C.O.F./C.O.E./Secretary, Sports Council.
8. All Officers of S.U.
9. All Section Officers / Type Superintendent.
10. Secretary of Vice-Chancellor / P.A. to Registrar.
11. Director, E-Governance for uploading in the website of S.U.
12. Five spare copies to Accounts Section.

Registrar 18/11/24

Deputy
Sambalpur University

FORMAT FOR SUBMISSION OF UTILISATION CERTIFICATE

(To be submitted in duplicate)

1. Name & Designation of the Person :
who had taken advance

2. Sanction order and date :

3. Sanction Amount (Advance) :

1. Certified that out of the Rs. _____ (Rupees _____)
only of advance sanctioned and released during the year _____ for the purpose of
_____ from Sambalpur
University, Jyoti Vihar, Burla a sum of
Rs. _____ (Rupees _____) only has been utilized for
which it was sanctioned and Balance of Rs.
_____ (Rupees _____) only remaining unutilized at
the end has been refunded to the Sambalpur University having deposited in SBI/UCO Bank Account No.
_____ on dated. _____.

2. Certified that excess expenditure is incurred above the advance amount for the purpose
Rs. _____ (Rupees _____) only may be
reimbursed in our account No. _____ at earliest .

3. Certified that I have satisfied myself that the condition on which the advance was sanctioned as per
Guideline No. _____ dated. _____ have been duly fulfilled/are being fulfilled and
that I have exercised the following check to see that the money was actually utilized for the purpose for which
it was sanctioned. The bills, vouchers and documents are kept in my office for future reference and audit.

Kinds of Checks exercised.

1.

2.

3.

Place: _____

Date: _____

Accountant

(Seal & Signature)

Principal

(Seal & Signature)