

**CENTRAL UNIVERSITY OF GUJARAT**  
**ADJUSTMENT BILL**

Date.....

Voucher No.....Date..... (To be filled by (F&A Dept.))
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Department/school/Centre....., Budget Head....., Name of person to whom the advance made....., Advance Sanction letter No....., Amount of advance Sanctioned....., Amount of advance Disbursed ....., Date of Advance Disbursement....., Unspent Balance (If any)....., Excess Amount spent (If any).....

S. No.	Bill No./ Voucher No.	Date	Name of Party	Particulars of item(s) procured	Amount (Rs.)
<b>TOTAL</b>					

- (i) The unspent balance of Rs..... has been deposited in the F&A Department vide Receipt No..... Dated.....
- (ii) An additional amount of Rs..... has been spent by Shri..... on the purchase of the above item/services availed. This amount may please be reimbursed to Shri..... and charge the same under the respective budget head.

**Bank details in case of point no. (ii) Above, where the amount required to be remitted:**

Name of Bank.....

Account No.....

IFSC Code.....

Branch Address.....

**CERTIFIED THAT:**

1. The Expenditure has been made only for the purpose for which it was sanctioned.
2. All the items mentioned above have been received/verified and found in good condition and also verification & stock entry have been mentioned on the Invoice/cash memo.
3. All the calculations of the enclosed bill/memos have been checked & found correct.
4. Valid warranty certificate, wherever applicable, is enclosed.
5. The equipment for which the repair is made not under any AMC/ Warranty period.
6. Fixed Assets number have been marked on the Assets.
7. All the items of the bills of recurring nature submitted herewith have been entered in Consumable Stock Register.
8. **Capital Item:** (a) All the items of the bills submitted herewith have been entered in Master Stock Register in Central Store and as well as in Capital Register (Stock Register) of Departments  
(b) The Inspection Report as well as all approvals in original are enclosed herewith.
9. The goods have been purchased as per recommendation of the local purchase committee consisting of:  
(i)....., (ii)....., (iii).....
10. Recommendation of the committee members and subsequent approval of Competent Authority required

**Recommendation & Certification under rule 154 & 155 of GFR-2017 is as under:**

- (i) Rule 154 Purchase of goods without quotation upto the value of Rs. 25,000 (Rupees twenty five thousand) only

*"I....., am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."*

Signature.....

Or

- (ii) Rule 155 Purchase of goods by purchase committee costing above Rs. 25,000/- (Rupees Twenty Five Thousand) only. Three members Committee of an appropriate level as approved will survey the market to ascertain the reasonableness of rate, quality and specification and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:

*"Certified that we, the following members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."*

**Name & Sign**

- (i)....., (ii)....., (iii).....

**Verified & Recommended**

(Signature)

Name of Concerned official

(Signature)

Head of Department

**(FOR USE IN THE FINANCE & ACCOUNTS DEPARTMENT)**

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Passed for adjustment/payment of Rs. ...., To Shri..... vide Cheque No.....,  
Dated.....

**Dealing Assistant**

**Section Officer**

**Consultant (F&A)**

**Drawing & Disbursing Officer**

**AR/DR/OSD (F&A)**

**Finance Officer**