



*Your Dreams Our Goal*  
**POORNIMA**  
**UNIVERSITY**



Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

**PRE FINANCIAL APPROVAL FORM FOR EVENT/ACTIVITY**

(To be approved before commencement of activity)

Date: \_\_\_\_\_

**Principle approval for activity [example – conference, seminar, workshop, SPL, Expert Lecture]**

\_\_\_\_\_

Objective of Activity \_\_\_\_\_

\_\_\_\_\_

Organizing Faculty / Departments: \_\_\_\_\_

Proposed day & date of activity: \_\_\_\_\_ Proposed Venue: \_\_\_\_\_

Name of coordinator \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Poornima Email ID: \_\_\_\_\_@poornima.edu.in

Will there be any funding from government bodies?  Yes  No, if yes, please attach details

Will there be any funding from private organizations?  Yes  No, if yes, please attach details

This activity/ event will benefit \_\_\_\_\_ (No. of Students) of \_\_\_\_\_ (Class) and \_\_\_\_\_ (No. of Faculty).  
 (kindly attach detailed document having clarity on objective of the activity, and proposed outcome)

**STATUS OF UTILIZATION OF BUDGET AFTER COMPLETION OF ACTIVITY IS AS UNDER:**

1. Allocated Budget Amount	Rs.
2. Budget already Utilized (Expenditure made)	Rs.
3. Budget available (1-2)	Rs.
4. Proposal for further utilization of budget ( $\pm$ 20%)	Rs.

Entered in Department Register at Page No. \_\_\_\_\_, Entry No. \_\_\_\_\_

Name & Signature  
of Coordinator

Name & Signature of  
HOD/Dean for recommendation

Signature of  
Pro-President

Signature of  
Finance Department

Signature of  
Registrar

Signature of  
President



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E15B

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REIMBURSEMENT FORM FOR EVENT/ACTIVITY

(To be submitted within 7 days after commencement of activity)

Name of Expert: \_\_\_\_\_ Organization: \_\_\_\_\_ Experience: \_\_\_\_\_

Topic: \_\_\_\_\_

Date & Time \_\_\_\_\_ No. of Hours: \_\_\_\_\_ No. of Students Attended: \_\_\_\_\_

Expenditure: \_\_\_\_\_ /per hr. Conveyance \_\_\_\_\_ /per day.

PAN No. \_\_\_\_\_ Aadhar No. \_\_\_\_\_

**Furnish Bank Account details of expert along with this form:**

NEFT : A/c No. \_\_\_\_\_ IFSC Code \_\_\_\_\_

Name in A/c \_\_\_\_\_ Bank Name \_\_\_\_\_

**STATUS OF UTILIZATION OF BUDGET IS AS UNDER:**

1. Allocated Budget Amount	Rs.
2. Budget already Utilized (Expenditure made)	Rs.
3. Budget available (1-2)	Rs.
4. Proposal given for utilization of budget	Rs.
5. Expenditure incurred & payment to be made	Rs.

Entered in Department Register at Page No. \_\_\_\_\_, Entry No. \_\_\_\_\_

Name & Signature  
of Coordinator

Name & Signature of  
HOD/Dean for recommendation

Signature of  
Pro-President

Name & Signature of  
Dean, IQAC

Signature of  
Finance Department

Signature of  
Registrar

Signature of  
President



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**E15C**

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**DEPTT. BUDGET UTILIZATION LEDGER ACCOUNT FORMAT**

Session 20\_\_ - 20\_\_

Department of \_\_\_\_\_

Budget Utilization Ledger Account of (Name of Budget Head)

Budget Allocated (In the above mentioned head) \_\_\_\_\_

S. No.	Date	Expenditure Details, Bill No., Name of Party	Amount of Expenditure	Balance Amount	Signature of HOD / Officer In-charge	Signature of CF & AO
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**AGREEMENT WITH POORNIMA UNIVERSITY**

Agreement No: YEAR / MONTH / DATE / S.NO.

Date:

**NOTESHEET**

**Subject: Regarding agreement between Poornima University and \_\_\_\_\_**

Herewith enclosed the agreement between Poornima University and \_\_\_\_\_ which is found appropriate for carrying out the work as mentioned in the agreement attached as annexure 1.

**The Highlight of the Agreement are:**

S.No.	Head	Details	Remark
1	Validity & Duration of Agreement		
2	Total Cost		
3	GST Rate		
4	GST Number		
5	Name of PAN account holder		
6	PAN Number		
7	Frequency of Invoicing (in days - 30/60/180/360)		

**Please Ensure:**

1. Full & final settlement of finances must be done within 15 days of the completion of activity or 15th March which ever is earlier.
2. TDS will be applicable as per Income Tax norms.

Name & Signature of  
HOD for recommendation

Name & Signature of  
Dean for recommendation

Signature of  
CF & AO for Approval

Signature of  
Registrar for Approval

Signature of Pro-President with Remarks

Signature of President, PU with Remarks