



3 Decades • 8 Institutions • 45000 Alumni Worldwide • 12000+ Students • 1200+ Faculty & Staff

POORNIMA GROUP
Achieving Excellence Together

E15A

FORM FOR GENERAL, FINANCIAL APPROVALS & REIMBURSEMENT

Date: _____

Principle approval for activity [example – conference, seminar, workshop, other (please specify)]

Proposed day & date of activity: _____ Proposed Venue: _____

Organizing Department: _____

Organizing Institute: _____

Name of coordinator _____ Emp. ID _____

Mobile No.: _____ Poornima Email ID: _____@poornima.org

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

Tentative Expenditure from Poornima Group: _____, 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)

Name & Signature
of Convener

Name & Signature of
HOD for recommendation

Name & Signature of
Campus Director

Signature of
Accounts Officer

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

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

Entered in Department Register at Page No. _____, Entry No. _____

Name & Signature
of Convener

Name & Signature of
HOD for recommendation

Name & Signature of
Campus Director

Signature of
Accounts Officer



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FORM FOR PAYMENT OF HONORARIUM AGAINST SPL/EXPERT VISIT

Name of Expert: _____ Organization: _____ Experience: _____

Topic: _____

Date & Time _____ No. of Hours: _____ No. of Students: _____ 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 _____ Branch Address _____

Name in A/c _____ Bank Name _____

STATUS OF UTILIZATION OF BUDGET IS AS UNDER:

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

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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 Account Officer



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AGREEMENT WITH POORNIMA GROUP

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

Date:

NOTESHEET

Subject: Regarding agreement between Poornima Group and _____

Herewith enclosed the agreement between Poornima Group 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
Campus Director

Signature of
Accounts Officer

Signature of Campus Director with Remarks