

Approval for Tax Invoice Before receipt of Payment (SRIC)

Project Code	Name of the Funding Agency	Sanction Value:
Invoice for % of the project cost	Gross Amount (Incls of GST)	GST Amount
Expected Date of Receipt of Payment	Project from which PAYMENT OF GST to be made (Budget Head)	Reason for issue of tax invoice before receipt of payment.
Status of Delivery of Service to the agency	1. The Delivery of Consultancy/Research Service has already been done, the agency needs tax Invoice for release of payment. 2. The agency needs tax invoice for release of payment in advance. 3. Others.....	

I hereby undertake that I will ensure the release of the funds against the above tax invoice by the expected date of payment as mentioned, or I shall intimate the SRIC office for cancellation of the Invoice before time (before four months of issue of invoice), to get the GST refund. In case the GST is cannot be refunded due to delay in communication, the same may be adjusted from my other project as mentioned above.

Name:

Designation:

Date:

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Fund Status of the allocated project (Budget Head)	
Recommendations for Issue of Tax Invoice (Yes/No)	
	Dealing Hand
Section Officer	Assistant Registrar/Dy.Registrar
Dean (SRIC) Approved/Not Approved	

