

# UNIVERSITY OF KERALA

Name of Section :

## Acknowledgement of Receipt

Received from .....(Name).....(Designation)

.....Department/Office, the following documents pertaining

to the regularization of Provisional advance of Rs..... Sanctioned Vide

UO. No. ....Date.....

### Particulars Received

Sl No.	Items	Numbers received	Remarks
1	Contingent Bill for regularization (CB No.....)		
2	Detailed Expenditure Statement		
3	Sub vouchers with Sl. No. From .....to.....		
4	Copies of University Orders by which the advance(s) Sanctioned		
5	Refund particulars (Pay-in-slip No. Date)		
6	Others (to Specify)		
7			
8			
9			
10			

- Note:**
1. The Bills and vouchers are subject to verification by Audit branch, clearing of objections if any, issuance of orders of regularization of advances etc. Therefore, this acknowledgment should not be construed to have regularized the advances.
  2. The files, duplicates of invoices, spare copies etc should not be attached with the contingent bill for regularization.
  3. This acknowledgment is valid only if it contains Signature, Name, Designation and Office Seal of the issuing authority of the concerned Branch.
  4. Duplicate of this acknowledgement shall be retained by the issuing authority.

Place : Signature :

Date : Name & Designation of Officer :

Name of Section & Branch :