

**ORISSA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY, BHUBANESWAR**  
 REQUISITION FOR RELEASE OF FUNDS FOR QUARTER ENDING ..... AND RECEIPT/EXPENDITURE PROFILE  
 (Prescribed in OUAT circular No.25422/UAT, dated 26.09.2001)

*INSTRUCTIONS : (1) Please strike out the portion(s) not applicable (2) Please write N/A (not Applicable) where necessary (3) Please attach separate sheet if the space provided for is inadequate, (4) No serial/column should be left blank and (5) Requisition for release of funds to be forwarded 7 days before the commencement of the quarter.*

**PART-A** (To be filled in by the requisitioning Officer)

Name of the Scheme :  
 (NON-PLAN/STATE PLAN/75:25 COORDINATED/100% ICAR/GOI/NATP/DEPOSITE SCHEME  
 .....

1. Main objective of the scheme in brief.
  
2. Physical target of the previous year :
  
3. Physical achievement of the previous year :
  
4. Physical target of the current year :
  
5. Physical achievement of the current year :

**6. Expenditure :**

Non-salary head	Actual expenditure for the previous year	Budget provision for the current year	Amount released up to the proceeding year	Expenditure incurred up to the date of requisition	Amount proposed to be released for the quarter ending .....
<b>Total:</b>					

**7. Receipts :**

Budget head	Actual receipt during the previous year	Budget provision for the current year	Amount collected upto the date of requisition	Amount credited to OUAT	Amount expected to be collected upto the end of the financial year
<b>Total :</b>					

Memo No. \_\_\_\_\_/dated.

Certified that the above information are based on records maintained in the office. Certified that the Cash Book and accounts are maintained up-to-date and there is balance of Rs..... as on .....including Bank Balance of Rs.....

Forwarded to the Comptroller, OUAT, Bhubaneswar through ..... With a request to release funds latest by .....lest the implementation of the scheme/project suffer.

**Name (.....)**  
**Seal and signature of the Requisitioning Officer**

**PART- B** (For use in the Office of the Dean /Director/Controlling Officer)

Memo No..... dated.

Forwarded to the Comptroller, OUAT in original with a request to release the fund to the extent of Rs..... for the quarter ending .....

**Seal and Signature of the Dean/Director**

**PART- C** (For use in the Office of the Comptroller, OUAT) File No.....

1. Whether the release of funds proposed within the budget provision :

2. Whether the release of funds proposed within the sanction parameters/  
Norms of the University/State Govt/ICAR/NATP/Deposit Scheme :

3. Balance of funds under the scheme : ( ) Rs.

4. Remarks

**D.A.**                      **S.O.**                      (Rupees  
.....)

5. Funds to the extent of Rs.....may be sanctioned and release for the quarter ending  
..... as detailed below.

**SANCTIONED**

**ACCOUNTS OFFICER**

**COMPTROLLER**

**VICE-CHANCELLOR**

Passed for payment Rs.....

**D.D.O.**

Memo No...../UAT, Dt.

Copy of sanction and release order along with the cheque No..... dt.....for  
Rs..... forwarded to ..... for  
information and necessary action.

**ACCOUNTS OFFICER**

**PART-D** (For review of the receipt and expenditure )

	RECEIPT			EXPENDITURE		
	GIA	Internal Receipt	Total	Salary	Non-salary	Total
Budget provision for the year						
Actual receipt/expenditure up to the quarter ending						

**REMARKS :**

**D.A.**

**S.O.**

**A.O.**

**D.C.**

**COMPTROLLER**