



Performa for Prior Approval of Vice Chancellor regarding Reimbursement of Expenditure from Ph.D. University Grant of LCWU

Approval may kindly be granted for reimbursement of the following:

Name of PhD Student with Father's Name	Department	Enrollment Year	Date of Expenditure	Contact #

Expenditure Details:

Sr. No.	Description of Expenditure	Justification	Quantity	Expected Amount
Total expenditure:				

Installment No: 1st 2nd 3rd

Current Allocation: _____ **Present Expense:** _____ **Previous Expense:** _____
(from Current Allocation including Bills under Process)

Total Expense: _____ **Balance:** _____
(current Expense+ Previous Expense) Allocation –Total Expense)

(Student's Signature)

(Supervisor Sign & Stamp)

(Chairperson Sign & Stamp)

(Dean Sign & Stamp)

(Director ORIC Sign & Stamp)

(Treasurer Sign & Stamp)

(VICE CHANCELLOR)

Please attach the following:

- Copy of University Grant letter

Please Note: With reference to circular no: TR-25/LCWU/1818 dated: 06-10-2022 reimbursement of expense or expenditure on purchase without prior approval of the authority is strongly discouraged.