

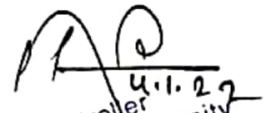
**OFFICE OF THE COMPTROLLER
ASSAM AGRICULTURAL UNIVERSITY:: JORHAT-13,ASSAM**

No. AAU/Bt-2/ CP-29/2012-13/CM 6096 Dated :- 04/01/2022

OFFICE MEMORANDUM

In the interest of smooth functioning of AAU accounting activities and with a view to bring uniformity in FOC system of AAU within the same roof and also to strengthen the internal check system as well as to expedite the fund releasing process, it is impressed upon all concerned to submit the FOC in the prescribed format as appended along with the checklist and Annexure-I.

This will come in to force with immediate effect.


Comptroller
Agril. University
Assam Agril. University
Jorhat-13

Memo No. AAU/Bt-2/ CP-29/2012-13/CM

Dated:

Copy forwarded for information and necessary action to:

1. The Secretary to the Hon'ble Vice-chancellor, AAU, Jorhat.
2. The Registrar, AAU, Jorhat-13.
3. All Dean/ Director/Assoc. Dean/ Chief Scientist/Sr. Scientist & Head of KVKs, AAU, Jorhat/ Khanapara/Out stations.
4. Office File.

Comptroller
Assam Agril. University
Jorhat-13

Name of the Office/STATION:.....
 FOC for the month of

(For 100 % Sponsored Scheme)

Scheme/Project	Head of Expenditure	Allotment during the year (Rs.)	Amount released by the funding agency during the year (Rs.)	Progressive Expenditure up to the month of (Rs.)	Balance (4-5) Rs.	Amount required During the month of (Rs.)	Amount sanctioned (Comptroller's office use only) (Rs.)	*Serial No. of supporting documents furnished	Remarks
1	2	3	4	5	6	7	8	9	10
	Salary								
	TA								
	Contingency								
	TSP,SCSP etc.								
	NRC/Equipment								
	Works								
	Others								
	Total								

An amount of Rs..... (Rupees) Only, Sanctioned against this FOC for this month

Signature of Head of the office/DDO

Assistant Comptroller

Comptroller


 Comptroller
 Assam Agril. University
 Jorhat-78

Name of the Office/STATION:
 FOC for the month of

(For 75% ICAR Share, 25% State Share Scheme)

Scheme/Project	Head of Expenditure	Allotment during the year		Amount released by the funding agency during the year		Total release (5+6) Rs.	Progressive Expenditure up to the month of	Balance (7-8) Rs.	Amount required During the month of	Amount sanctioned (Comptroller's office use only) (Rs.)	*Serial No. of supporting documents furnished	Remarks
		ICAR share 75%	State share 25%	ICAR share 75%	State share 25%							
1	Salary											
	TA											
	Contingency											
	TSP, SCSP etc.											
	NRC/Equipment											
	Works											
	Others											
	Total											

An amount of Rs. (Rupees) Only, Sanctioned against this FOC for this month

Signature of Head of the office/DDO

Assistant Comptroller

Comptroller

Assam Agricultural University
 Journal-13
 Comptroller
 21/12

Check List accompany with the FOC for the month of
(Please '✓' in the box below)

- (1) Demand/Payment to be made against Purchase of goods & services etc.
 - i) Sanction order in original (FOC copy)
 - ii) Photocopy of bill along with stock entry certificate
- (2) Demand for TA bill
 - i) Photocopy of TA bill
 - ii) Approved Tour Diary
- (3) Demand for Contractual / Casual Worker
 - i) Sanctioned order in original (FOC copy)
 - ii) Annexure-I duly filled in
 - iii) Supply order no. & Date (if engagement of labour is done through the Job Contractor)
- (4) Advance for conducting Training /OFT/FLD/MLT/Demonstration/Departmental Work etc.
 - i) Sanction order copy in original & Declaration by the Head of the office as advance in the remarks column
 - ii) Certificate of adjustment of previous advance

Signature of Accounts Personal

[Signature]
 4.11.22
 Comptroller
 Assam Agril. University
 Jorhat-13

Signature of Head of the office/DDO

Annexure-I

Statement showing the detail information of Contractual / Casual Worker engaged for the period of.....

Sl. No.	Name of Labour	Address with Father's Name	Mobile No. (if any)	Bank A/c No	Remarks

Signature of Accounts Personal

Signature of Head of the office/DDO


Comptroller
Assam Agril. University
Jorhat-13