



PROFORMA FOR ISSUANCE OF TAX INVOICE (IN ADVANCE) IN RESPECT OF TESTING-CONSULTANCY SERVICES

1. Department:
2. Consultancy work particulars:
3. Name of the client:
4. Name of the coordinator(s):
5. Proforma Invoice No./ Date:

It is stated that Proforma Invoice was issued to the said client for making payment, in terms of circular No.VNIT/ACCT/2017-18/GST/3714 dated 11-8-2017. However, the client is insisting for Tax Invoice, for processing payment.

I/ We understand that Institute has to deposit GST as per Tax Invoice, while remitting of GST collection of that particular month, **irrespective of receipt of payment** from the client. As such, I/we hereby undertake to refund GST amount to Institute Account, in case payment is not released by client, **within ONE MONTH**, from date of issue of Tax Invoice.

I/ we also undertake to send written intimation to Accounts Section immediately (along-with copies of tax Invoice, proforma Invoice, consultancy approval, proof of payment etc.) as and when the payment is transferred by client in Institute bank account, to enable Accounts Section to issue Receipt Voucher.

(Coordinator-1)

(Coordinator-2)

HoD

(Recommended/ Not recommended)

DEAN (R&C)

DEAN (P&D)

(Approved/ Not approved)

DIRECTOR

To:

Dy Registrar (Accts.) - For n.a. please.

Enclosures: Testing/ Consultancy approval, Proforma Invoice, Request from client for tax invoice etc.