

**FORWARDING NOTE FOR PAYMENT**  
**IMU HEADQUARTER, CHENNAI-600119**

File Ref No.:

Date:

**Department/Section:**

**From**

**To**

DR (F)

Vice-Chancellor / Registrar has approved for the payment, vide above file reference no. and note sheet page No. \_\_\_\_\_ dated: \_\_\_\_\_

for the payment of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ )

to M/s. Mr \_\_\_\_\_

towards \_\_\_\_\_

Details of Bills/Claims/Sanction orders as applicable, are furnished as follows

Invoice No. & Date :

Name of the person / Company :

Mode of payment : NEFT / RTGS / Cheque / DD

In favour of whom the payment to be made:

PAN details (For deducting TDS) :

**Bank Details (In case of NEFT/RTGS)** – if the payee is more than one, kindly attach separate list of payees)

Name of the Account Holder:

Bank Account No.:

IFSC :

Name of the Bank & Branch:

Email:

Mobile:

Vice-Chancellor's / Registrar's approval copy along with file is also forwarded for releasing of payment.

**SIGNATURE OF THE FORWARDING OFFICER**