

## APPLICATION FOR OBTAINING ADVANCE

- 1) Name & Designation of an Applicant : .....
- 2) Name of School/Department : .....
- 3) Reason for seeking an Advance : .....
- 4) Approx. Expen. (attach estimated cost) : .....
- 5) Amount of Advance withdrawal : .....
- 6) If, yes, give reasons : .....

Date: / /20

Place:.....

7. I will submit the adjustment bill to the Department of Finance along with the deposit of unspent amount if any, within stipulated time limit of 15 days in terms of Rule 323(2) GFR 2017 (Edition).
8. I understand that any delay in submission of adjustment voucher within the stipulated time will cause the violation of Rule 323(2) mentioned *ibid*.
9. Where it is not possible due to reasons beyond control, position may be specified along with the date on which the advance would be got adjusted.

.....  
**Signature of Applicant**

.....  
*Sign of Head of Department*

**APPROVED/ NOT APPROVED**

***Executive Registrar/ Campus Director***

.....  
For Accounts Branch

Voucher No:.....

Date: : .....

Paid an Advance of Rs. ....

(Rupees .....

to Shri .....

Dr A/c Head

Staff Advance A/c

Prepared by

Sub-Accountant/Auditor

Accounts Officer

Executive Registrar

The advance amount as stated above of Rs. .... (Rupees .....  
.....) has been received CHEQUE/CASH/DRAFT/NEFT.

*Signature of Applicant*