

University of Allahabad

Sub: Request for advance for purchase of goods or services or for any other special purpose (other than Permanent Advance or Imprest)

FINANCE OFFICER

1. Name of the office (viz. Department / Institute / Centre / College / Project) : _____
2. Budget Head : _____
3. Amount Allocated : Rs. _____
4. Expenditure Incurred till date : Rs. _____
5. Balance on _____ : Rs. _____
6. Details of advance taken earlier:
 - a) Sl.No. Cheque No. Date Amount Whether adjusted (give details)
7. Purpose for taking the present advance (Please attach additional sheet, other details, if required) : _____
8. Amount of advance required : Rs. _____
9. Recommendations, if any : _____

N O T E: As per GFR 292(2), the adjustment bill, along with balance if any, shall be submitted within fifteen days of drawal of advance, failing which the advance or balance shall be recovered from his next salary. This provision however be not apply in cases of advance for opening letter of Credit or for sight FDD for Import.

Countersigned

Signature of the Person
requesting for Advance

Head of the Office