

ASSAM UNIVERSITY:: SILCHAR
APPLICATION FOR ADVANCE

An Advance of Rs. _____ (Rupees _____)
May be sanctioned for the purpose mentioned hereunder.

<u>Purpose of Advance with estimate of expenditure</u>		
Item	Details of Estimate (If required separate signed sheet may be enclosed)	Amount
01.		
02.		
03.		
04.		

The adjustment of advance will be made by _____
(Pl. tick which is relevant)

- A. Certified that no advance two or more is/are outstanding with me.
- B. A list of advance outstanding with me is mentioned overleaf.
- C. Any other information:
- D. FA-I form duly filled up enclosed.

Date:

Signature
Name & Designation

FOR OFFICE USE ONLY

To,
The Vice Chancellor

Head of A/C
S/No.
Amount

May be sanctioned

Head of Deptt (means Controlling Head) _____ Finance Officer.

Sanctioned/Not sanctioned

Vice Chancellor _____

Entered in Advance Register No. _____ Page No. _____

D.A. (Fin)

S.O. (Fin)

A.R. /D.R. (Fin)

LIST OF OUTSTANDING ADVANCE

Sl.No.	Date	Purpose	Amount (Rs.)

N.B. No Advance shall be sanctioned if there are two or more outstanding advances are due against the concerned employee.

Signature

