



**PROFORMA TO BE SUBMITTED ALONGWITH ADVANCE BILL**

(To be filled in by the Department/Individual)

1. Date of Proposal \_\_\_\_\_
2. Name of the Department \_\_\_\_\_
3. Major Budget Head \_\_\_\_\_
4. Minor Budget Head \_\_\_\_\_
5. Balance Available \_\_\_\_\_
6. Amount of advance required \_\_\_\_\_
7. Payable to \_\_\_\_\_
8. Personal/Departmental \_\_\_\_\_
9. Approximate date of completion of Supply/Journey/Conference/Event for the purpose which the advance is required \_\_\_\_\_
10. Expected date by which advance is proposed to be adjusted \_\_\_\_\_
11. Particulars of old unadjusted advance (s)

Position of advances drawn upto the end of previous Financial Year (1)		Position of current Financial Year's advances. (2)		Total No. of outstanding advances (A-B) of column 1+ (A-B) of column 2
Total number of outstanding advances as on 31 <sup>st</sup> March of previous F.Y. (A)	Number of advances adjusted during current F.Y. (B)	Number of advances drawn in current F.Y. (A)	Number of current year's advances, adjusted so far. (B)	

12. Reason(s) for non adjustment of above advances \_\_\_\_\_
13. Likely date(s) by which the advance(s) will be Settled \_\_\_\_\_
14. Action proposed for settlement and adjustment of advances \_\_\_\_\_

Sign of HoD/CoS/PI/Individual

**FOR OFFICE USE ONLY**

The position of advance as given by the HoD/CoS/PI/Individual \_\_\_\_\_

\_\_\_\_\_ has been checked and verified from the records of Finance.

There are \_\_\_\_\_ advances outstanding excluding \_\_\_\_\_ adjustment bills received in Finance Office, which are in the process of adjustment.

**In view of the above, if approved**

1. The present advance bill may be considered for approval (sufficient balance is available). **OR**
2. The HoD/CoS/PI/Individual may be requested to submit the adjustment bill before processing the new advances.

Submitted for orders please

Dealing Assistant

Section Officer

AR

DR

Registrar/Dean/Director