

TEMPORARY ADVANCE PROFORMA

Name of Officer/Faculty Member:

Designation:

Department/Project:

Faculty/Institute:

Current Advance:
Amount:

Purpose:

Certificate

1. The Advance is required to meet the immediate expenses.
2. (i) Adjustment of the Advance below Rs.50000 will be submitted within 15 days after the event date for which the advance has been requested.

(ii) Adjustment of the Advance above Rs.50000 will be submitted within 30 days after the event date for which the advance has been requested.
3. If the Advances is not adjusted with in stipulated period, my salary may be stopped till the Adjustment of advance.

Signature of Claimant.

Signature of HOD/Incharge Officer
Recommended For Approval

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For Treasurer's Office use only

Outstanding Advances against the Claimant

<u>Sr.No</u>	<u>Amount</u>	<u>Dated</u>	<u>Purpose</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

Total Outstanding Advances.....

(Assistant)
Treasurer Office

DEPUTY TREASURER

TREASURER

VICE CHANCELLOR