REQUEST FOR TEMPORARY ADVANCE

SC NA Rule 13.1

1 2 CARD CODE	3 7 VOUCHER NO.	8 13 DY MTH YR VR. DATE
2 9		

17 20 PROJECT	21 24 DEPARTMENT	37 40 Date of submission of Previous Temp. Adv.	43 45 MTH No. Adv. No.	46 56 Brief Purpose of Temp. Adv.	62 65 EMPLOYEE NO.

Name	Designation	Scale of Pay	Pay

1] Amount of Advance Required Rs. _____

2] Details of previous advance outstanding if any

Amount Rs.

Pending Since :

3] In case of continuation of advance alredy taken, please furnish the following information

Date of Adv.	Amount of Adv.	Cum Amt. of Adv.	Date of Adj.	Amt. of Adj.	Cum. Amt. of Adv.	Unadjusted Balance As on Date

4] Approximate earliest date by which the accuont for the advance can be submitted.

5] Name of the Party to which advance shall be paid if any

6] Mode of payment of Advance Cash / Cheque / D.D.

Signature of Employee
responsible for adjustment
Name

Signature of the Head of the
Dept./ Division
Name :
Desig.

FOR THE USE OF ACCOUNTS DEPARTMENT

Passed for Rs._____
(Rupees _____ ONLY)

7 5 2 1 2 2		
84 89 ACCOUNT CODE	99 Rs, 105 AMOUNT	106 111 CASH/BANKCODE

Chq. No.	Date

ACCOUNTANT A.O / Sr.A.O.

Received Rs._____
(Rupees _____
_____ONLY)

Date Signature of Employee

Note : 2 or 3 is applicable , obtain Head of the division approval.
Please enclose the copy of the approval of completent Authority.