

APPLICATION FOR ADVANCE

The Registrar
Central University of Haryana
Mahendergarh-123029

Subject: An advance of Rs.....for the purpose of

Sir,

1. It is requested that.....
.....
.....

2. Details of outstanding advances, if any:

SI No.	Amount	Date drawn	Reason for non-submission of settlement voucher
(i)			
(ii)			

3. I will submit the adjustment bill to the Department of Finance along with the deposit of unspent amount if any, within stipulated time limit of 15 days in terms of Rule 323(2) GFR 2017 (Edition).
4. I understand that any delay in submission of adjustment voucher within the stipulated time will cause the violation of Rule 323(2) mentioned ibid.
5. Where it is not possible due to reasons beyond control, position may be specified along with the date on which the advance would be got adjusted.
.....
.....

Signature:.....
Name:.....
Designation:.....
Department:.....

Date:

Recommendation of Branch Head

Date:

Sanctioned Advance Rs.....only.

Date:

Registrar/ Vice Chancellor

To be used by the Department of Finance

Registered vide CUH/Misc. Adv. Register/ Page No. /Serial No. /201.. -201....

A sum of Rs. (Rupees) is passed for payment as advance and paid vide Cheque No. dated.....

Dealing Official

Section Officer

Consultant (Audit)

Finance Officer