

University of Pune

Payment Register Page No.

C.B.F. Voucher No.

Advance Register Page No.

Cheque No. & Date:/.....

Cash / Cheque

Date :

The Registrar / Finance & Accounts Officer,
University of Pune,
Pune-411007.

Sir,

I have to request you to grant me an advance of Rs. as per particulars given below. I shall submit my accounts within seven days of the utilisation of the amount for this work, i.e. on or before

- (1) Purpose for which advance is required and claims with amounts proposed to be spent out of this advance (Please see overleaf)
- (2) Budget Head against which advance is required
- (3) Date on which the amount is required
- (4) Whether previous advances outstanding ?
If yes, please give reason for delay
- (5) Declaration : In case the advance is not settled within 10 days from the date mentioned above, I here by authorise the Finance & Accounts Officer to deduct the amount of advance from my salary with interest from the month of 200 .

Yours faithfully,

Name :

Employee No. :

Dept. / Section :

.....

.....
Signature

(Counter Signature of the Incharge Dept./Section)

For Bill and Audit Section

- (1) The account of the previous advance has been received/not received. A fresh advance of Rs. may be issued.
- (2)
- (3) Checked.

Section Officer.

AFO/A.R. (Fin.)

IA / Finance & Account Officer.

Budget Head : Other Advance / Medical Advance

Advance passed for payment Rs.

Code No. : (302001)

(302003)

(Rupees :

Received Advance of Rs.

.....)

by cheque.

Date :

Revenue
Stamp of
Re. 1/- if
more than
Rs. 5000/-

Section Officer
(Accounts)

Asstt./Dy. Finance
Officer.

Finance &
Accounts
Officer.

