



भा. कृ. अ. प. - राष्ट्रीय मिथुन अनुसंधान केंद्र
ICAR – NATIONAL RESEARCH CENTRE ON MITHUN
Jharnapani, Medziphema, Nagaland – 797 106 INDIA



REQUISITION FOR THE DRAWAL OF ADVANCE OUT OF THE CONTINGENCY
(TO BE SUBMITTED IN DUPLICATE DULY SANCTIONED ON ONE COPY)

- 1 Name of the Division/Section :
- 2 Name and designation of the officer claiming the advance :
- 3 Purpose of advance required :
- 4 Amount of advance required (in figure & in words) :
- 5 Details of payment required
 - (a) In shape of Bank Draft/cheque in favour of :
 - (b) Cash payable to :
 - (c) Authority letter in the name of :

Certified that the above amount is not available in the imprest

Remarks (if any):

Signature of Officer claiming the advance

(Head of Division/Section)

Sanctioned/Not Sanctioned

Director

.....
Space for Audit & Budget Section:-

Sub Vr. No.....

Passed for Rs.....

Rupees.....

Dated.....



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PERFORMA FOR ADJUSTMENT ACCOUNT

(To be completed by in triplicate)

Please find below the details of the advance for the total amount of Rs.....
(Rupees..... only) taken on
..... along with all the complete vouchers duly verified for adjustment/reimbursement.

| Sl No. | Date | Name of the articles/and name of the firm | Cash Memo No. | Amount (Rs) |
|--------|------|---|---------------|-------------|
| | | | | |
| | | | Total | |

Enclosure:

Signature:

Total Rs.

Designation:

Advance Taken Rs.

Balance Rs.

Sanction attached Rs.

Completed by AAO (Cash)

Received back Rs..... on amount of.....

Cash rec. No..... Refund vide pay-in-slip No.....

Dated..... Dated..... For Rs.....

Sir,

Please find herewith the detailed amount of Rs..... against the advance of
Rs..... drawn vide No..... dated.....
Rs..... for adjustment/reimbursement, duly certified on the attached certificate.

Yours faithfully,

AAO(Cash)

