

ANNEXURE – A
PROFORMA FOR SANCTION & DRAWAL OF AN ADVANCE

Subject: - Proposal for Grant of Drawal of Advance

PROPOSAL OUTWARD No.		DATE	
NAME OF THE DEPARTMENT		DEPARTMENT CODE	
PURPOSE OF ADVANCE			
ESTIMATED EXPENSES		DATE OF REQUIREMENT OF ADVANCE FOR PAYMENT	
DATE OF SETTLEMENT OF ADVANCE			
DETAILS OF PREVIOUS OUTSTANDING ADVANCE, IF ANY(DATE OF DRAWAL & OUTSTANDING ADVANCE AMOUNT)			
PARTICULARS OF ADVANCE REQUIREMENT:			
Sr.No	Particulars of Items of Expenditure	Estimated Expenses	
		In Cash	In Cheque
1.			

CERTIFICATES

1. I confirm that the said expenses are reasonably worked out & for incurring of the said expenses the drawal of an advance in cash/cheque is very much necessary.
2. **I further undertake to adjust the advance within 15 days of the event/purpose & also to refund the unspent balance immediately after the purpose is over.**
3. **I am aware that any delay may attract penal interest @ 18% p.a.**
4. I confirm that the laid down due procedure shall be followed while incurring of the expenses & the required statutory deductions shall be made.
5. I will ensure obtaining of indemnity bond if required from the payee to safeguard the financial interest of the SNTD Women's University/Institution.

APPLICANT
(Name & Designation with Stamp)

HoD/Principal/Director
(Name & Designation)

REMARKS OF REGISTRAR

REGISTRAR

REMARKS OF FINANCE AND ACCOUNTS SECTION

JUNIOR /ASST. ACCOUNTANT

ACCOUNTANT

AFAO

DFAO

REMARKS OF FINANCE AND ACCOUNTS OFFICER

FINANCE AND ACCOUNTS OFFICER

REMARKS OF HON VICE CHANCELLOR MADAM

VICE-CHANCELLOR