

**APPLICATION FOR PAYMENT OF TEMPORARY ADVANCE FOR
DEPARTMENTAL/PROJECT PURPOSES**

1. Name of the Applicant _____
2. Designation _____
3. Department/Section _____
4. Purpose (in detail) for which advance is required with name of specific job the person engaged on the job etc _____
5. Reason justifying the need for immediate purpose/payment _____
6. Date by which materials/articles are required _____
7. Amount required _____
8. Estimate of itemwise expenditure _____

Sr. No.	Name of Article/Description of Job	Qty.	Amount Rs P.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Total Rs.			

(where the amount applied for includes anticipated expenditure for purposes other than purchase the same should be clearly indicated).

- i) I understand that the articles for which this advance is applied for are to be purchased and the payment therefore and/or for other approved purposes are to be made and the adjustment account (after refunding the unspent amount in the Cash Section) is to be rendered by the due dates mentioned in the footnotes.
- ii) Certified that no previous temporary advance (General) an amount of Rs. _____ drawn by me as temporary advance (General) on _____

(Signature)

Remarks of the Head of the Department

Head

Date