

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR-16C, DWARKA, DELHI-110075

REQUISITION FORM FOR ADVANCE

Name	:							
Designation	:							
Mobile No.	:							
Department/School	:							
Amount of Advance	:							
Purpose of Advance	:							
							_	
							_	
Date of Commencement of Activity	:						_	
Date on Which advance is required								
	:						_	
Expected Date of Completion of Activity	:							
Nature of Advance(Cash or Cheque) (If Cheque/DD payable to)	:						_	
Total Amount of Pending Advances	:						_	
Data Hand Charles D. P. A.I.		(i) Amount	1		(i) Ama	unt		
	:	(ii) Reason			` ' '			
are not not removed the necount		(-,,			(-,			
		(iii) Expected Date	e of		(iii) Ex	pected Date		
		Submission of			of Su	bmission of		
				Dana Na			Dete	_
		been entered in	n :	Page No.		o.No.	Date	
					oletion of ac	tivity and t	he bills	
Signature of Drawee with date	:						_	
Recommended by								
(Name, Designation and Signature)	:						_	
Amount Sanctioned	:	Rs						
Signature of Sanctioning Authority							_	
	:						_	
	For	Accounts Division	 on					
		S.No						
Entared in Advance Register of		Ledger No.						
Accounts Branch	:	Financial Year						
		Amount			Signature of DA	Signature of AAO	Signatur FO	e c
				1		317.010	1.4	_
Received a Sum of	•	Rs.						
Received a Sum of	:	Rs						
	Designation Mobile No. Department/School Amount of Advance Purpose of Advance Date of Commencement of Activity Date on Which advance is required (Should be drawn usually seven days prior to its requirement) Expected Date of Completion of Activity Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances Details of Earlier Pending Advances and Reason for not rendering the account It is certified that the above said advance Deptt./School/Activity head/ Advance Registe I hereby undertake that unutilized amount w against this advance will be submitted within Signature of Drawee with date Recommended by (Name, Designation and Signature) Amount Sanctioned Signature of Sanctioning Authority (Name, Designation and Signature) Entered in Advance Register of	Designation Mobile No. Department/School Amount of Advance Purpose of Advance Purpose of Advance Date of Commencement of Activity Date on Which advance is required (Should be drawn usually seven days prior to its requirement) Expected Date of Completion of Activity Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances Details of Earlier Pending Advances and Reason for not rendering the account It is certified that the above said advance has Deptt./School/Activity head/ Advance Register I hereby undertake that unutilized amount will be against this advance will be submitted within one Signature of Drawee with date Recommended by (Name, Designation and Signature) Amount Sanctioned Signature of Sanctioning Authority (Name, Designation and Signature) For	Designation Mobile No. Department/School Amount of Advance Purpose of Advance Purpose of Advance Date of Commencement of Activity Date on Which advance is required (Should be drawn usually seven days prior to its requirement) Expected Date of Completion of Activity Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances Details of Earlier Pending Advances and Reason for not rendering the account It is certified that the above said advance has been entered in Deptt./School/Activity head/ Advance Register I hereby undertake that unutilized amount will be deposited withi against this advance will be submitted within one month of complet Signature of Drawee with date Recommended by (Name, Designation and Signature) Amount Sanctioned For Accounts Divisite Entered in Advance Register of Accounts Branch Signature of Sanctioning Authority (Name, Designation and Signature) For Accounts Divisite Entered in Advance Register of Accounts Branch	Designation Mobile No. Department/School Amount of Advance Purpose of Advance Bate of Commencement of Activity Date on Which advance is required (Should be drawn usually seven days prior to its requirement) Expected Date of Completion of Activity Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances Details of Earlier Pending Advances Details of Earlier Pending Advances and Reason for not rendering the account It is certified that the above said advance has been entered in : Deptt./School/Activity head/ Advance Register I hereby undertake that unutilized amount will be deposited within 7 day against this advance will be submitted within one month of completion or Signature of Drawee with date Recommended by (Name, Designation and Signature) Amount Sanctioned Entered in Advance Register of Accounts Branch For Accounts Division S.No Ledger No. Financial Year	Designation Mobile No. Department/School Amount of Advance Purpose of Advance Purpose of Advance Purpose of Advance Date of Commencement of Activity Date on Which advance is required (Should be drawn usually seven days prior to its requirement) Expected Date of Completion of Activity Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances Details of Earlier Pending Advances Details of Earlier Pending Advances It is certified that the above said advance has been entered in : Page No. Deptt./School/Activity head/ Advance Register I hereby undertake that unutilized amount will be deposited within 7 days of compagainst this advance will be submitted within one month of completion of activity Signature of Drawee with date Recommended by (Name, Designation and Signature) Amount Sanctioned For Accounts Division Entered in Advance Register of Accounts Branch	Designation Mobile No. Department/School Amount of Advance Purpose of Advance Purpose of Advance Date of Commencement of Activity Date on Which advance is required (Should be drawn usually seven days prior to its requirement) Expected Date of Completion of Activity Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances Details of Earlier Pending Advances Details of Earlier Pending Advances Details of Earlier Pending Advances It is certified that the above said advance has been entered in : Page No. Submission of Subm	Designation Mobile No. Department/School Amount of Advance Purpose of Advance Purpose of Advance Date of Commencement of Activity Expected Date of Completion of Activity Stypetced Date of Completion of Activity Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances Details of Earlier Pending Advances and Reason for not rendering the account (ii) Amount (i) Amount (ii) Amount (ii) Reason (iii)	Designation Mobile No. Department/School Amount of Advance Purpose of Advance Purpose of Advance Date of Commencement of Activity Date on Which advance is required (Should be drawn usually seven days prior to its requirement) Expected Date of Completion of Activity Expected Date of Completion of Activity Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances Details of Earlier Pending Advances Details of Earlier Pending Advances and Reason for not rendering the account It is certified that the above said advance has been entered in : Page No. S.No. Date Deptt./School/Activity head/ Advance Register I hereby undertake that unutilized amount will be deposited within 7 days of completion of activity and the bills against this advance will be submitted within one month of completion of activity and the bills against this advance will be submitted within one month of completion of activity Signature of Drawce with date Recommended by (Name, Designation and Signature) Amount Sanctioned For Accounts Division S.No