



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka Delhi – 110078
REQUISITION FORM FOR ADVANCE

1. Name : _____
2. Designation & Employee Code : _____
3. Mobile No. : _____
4. Department/School : _____
5. Amount of Advance : Rs. _____ (Rs. in words) _____
6. Purpose of Advance : _____
7. Date of Commencement of Activity : _____
8. Date on Which advance is required : _____
 (should be drawn usually not three days prior to its requirement)
9. Expected Date of Completion of Activity : _____
10. Nature of Advance (Cash or Cheque/Bank Transfer). If Cheque/DD payable to- : _____
11. Total Amount of Pending Advances : _____

12. Details of Earlier Pending Advances and Reason for not rendering the account	(i) Amount	(i) Amount
	(ii) Reason	(ii) Reason
	(iii) Exp. Dt of Sub. of Settl..Bill	(iii) Exp. Dt of Sub. of Settl. Bill

13. It is certified that the above said advance has been entered in Deptt./School Advance Register.
- | | | | | | |
|----------|--|-------|--|------|--|
| Page No. | | S.No. | | Date | |
|----------|--|-------|--|------|--|

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 15 days of completion of activity.

I hereby further undertake that application of Income Tax Rules will be taken care of and TDS wherever applicable will be deducted at source and income on a/c of honorarium etc. paid to any Officer/Staff, the same will be reported to the salary deptt. immediately for inclusion in the PBR.

Signature of Drawee with date : _____

Recommended by : _____
 (Name, Designation and Signature)

Amount Sanctioned : Rs. _____

Signature of Sanctioning Authority : _____
 (Name, Designation and Signature)

For Account Division

Entered in Advance Register of Accounts Branch	S.No.				
	Ledger No.				
	Financial Year				
Received a Sum of	Amount		Signature of DA	Signature of AAO	Signature of FO

Rs. _____

Signature of Drawee with Date