



APPLICATION FOR TEMPORARY ADVANCE

To,
The Registrar
Central University of Gujarat
Gandhinagar-382029

Subject: An advance of Rs.....for the purpose of
.....

Sir,

1. I Name..... Father's Name Date of Birth....., Aadhaar No..... PAN..... Mobile No..... Email Id..... Department/School/Centre
.....*(for the purpose of PFMS only)* request that I may be granted an advance as mentioned above.

2. Details of outstanding advances, if any:

Sl No	Amount Drawn	Date	Reason for non-submission/settlement

3. I will submit the adjustment bill to the Department of Finance along with the deposit of unspent amount if any, within stipulated time limit of 15 days in terms of Rule 323(2) GFR 2017 (Edition) failing which the advance or balance shall be recovered from my next salary.

4. It is also noted that expenditure will be incurred for which the advance has been drawn, strictly as per the GoI rules/University guidelines amended from time to time and procedure laid down in GFR 2017

5. I understand that any delay in submission of adjustment voucher within the stipulated time will cause the violation of Rule 323(2) mentioned *ibid*. I also undertake the refund of advance in full within 48 hours in the event of the programme being cancelled for which the advance is drawn

6. It is certified that the above facts are true to the best of my knowledge and belief and any false statement shall make me liable for appropriate action as per the relevant disciplinary rules. The bank detail where the amount is required to be remitted is appended below.

Name of Account holder....., Bank Name.....Account No....., IFSC Code....., Branch Address.....

Date:

Signature of Individual



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

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Recommendation of Dean/HoD/Chairperson

Date:

Signature

Recommendation of Registrar

Sanctioned/Not Sanctioned

Date

To be used by the Finance & Accounts Department

Registered vide Temporary Advance Register Serial Number _____ Page No. _____ for the FY 2019-20.

Date:

Dealing Assistant

Remarks by Billing in charge/Consultant

Remarks by SO/AR (F&A)

Date:

Date:

Remarks by Drawing & Disbursement Officer

Rec/Not Rec

Date:

Remarks by Finance Officer

Approved/Not Approved

Date:

A sum of Rs..... (Rupees)
is passed for payment as advance and paid vide Cheque No. dated.....