

CENTRAL UNIVERSITY OF GUJARAT
REQUISITION FOR TEMPORARY ADVANCE PAYMENT VOUCHER

Date.....

Voucher No.....Date..... (To the filled by (F&A Dept.))
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To,
The Finance Officer,
Central University of Gujarat

Name....., Father's Name....., Date of Birth.....,
Aadhaar No....., PAN....., Mobile No....., Email
Id....., Complete Address.....(for the purpose of
PFMS only)

Department/School/Centre....., Budget Head....., Budget Allocated for
the Financial Year 20...-20.....Rs....., Expenditure incurred so far Rs....., Balance
Available Rs.....

S. No.	Item(s) Comprehensive Specifications*	Quantity Required	Estimated Cost	Additional Information

A note has been kept in the Temporary Advance Register maintained by Department/Centre at page no.....Sr. No.....Date.....

A Sum of Rs..... (Rupees Only) may be disbursed to this department for incurring the expenditure as per the particulars given in the above section. For incurring this expenditure, approval has been accorded by Competent Authority vide Order No..... dated

(i) Purpose for which the advance is required.	
(ii) Full justification in case of purchase etc. i.e., a copy of the sanction/approval should be sent, wherever applicable.	
(iii) Detail of previous advance pending for settlement against the applicant, if any.	

Bank details in where the amount required to be remitted:

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

Attested by:

Name of Head of the Department:

Signature of the applicant.....

Name in Block Letters.....

Designation.....

Signature:

(FOR FINANCE & ACCOUNTS DEPARTMENT)

Particulars mentioned above have been verified. An advance of Rs..... (Rupees Only) has been entered in the TAR of advance item No..... on page no.....

Debit Head: Account No..... Vide Cheque No..... Dated.....	Remark, If any.....
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Dealing Assistant

Section Officer

Consultant (F&A)

Drawing & Disbursing Officer

AR/DR/OSD (F&A)

Finance Officer