

Savitribai Phule Pune University

Department of Physics

Payment Register Page No.

C.B.F. No. Voucher No.....

Advance Register Page No.

Cheque No. Date

Cash / Cheque

The Registrar/ Finance & Account Officer,

Savitribai Phule Pune University, Pune – 411007

Sir,

I have to request you to grant me an advance of Rs. as particulars given below. I shall submit my accounts within seven days of the utilization of the amount for this work. i.e. on of before

1. Purpose for which advance is required and claims with amounts proposed to be spend out of this advance (Please see overleaf)
2. Budget Head against which advance is required
3. Date on which the amount is required
4. Whether previous advance outstanding?
If yes, please give reason for delay
5. Declaration : In case the advance is not settled within 10 days from the date mentioned above, I hereby authorize the Finance & Account Officer to deduct the amount of advance from my salary with interest from the month of20.....

Yours faithfully,

Name :

Employee No. :

(Signature)

Dept. : Department of Physics

(Counter Signature of the Incharge Dept./Section)

FOR BILL AND AUDIT SECTION

1. The account of the previes advance has been received/not received. Afresh advance of Rs. my be issued.
- 2.
3. Checked.

SECTION OFFICER

AFO/A.R.(FIN.)

I.A./FINANCE & ACCOUNT OFFICER

Budget head : Other Advance / Medical Advance

Advance passed for Rs.

Code No. : (302001) (302003)

(Rupees :

Received Advance of Rs.

.....)

By cheque.

Date :

Revenue stamp of Rs 1/- if more then RS.500

Section Officer(Account)

Asstt./Dy.Finance Officer

Finance & account Officer

Signature of the Recipient