

# SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

## APPLICATION FOR ADVANCE

NAME \_\_\_\_\_ DESIGNATION \_\_\_\_\_

Department \_\_\_\_\_ Purpose of taking advance \_\_\_\_\_

Amount \_\_\_\_\_ (in words) \_\_\_\_\_

I will adjust the above said advance with in 30 days and unspent amount will be deposited by me to the University with in 07 days , failing which I will be personally responsible for any type of audit objection / penalty or action taken by the University rules.

Advance if already taken: \_\_\_\_\_ (in words)

Reason for non adjustment of this advance \_\_\_\_\_

Signature of applicant

Approved/ not Approved from \_\_\_\_\_ Account

Entered in tempory advance register Page No. \_\_\_\_\_ Sr No. \_\_\_\_\_

Finance Officer

Dy Registrar

Supdt

Dealing Hand

Submitted for approval Please

Regisgtrar

Note:- Must mention name of fund and account while submission of adjustment of advance taken / balance ammont deposited.