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| **emblemlogotype**izi= lañ&6 |

**vfxze foi= ¼fcy½ ds lkFk tek fd;k tkus okyk izi=**

**PROFORMA TO BE SUBMITTED ALONGWITH ADVANCE BILL**

**¼O;fDr@foHkkx }kjk Hkjk tk,½**

(To be filled in by the Department/Individual)

1. izLrko dh rkjh[k@ Date of Proposal -----------------------------------------------------------------------------------------------------------------------------------------
2. foHkkx dk uke@ Name of the Department ---------------------------------------------------------------------------------------------------------------------------
3. eq[; ctV “kh’kZ@ Major Budget Head ---------------------------------------------------------------------------------------------------------------------------------------
4. y?kq ctV “kh’kZ@ Minor Budget Head ---------------------------------------------------------------------------------------------------------------------------------------
5. miyC/k jkf'k@ Balance Available ----------------------------------------------------------------------------------------------------------------------------------------------
6. vko';drk ds vuqlkj vfxze jkf'k@ Amount of advance required ----------------------------------------------------------------------------
7. izkIrdrkZ ¼dks ns;½@ Payable to -------------------------------------------------------------------------------------------------------------------------------------------------------
8. O;fDrxr@foHkkxh;@ Personal/Departmental ----------------------------------------------------------------------------------------------------------------------
9. vkiwfrZ @;k=k@lEesyu@dk;ZØe iwjk gksus dh vuqekfur rkjh[k ftlds fy, vfxze dh

vko';drk gS@ Approximate date of completion of Supply/Journey/Conference/Event for the purpose which the advance is required -----------------------------------------------------------------------------------------------------------------------------

1. vfxze /kujkf'k lek;ksftr djus ds fy, izLrkfor vuqekfur rkjh[k@ Expected date by which advance is proposed to be adjusted ---------------------------------------------------------------
2. fiNys lHkh vlek;ksftr vfxze /kujkf'k dk fooj.k@ Particulars of old unadjusted advance (s)

|  |  |  |
| --- | --- | --- |
| ­­fiNys foRrh; o"kZ ds var esa vfxze /kujkf'k dh fLFkfr ¼1½Position of advances drawn upto the end of previous Financial Year(1) | orZeku foRrh; o"kZ esa vfxze /kujkf'k dh fLFkfr¼2½Position of current Financial Year’s advances. (2) | dqy vfxze cdk;ksa dh la[;k¼v&c½ lkfj.kh la[;k 1$¼v&c½ lkfj.kh la[;k 2Total No. of outstanding advances (A-B) of column 1+ (A-B) of column 2 |
| fiNys foRrh; o"kZ esa 31 ekpZ rd dqy vfxze cdk;ksa dh la[;k ¼v½Total number of out standing advances as on 31st March of previous F.Y. (A) | orZeku foRrh; o"kZ ds nkSjku lek;ksftr gq, vfxze dh la[;k ¼c½Number of advances adjusted during current F.Y. (B)  | orZeku foRrh; o"kZ esa vfxzeksa dh la[;k ¼v½Number of advances drawn in current F.Y. (A) | orZeku o"kZ esa vc rd lek;ksftr vfxzeksa dh la[;k ¼c½Number of current year’s advances, adjusted so far. (B) |
|  |  |  |  |  |

1. mi;qZDr vfxzeksa ds u lek;kstu dk dkj.k@ Reason(s) for non adjustment of above advances -------------------------

**Ñ-i-m-@P.T.O.**

1. vfxze lek;ksftr gksus dh vuqekfur rkjh[k@ Likely date(s) by which the advance(s) will be Settled -----------
2. vfxzeksa dks lek;ksftr djus ds fy, izLrkfor dkjZokbZ@ Action proposed for settlement and adjustment of advances------------------------------------------------------------------------------------------------------

gLrk{kj fo0@l0@iz-fu-@O;fDr@ Sign of HoD/CoS/PI/Individual

**dsoy dk;kZy; mi;ksx gsrq@For office use only**

foHkkxk/;{k@leUo;d@bdkbZ izHkkjh@iz/kku fujh{kd@O;fDr }kjk fn, vfxzeksa dh fLFkfr@ The position of advance as given by the HoD/CoS/PI/Individual ----------------------------------------------------------------------

foRr foHkkx ds vfHkys[kksa }kjk tkaph ,ao lR;kfir dh xbZA ogka ij has been checked and verified from the records of Finance ---------------------------------------------- vfxze cdk;k NksM+dj @ There are ---------------------------

foRr foHkkx }kjk lek;kstu fcy izkIr fd;k x;k] tks lek;kstu dh izfØ;k esa gSA@ adjustment bills received in Finance Office, which are in the process of adjustment.

**mi;qZDr ds lanHkZ esa] ;fn vuqeksfnr gks rks@ In view of the above, if approved**

1. orZeku vfxze fcy ds vuqeksnu ds fy, fopkj fd;k tk, ¼i;kZIr /kujkf'k miyC/k½ **;k@** The present advance bill may be considered for approval (sufficient balance is available)
2. u, fcy ds izfØ;kUo;u ls igys foHkkxk/;{k@leU;o;d@bdkbZ izHkkjh@iz/kku fujh{kd ls lek;ksftr fcy tek djus ds fy, lwfpr dj fn;k tkosA@ The HoD/CoS/PI/Individual may be requested to submit the adjustment bill before processing the new advances.

 vkns'kkFkZ izLrqr@ Submitted for orders please

dk;Z lgk;d vuqHkkx vf/kdkjh lgk;d dqylfpo mi dqylfpo dqylfpo@vf/k"Bkrk@funs'kd

 **Dealing Assistant Section Officer AR DR Registrar/Dean/Director**