

PROPOSAL FOR SANCTION OF ADVANCE FOR INCURRING CONTINGENT EXPENDITURE

1. Name of the Officer :
 2. Designation :
 3. Amount of Advance :
 4. Detail of Items Required :
 For Purchase

S. No.	Description of Items	Justification for Purchase	Qty. Regd.	Approx. Cost
1.				
2.				
3.				
4.				
5.				
6.				
7.				
			Total Rs.	

(Rupees.....)

Certified that:-

- The items mentioned above are not available with the Central Stores of this Institute.
- The advance shall be utilised for the purpose for which it is proposed to be sanctioned.
- The purchase shall be made by observing normal rules/procedure.
- No advance is outstanding against me.
- The adjustment of advance will be submitted immediately after the purchase is made or within fifteen days, failing which advance may be recovered from my salary.

Recommendation of the
Divisional/Sectional Head

Signature of Proposer

Sanctioned/Not-Sanctioned

SIGNATURE

DIRECTOR