APPLICATION FOR CONTINGENT ADVANCE

1. Name & Designation of Employee: ____________________________________________

2. Purpose for which the advance is required: ____________________________________

3. ARI/SCHEME (Mention number of Scheme): _________________________________

4. Amount of Advance required: ____________________________

5. If the above advance is for Purchase: ________________________________
   Why the article cannot be purchased on credit: ___________________________
   (A copy of Purchase Indent to be attached)

6. Prior Approved of Director attached: ____________________________

PREVIOUS CONTINGENT ADVANCE (OUTSTANDING IF ANY)

1. Amount: ____________________________

2. Reason why amount is still outstanding: ________________________________

3. Date of drawl of advance: ____________________________

I hereby undertake to settle the accounts of this advance immediately after the work for which the advance is taken is over or within 15 days at the latest whichever is earlier.

(Signature of Applicant)  ____________________________

(Signature of the Group In-Charge) ____________________________

Date: ____________________________

FOR ACCOUNTS SECTION USE ONLY

Dealing Assistant  Officer ‘A’ / ‘B’  Finance and Accounts Officer

Director

Passed for Payment (Rs.) ____________________________

(Finance & Accounts Officer) ____________________________
NOTE: a) The amount of advance granted should be settled within 15 days from the date of the drawl of the advance. b) An individual who is granted advance from Institute funds shall be responsible for its adjustments. c) Bills should be submitted to the Accounts Section within the reasonable period as indicated above, failing which the Institute will be constrained to recover the entire amount of advance from the pay of the individual.

### Checklist for Contingent Advance Claim

<table>
<thead>
<tr>
<th>क्रमांक</th>
<th>विवरण</th>
<th>अनुपालन स्थिति स्मिनत (कृपया जो भी लागू हो)</th>
<th>आकस्मिक अग्रिम राशि के समायोजन हेतु जांच-सूची</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sl. No.</td>
<td>Description</td>
<td>Compliance Status (Please ✔ Whichever is applicable)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>क्या आकस्मिक अग्रिम अनुरोध निर्धारित प्रपत्र में तैयार किया गया है। Whether the Advance request has been prepared in the prescribed proforma</td>
<td>✔</td>
<td></td>
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<td>2</td>
<td>क्या दावेदार के हस्ताक्षर के साथ, प्रभारी / वरिष्ठ वैज्ञानिक ने भी प्रति-हस्ताक्षर किए हैं। Whether the Claim has been signed by the claimant and countersigned by the HOD / In Charge</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>क्या अनुमोदित खरीद मांगपत्र की प्रति, यदि कोई हो, तो संलग्न है। Whether Copy of the Approved Purchase Indent, if any, is enclosed</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>क्या अनुमोदन पत्र की प्रति / मंजूरी आदेश व्यय को मंजूरी देते हुए संलग्न है। Whether Copy of Approval letter / Sanction order approving the expenditure is enclosed</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>क्या व्यय के लिए डेबिट खाता का विवरण दिया गया है। Whether Debit head for expenditure has been indicated</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>क्या पिछले बकाया आकस्मिक अग्रिम विवरण, यदि कोई है, तो गैर-नियंत्रण के कारण के साथ संकेत दिया गया है। Whether previous outstanding advance details, if any, have been indicated with reason for non-settlement</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
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