

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR-16C, DWARKA, DELHI - 110 075

REQUISITION FORM FOR ADVANCE

Name		:						
Designation		•						
Mobile No.								
Department/School								
Amount of Advance	:	Rs		(Rs. ii	word	s)		_
Purpose of Advance	:							
		2						
Date of Commencement of Activity	:							
its requirement)	•							
	ity :							
Nature of Advance(Cash or Cheque) (If Cheque/DD payable to)	:							
Total Amount of Pending Advances	:							_
2. Details of Earlier Pending Advances a Reason for not rendering the account	nd :	(i) Amount (ii) Reason			(i) Amount (ii) Reason			
		(iii) Expected Date Submission of Settlement Bill	of		of S	Submissio	n of	
It is certified that the above said advan	ce has	been entered in	:	Page No.		S.No.		Date
Deptt./School Advance Register								1
I hereby undertake that unutilized amount	will be in 15 d	e deposited within lays of completion	7 day	ys of comple	etion of a	activity a	nd tl	ne bills
Deptt./School Advance Register	will be in 15 d	e deposited within lays of completion	7 day	ys of comple tivity	etion of a	activity a	and th	ne bills
I hereby undertake that unutilized amount against this advance will be submitted with	will be in 15 d :	e deposited within lays of completion	7 day of ac	ys of comple tivity	etion of a	activity a	ind th	ne bills
I hereby undertake that unutilized amount against this advance will be submitted with Signature of Drawee with date Recommended by	will be in 15 d :	e deposited within lays of completion	of ac	tivity		activity a	and th	ne bills
I hereby undertake that unutilized amount against this advance will be submitted with Signature of Drawee with date Recommended by (Name, Designation and Signature)	will be in 15 d : :	Rs	of ac	tivity			and th	ne bills
I hereby undertake that unutilized amount against this advance will be submitted with Signature of Drawee with date Recommended by (Name, Designation and Signature) Amount Sanctioned Signature of Sanctioning Authority	: : : : : : : : : : : : : : : : : : :	Rs	of ac	tivity			and th	ne bills
I hereby undertake that unutilized amount against this advance will be submitted with Signature of Drawee with date Recommended by (Name, Designation and Signature) Amount Sanctioned Signature of Sanctioning Authority (Name, Designation and Signature)	: : : For /	RsAccounts Division S.No Ledger No.	of ac	tivity			and the	ne bills
I hereby undertake that unutilized amount against this advance will be submitted with Signature of Drawee with date Recommended by (Name, Designation and Signature) Amount Sanctioned Signature of Sanctioning Authority (Name, Designation and Signature)	: : : : : : : : : : : : : : : : : : :	RsAccounts Division	of ac	tivity	nature of	Signatu	ire o	Signature of
I hereby undertake that unutilized amount against this advance will be submitted with Signature of Drawee with date Recommended by (Name, Designation and Signature) Amount Sanctioned Signature of Sanctioning Authority (Name, Designation and Signature)	: : : For /	RsAccounts Division S.No Ledger No. Financial Year	of ac	Sig	nature of		ire o	-
	Mobile No. Department/School Amount of Advance Purpose of Advance Date of Commencement of Activity Date on Which advance is required (Should be drawn usually not three days prior its requirement) Expected Date of Completion of Activity Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances Details of Earlier Pending Advances and Reason for not rendering the account	Mobile No. Department/School Amount of Advance Purpose of Advance Date of Commencement of Activity: Date on Which advance is required (Should be drawn usually not three days prior to its requirement) Expected Date of Completion of Activity: Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances: Details of Earlier Pending Advances and Reason for not rendering the account	Mobile No. Department/School Amount of Advance Rs Purpose of Advance Date of Commencement of Activity Date on Which advance is required (Should be drawn usually not three days prior to its requirement) Expected Date of Completion of Activity Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances Details of Earlier Pending Advances and Reason for not rendering the account (ii) Amount (ii) Reason (iii) Expected Date Submission of Settlement Bill	Mobile No. Department/School Amount of Advance Rs. Purpose of Advance Date of Commencement of Activity Date on Which advance is required (Should be drawn usually not three days prior to its requirement) Expected Date of Completion of Activity Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances Details of Earlier Pending Advances and Reason for not rendering the account (ii) Amount (iii) Reason (iii) Expected Date of Submission of Settlement Bill	Mobile No. Department/School Amount of Advance Rs	Mobile No. Department/School Amount of Advance Purpose of Advance Date of Commencement of Activity Date on Which advance is required (Should be drawn usually not three days prior to its requirement) Expected Date of Completion of Activity Nature of Advance(Cash or Cheque) (If Cheque/DD payable to) Total Amount of Pending Advances Details of Earlier Pending Advances and Reason for not rendering the account (ii) Amount (ii) Reason (iii) Reason (iii	Mobile No. Department/School Amount of Advance Rs	Mobile No. Department/School Amount of Advance Rs