

APPLICATION FOR CONTINGENT ADVANCE

1. Name of the indenting officer :
2. Name of the Division / Section :
3. Particulars of demand :
- a) Amount of advance required :
- b) Purpose for which the advance
Is required / Project No :
- c) Head of anticipated expenditure :
- d) Why this can't be done by:
placing order?

SL. No.	Items	Approx cost (Rs.)
	Total	

4. PARTICULARS OF PREVIOUS ADVANCY IF ANY

- a) Amount of previous advance /so :
- b) Date of receipt of such advance / so :
- c) Date of submission of adjustment account
against account previous advance(s) :
- d) In case adjustment account against any
previous advance(s) is pending reasons :
- e) Details of pending advance if any
- In Cash :
- In Vrs. :
- Total :

Signature & Designation of Indenting Officer