

**CENTRAL INSTITUTE OF FRESHWATER AQUACULTURE
(I. C. A. R.)
P.O. - KAUSALYAGANGA : VIA - BHUBANESWAR - 751002**

File No.

To
The Drawing & Disbursing Officer,
Central Institute of Freshwater Aquaculture,
Kausalyaganga, Bhubaneswar - 751 002

Sub : Adjustment of Advance - regarding.

Sir,

With reference to the above, I am to forward the adjustment particulars against the advance drawn by

_____ towards

as detailed below :

- A. Amount advanced Rs.
B. Amount spent

<u>SI.No.</u>	<u>Details</u>	<u>Amount</u>
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C. Amount refunded if any vide _____

D. Net payable to _____

It is, therefore, requested that the advance may please be adjusted at the earliest.

Yours faithfully,

OFFICER-IN-CHARGE (STORES)

Enclose : As stated