

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

File No.

Date:

To
The Director,
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 : (Date) Rs.
B. Amount spent

Sl.No.

Details

Amount

C. Amount refunded if any vide:

D. Net payable (if any)

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

Enclose : As stated

Yours faithfully,

Signature of the Employee:

Name:

Designation

Division/section: