

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

REQUISITION FOR CONTINGENT ADVANCE

Name of the Requisitioning Officer _____

Name of the Division/Project/Section/
Sanction to which the requisitioning order is attached _____

1. Particulars of Demand

- a) Amount of advance required
- b) Purpose for which advance is required
- c) Estimates of the proposed expenditures for which advance is required

i)

ii)

iii)

iv)

v)

vi)

vii)

viii)

ix)

x)

(if necessary separate sheet may be attached)

- d) Whether sanction for the proposed expenditure exists ? If so, give sanction No. Date Rs.

If not, please give reference of
letter through which applied for :

- e) Proposed expenditure is on account
of PLAN / NON-PLAN / PROJECT / SCHEME.

2. Particulars of Previous advance. If any

- | | | | | |
|----|--|---|------------|-----------|
| a) | Amount of amounts of previous advance. if any, drawn (item-wise information to be furnished) | - | | |
| b) | Date or dates of drawal of such advance or advances | - | | |
| c) | Date or dates on which adjustment accounts submitted against the previous advance (item (b) above) giving reference to forwarding letters | - | | |
| d) | In case adjustment accounts against any previous advance have not been submitted, the reason therefor | - | | |
| e) | The amount of balance or balances of the previous advance or advances (item-wise) | - | In Cash | Rs. _____ |
| | | | In voucher | Rs. _____ |
| | | | Total : | Rs. _____ |

 Signature of the Head of Division /
 Project Coordinator / Officer-in-Charge.
 Outstation / Section.

 Signature of the Officer
 requisitioning advance

 (To be used in Accounts / Audit Sections of CIFA)

Vr. No. _____ Dt. _____

Passed for Rs. _____ (Rupees _____
 _____ only)

FINANCE & ACCOUNTS OFFICER

DRAWING & DISBURSING OFFICER