

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

<u>Sl.No.</u>	<u>Details</u>	<u>Amount</u>
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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: