

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)