

**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
KASHMERE GATE: DELHI 110006**

REQUISITION/APPLICATION FORM FOR SANCTION/DRAWAL OF ADVANCE

01	Name			
02	Designation			
03	Mobile No.			
04	Department/Branch/Section			
05	Amount of Advance			
06	Purpose of Advance (In Brief)			
07	Date of commencement of activity			
08	Date on which advance is required			
09	Expected date of completion of activity			
10	Nature of advance (Cash /Cheque /DD)			
11	If other than cash, to whom payable			
12	Total amount of advances pending on the date against the requisitioning officer/applicant	Date of drawl of pending advance	Amount of Advance	Present Status of pending advances
	(i)			
	(ii)			
	(iii)			
13	Recommended by (Name & Designation) (Signatures with date)		
14	Amount of advance sanctioned (Rs.)			
15	Sanction/order No date		Copy or order/sanction & note sheet of approval to be added	

I hereby undertake that:-

1. The adjustment bill along with duly verified vouchers/cash memos/invoice after completion of formalities Viz., stock entry, and certification under GFR with the copy of approval of competent authority for adjustment of advance shall be submitted within fifteen days of drawal of advance/completion of event.
2. The balance/unutilized amount of advance, if any shall be deposited with Accounts branch immediately after completion of event.
3. In case failing to submit the above within the time period mentioned above, I agree to refund the advance or balance through recoveries from my next salary (ies) as per provisions of GFR, 2017.

Received Rs. (Rupees))

Name :

Designation :

Date :

Signature