

# Savitribai Phule Pune University

Payment Register Page No. ....

C.B.F. .... Voucher No. ....

Advance Register Page No. ....

Cheque No. & Date: ...../.....

## Cash / Cheque

Date : .....

The Registrar / Finance & Accounts Officer,  
Savitribai Phule Pune University,  
Pune - 411 007

Sir,

I have to request you to grant me an advance of Rs. .... as per particulars given below. I shall submit my accounts within seven days of the utilisation of the amount for this work, i.e. on or before .....

- (1) Purpose for which advance is required and claims with amounts proposed to be spent out of this advance (Please see overleaf) .....
- (2) Budget Head against which advance is required .....
- (3) Date on which the amount is required .....
- (4) Whether previous advances outstanding ?  
If yes, please give reason for delay .....
- (5) Declaration : In case the advance is not settled within 10 days from the date mentioned above, I here by authorise the Finance & Accounts Officer to deduct the amount of advance from my salary with interest from the month of ..... 200 .

Yours faithfully,

Name : .....

Employee No. : .....

Dept. / Section : .....

.....

.....  
Signature

(Counter Signature of the Incharge Dept./Section)

### For Bill and Audit Section

- (1) The account of the previous advance has been received/not received. A fresh advance of Rs. .... may be issued.
- (2)
- (3) Checked.

Section Officer.

AFO/A.R. (Fin.)

Finance & Account Officer.

Budget Head : Other Advance / Medical Advance

Advance passed for payment Rs. ....

Code No. : (302001) (302003)

(Rupees : .....

Received Advance of Rs. ....

.....)

by cheque.

Date : .....

Revenue  
Stamp of  
Re. 1/- if  
more than  
Rs. 5000/-

Section Officer  
(Accounts)

Asstt./Dy. Finance  
Officer.

Finance &  
Accounts  
Officer.

