

NATIONAL CENTRE FOR INTEGRATED PEST MANAGEMENT
Lal Bahadur Shastri Bhawan, Pusa Campus, New Delhi - 110 012

Proforma for drawal of Adhoc Advance

1. Name & Designation:
2. Amount of advance required:
3. The purpose for which advance is required:

Sl. No.	Details of material / Item of expenditure	Quantity	Approx. Rate	Amount

4. The source from which expenditure is to be incurred.
 - (a) Plan / Non-Plan
 - (b) Project/Scheme (Name it)
5.
 - (a) Certified that the expenditure could not be anticipated/stores purchase could not be planned.
 - (b) Certified that the above items are not available in stores.
 - (c) I shall render the adjustment account for the advance and/or refund the unspent balance within 15 days of drawal of the advance.
 - (d) Certified that there is no advance pending for adjustment against me. Otherwise, the reasons for non-adjustment be given.

Dated : _____

Signature of Applicant

Signature of Incharge
UNIT/WING

DIRECTOR

Sanctioned Rs. _____ /=
as adhoc advance

Signature of Director

ADMN. OFFICER