

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