

**ANNAMALAI UNIVERSITY
BILL FOR ADVANCE**

**Department:
PIN:**

**Faculty:
Account No.**

Vr. No.

Date:

1. Name and Designation of
Faculty taking advance

2. Purpose

3. Amount required Rs.

Signature of the person requesting advance

Signature of the Head of the Department or
Section Superintendent

CERTIFICATE

This is to certify that

- i. No advance has been drawn in my name earlier
- ii. Advance drawn is not pending adjustment in my name
- iii. The following advance/s alone is / are pending in my name for the reason noted below

- 1. Head of account :
- 2. File No. :
- 3. Purpose for which
advance drawn :
- 4. Advance amount :
- 5. Date of advance :
- 6. Reason for delay in
submission :

Date:

Signature
Designation

4. Entry in the register of
Advances Recoverable

Vol.

Page

Item

Pay by Cheque Rs.

P.

(Rupees _____)

Clerk

S.Suptd.

A.R. / D.O.

F.O.

Registrar

RECEIVED the sum of Rs. _____
P. _____ Rupees _____

Paid by cheque

Subject to AUDIT, as advance, I hereby assure that I will submit the adjustment
vouchers for the above advance within three months from the date of drawal for
which this advance is drawn.

Supdt.
Cashier

Signature

