

**NATIONAL INSTITUTE OF PLANT GENOME RESEARCH**  
**New Delhi**

**REQUISITION FOR TEMPORARY ADVANCE**

To  
The Finance Officer  
National Institute of Plant Genome Research  
New Delhi-110067.

A sum of Rs. .... (Rupees.....  
.....) my be advanced to this department for incurring the expenditure as per  
particulars given below. Sanction for incurring this expenditure has been accorded by..... vide  
his order dated.....on page No..... of File No.....

- (i) Purpose for which the advance is required
- (ii) The head of account to which the expenditure  
is chargeable
- (iii) Availability of funds – progressive total of  
expenditure and the balance available
- (iv) Full justification in case of purchase etc.  
i.e. copy of the sanction should be sent wherever applicable
- (v) A calculation sheet showing the estimated expenditure.
- (vi) Previous advance pending adjustment on this account, if any,

A note has been kept in the Temporary Advance Register at Sl. No..... n account of the  
adjustment of this advance will be rendered to the Finance and Accounts Department  
before..... Cheque for the amount of advance may be made out in favour  
of.....and delivered to the undersigned  
Shri/Ms./Dr.....whose signature is given below.  
Signature of Shri/Ms./Dr.....

Attested

Signature of the Head

**(FINANCE AND ACCOUNT DEPARTMENT)**

Particulars against Sr. No. (ii) and (iii) above have been verified. An advance of Rs.....  
(Rupees.....) has been entered in the  
Register of Advance at item No..... on Page No. .... it my be  
sanctioned by the Finance Officer.

Asstt.

F. O .

**Advance sanctioned, it may be paid**

Finance Officer

Paid by Cheque/ Cash Rs..... (Rupees.....)