



**APPLICATION FOR GRANT OF CONTINGENT
ADVANCE**

Budget: NIN/Project : _____

(write name of the Project)

1. Name & Designation of the official : _____
2. Pay Level & Basic Pay : _____
3. Contingent advance amount required : Rs. _____ (Rupees: _____)

4. Split up details for the Proposed Expenditure:

S.NO.	Particulars	Amount Rs.(approx.)

5. Purpose : _____
6. Tour period (in case of advance drawn for miscellaneous expenses during tour) :
From _____ To _____ No. of days _____

Declaration:

I hereby declare that the contingent adjustment bill will be submitted within 15 days from the date of drawal of advance or on completion of tour, along with refund if any, failing which balance amount may be recovered as per as per **GFR 2017**.

Signature of PI/HOD

Signature of the Official

Sanction is hereby accorded in exercise of powers vested with the undersigned in Appendix-II/IV Of ICMR By-laws, Schedule of Powers vested with Director of the institute for payment of Rs. _____ (Rupees: _____) for the purpose mentioned above. The advance in this connection may be booked under project entitled _____ / NIN budget.

DDO

ACO

HoO

Director