

Satyawati College (Day)
[University of Delhi]
Ashok Vihar, Phase-III, Delhi-52

OTHER ADVANCE FORM

1	Name of Person applying for Advance	
2	Designation	
3	Name of Society/Committee/Department	
4	Amount of Advance Required	9
5	Purpose of Advance	
6	Date of Activity/Function	
7	Amount of previous advance	
8	Date of previous advance drawn	
9	Date of Settlement of previous advance	
10	Reason for delay in settlement of advance	

As per Rule No. 323(2) of GFR 2017, the adjustment bill, along with balance if any, shall be submitted by the government servant within fifteen days of drawal of advance, failing which the advance or balance shall be recovered from his/her next salary(ies).

I have read the abovementioned rule and I hereby undertake that I will settle advance taken by me within fifteen days of drawal of advance. If I fail to settle advance within 15 days, then I authorize the College to deduct the entire amount of advance from my Salary without any notice/information/intimation to me.

Date: _____

Signature of Applicant _____

For Office Use Only

There is no advance outstanding against the name of abovementioned applicant. Hence, advance can be sanctioned under the head "Other Advance".

Or

As an amount of Rs. _____ is outstanding against the name of abovementioned applicant. Hence, no fresh advance can be sanctioned.

Dealing Assistant

Section Officer

A.O.

Bursar

Principal