

Accounts Section
Technology Development Board

Dated :

Application Form for applying of contingent Advance for official purpose / meeting etc .

(A) Application for sanction of Contingent Advance:

1.	Name of official (applying for contingent Advance)	:	
2.	Designation	:	
3.	Purpose for which advance is applied	:	
4.	Date of events / meeting etc. for which advance is required	:	
5.	Amount of advance required by the official for the above purpose	:	

(B) I also submit the following undertaking that:

- (i) I will submit the adjustment bill against the above Contingent Advance with in two working days from the date of event/meeting etc (for which the advance drawn).
- (ii) I will refund the unspent balance of Advance with in two working days from the date of event/meeting etc.
- (iii) I will submit the acjustment bill alongwith all related bill(s) towards expenditure including other details (e.g. Item-wise Expenditure, list of official/members attended the meeting, etc).
- (iv) In cases there is delay in submission of Adjustment bill or delay in refund of unspent balance of Advance, the action required under rule may be taken.

(Name of official & signature)
Designation

(C) Amount of Contingent Advance sanctioned = Rs.

US, Admn / Secretary, TDB
Sanctioning authority

To

Accounts Officer: - For release of Advance to the above Applicant / official