

CENTRAL INLAND FISHERIES RESEARCH INSTITUTE  
(ICAR) : BARRACKPORE : KOLKATA-700 120 : WEST BENGAL

APPLICATION FOR CONTINGENT ADVANCE

1. Name of the indenting Officer :
2. Name of the Division/Centre :
3. PARTICULARS OF DEMAND
  - a) Amount of advance required. :
  - b) Purpose for which the advance is required/Project No. :
  - c) Head of anticipated expenditure. :
    - i) :
    - ii) :
    - iii) :
    - iv) :
    - v) :
    - vi) :
    - vii) :
    - viii) :
4. PARTICULARS OF PREVIOUS ADVANCE, IF ANY.
  - a) Amount of previous advance/s. :
  - b) Date of receipt of such advance/s. :
  - c) Date of submission of adjustment account against the previous advance/s. :
  - d) In case adjustment account against any previous advance/s is pending reasons thereof. :
  - e) Details of pending advance, if any :
    - In cash :
    - In Vrs. :
    - Total :

Signature & Designation of Indenting Officer

Contd..2

Recommendation of Head of Division/Officer-in-Charge/Sectional Heads at Hqs.

- (a) Details of pending advances against Officer, if any, submitted to Hqs. (Mention letter No. & date) :
- (b) Recommended for new advance : Head of Division/Officer-in-Charge/Sectional heads at Hqs.

Remarks of the dealing Section at Hqs. :  
(Before submission of proposal to Director)

Total No. of advance pending and amount thereof :

Status of previous advance :

Director may kindly accord administrative approval

Dealing assistant

Sectional head

Administrative approval accorded

Director/Director-in-Charge

Finance & Accounts Officer may please indicate fund availability for Rs. \_\_\_\_\_  
(May be put up to F & AO after the approval of the Director) under Institute-

Plan/Non-Plan/NEH/R-Deposit Scheme \_\_\_\_\_

A. P. Cess Scheme \_\_\_\_\_

Signature of dealing assistant

Signature of Sectional Head

Indication of fund by Audit Section