**ICAR – National Research Centre for Banana (Indian Council of Agricultural Research)** Thogamalai Road, Thayanur P.O. Tiruchirappalli – 620 102, Tamil Nadu

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROFORMA FOR DRAWING CONTINGENT ADVANCE**  **(to be submitted in duplicate)** | | | | | | | | | |
| F.No: | |  |  |  |  |  |  | Date: |  |
| Head of Account: | | | | | | | | | |
| 1 | Name & Designation of the applicant | | | | | |  | | |
| 2 | Office / Section in which working | | | | | |  | | |
| 3 | If the expenditure is required under any scheme / externally funded project, indicate the name of the scheme / project  & Principal Investigator | | | | | |  | | |
| 4 | Overall purpose of the advance (indicate in  relation to the project – what specific activity is to be carried out) | | | | | |  | | |
| 5 | Amount of advance required | | | | | | Rs. | | |
| 6 | Item-wise details of expenditure proposed  (Given in Annexure with justifications in duplicate) | | | | | |  | | |
| 7 | Whether any earlier advance is pending for  settlement? | | | | | | Yes / No | | |
|  | If yes, please provide….  Purpose for which it was drawn | | | | | | Drawn date | Amount (Rs.) | Remarks of  DA (Stores / Works) |
| i. |  | | | | | |  |  |  |
| ii. |  | | | | | |  |  |  |
| iii. |  | | | | | |  |  |  |
|  | If second / subsequent advance, justify the need of present advance, before settling the earlier advance | | | | | |  | | |
| Signature of  Designation | | the | applicant | with | Name | and |  | | |
| Remarks / recommendations of PI / Section In- charge / HOD / Division Incharge | | | | | | |  | | |
| Remarks / Recommendations of SPAC | | | | | | |  | | |

# Forwarded to Audit & Accounts Section

8. If A & A Section differs with the statement given in column 7 above, indicate omission / addition

|  |  |  |  |
| --- | --- | --- | --- |
| Agrees / Disagrees | OB No. | Amount | Purpose |
|  |  |  |  |
|  |  |  |
|  |  |  |
| Forwarded with remarks to A.A.O. / Applicant | | | |

**Signature of DA Finance & Accounts Officer** Remarks / recommendation of DDO / Section In-charge, considering the justification furnished against column 6,7&8 for drawing the advance:

|  |  |
| --- | --- |
| 1. The pending advance indicated by A&A section against column 8 have been received in office and under process, except | |
| The justification furnished against column 6 is | i) Reasonable and recommended to grant the advance |
| **DA** | ii) not reasonable due to the following reasons  **Asst.Admn.Officer / Admn.Officer** |
| **Proposal is concurred for** Rs. | **Finance & Accounts Officer** |
| Approved and sanctioned for Rs……………………….  **Signature & Designation of sanctioning authority** | |
| Passed for Rs…………………… (Rupees ……………………………………………………  ……………………… | |
| Payment by NEFT in favour of ………………………………………………………………. | |
| F.No. | **Signature of Drawing & Drawing Officer** |
| Admitted for Rs………………….. (Rupees ………………………………………………….  ………………………………………….. | |
| Noted in OBR Vide No………………. dated:……….  **Signature of Dealing Assistant** | |
| Paid Rs…………………… (through NEFT date: | |

# Signature of Finance & Accounts Officer

**Annexure to contingent advance application**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of items / works proposed to be procured /**  **executed** | **Quantity** | **Rate** | **Amount (Rs.)** | **Justification in relation to the purpose stated\*** | **Justification for the need of advance [Rule 292 (i) & (ii)**  **GFR] \*\*** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**Signature, Name & Designation of the Applicant**

\*Justification in relation to (i) what purpose the item is going to be used for the activity identified

\*\*why post procurement payment system envisaged under normal procedures, like obtaining quotation / proforma invoice payment by NEFT etc., can’t be made.

# O.B. No………………………….. Date: ………………………………