**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 inrelation 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 forsettlement? | Yes / No |
|  | If yes, please provide….Purpose for which it was drawn | Drawn date | Amount (Rs.) | Remarks ofDA (Stores / Works) |
| i. |  |  |  |  |
| ii. |  |  |  |  |
| iii. |  |  |  |  |
|  | If second / subsequent advance, justify the need of present advance, before settling the earlier advance |  |
| Signature ofDesignation | 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: ………………………………