CONTINGENCY ADVANCE FORM

To
The Director
National Institute of Virology
PUNE -411 001

SUB: Request for grant of Contingency advance

Sir,

A contingency advance is required for the following expenditure in connection with

_____

Sl.No.	Type of expenditure	Approx Amount	Remarks

Hence I may be sanctioned contingency advance of Rs. _____

(Rs._____) for the above purpose.

I undertake to clear the advance within ten days from the date of drawn or my return from the tour.

Yours faithfully,

Signature:
NAME:
DESIGNATION:
DEPARTEMENT:

Date:

FOR USE IN ACCOUNTS SECTION

Financial concurrence accorded for Rs. _____under NIV/MCC (NPOC/PLOC) budget for the year _____ and entered in F.C. Register

DA **S.O.(A/C's)** **ACCOUNTS OFFICER** **SR.ADMN.OFFICER**

SANCTIONED/NOT SANCTIONED

DIRECTOR