



NATIONAL SANSKRIT UNIVERSITY: TIRUPATI FormADV-2
(A Central University established by an act of Parliament)
FORM FOR ADJUSTMENT OF TEMPORARY ADVANCE Date: _____

To
The Registrar
National Sanskrit University
Tirupati

Sir,

Sub:- Adjustment of Temporary Advance-Requested-Reg.

I herewith submit _____ Nos. of vouchers for a sum of Rs. _____ (Rupees _____
_____ only) towards the temporary advance drawn by me on by me
in connection with _____. The details of
the bills are as detailed below. The excess amount of Rs. _____ Incurred by me in respect
of the above advance may be reimbursed to me. The unspent balance of Rs. _____ is paid
through Cheque No. _____ dated: _____.

Bill No.	Details of Expenditure/Name of Company	Amount Rs.
TOTAL		

(Separate sheet may be used for more details)

Yours sincerely,

PFMS Vendor Code :
Bank Account No.:

Signature :
Name :
Designation :

VERIFICATION-CUM-SANCTION ORDER

Sanction No:

Date:

The bills are verified and found correct. Hence sanction is / may be accorded for adjustment of
advance of Rs. _____ with an expenditure of Rs. _____ from Grant-in-Aid/other
Grant viz. _____ for the FY _____.

Clerk/Asst

SO

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Registrar

FOR USE IN ACCOUNTS SECTION

Advance Ref#:
Date of drawal:

PASSORDER
Passed for Rs. _____ (Rupees _____

Details	Amount Rs.
Expenditure	
Advance Drawn	
Net Payable/Recoverable	

Clerk/Asst

SO

AR(F&A)