



Form# ADV-1

To  
The Registrar  
RS Vidyapeetha, Tirupati

Date:

Sir,

**Sub:-** Sanction of temporary advance for incurring expenditure – Requested – Reg.

I herewith request for sanction of a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
 \_\_\_\_\_ only) towards incurring expenditure in  
 connection with \_\_\_\_\_.

permitted vide note approval No. \_\_\_\_\_, dated: \_\_\_\_\_ (Copy enclosed)

The same would be adjusted within \_\_\_\_\_ days. Brief details of estimated expenditure given below:

| Sl.No. | Details of Expenditure | Estimated Exp.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 proposed activity is permitted vide note approval as detailed above. Hence, sanction is / may be accorded for drawing & disbursing an advance of Rs. \_\_\_\_\_ from Grant-in-Aid / other Grant viz. \_\_\_\_\_ for the FY \_\_\_\_\_.

Clerk / Asst

SO

AR

FO

Registrar

## PASS ORDER

Passed for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Clerk / Asst

SO

AR(F&amp;A)

FO

Registrar