



GURUCHARAN UNIVERSITY

A State University established by upgrading Gurucharan College under Assam Act No. LVII of 2023

Website: www.gurucharanuniversity.ac.in

ADVANCE ADJUSTMENT FORM

FORM – FA 02

Adjustment Account of Mr./Mrs/Dr. _____ in respect of
the advance of Rs. _____ (Rupees _____) only
drawn vide Cheque No. _____ /NEFT/RTGS dated _____ for the purpose

Voucher No.	Voucher Date	Particulars	Amount (in Rs.)
V-1			
V-2			
V-3			
V-4			
V-5			
V-6			
V-7			
V-8			
V-9			
V-10			
V-11			
V-12			
V-13			
V-14			
V-15			

Note: Attach additional sheet(s), if required. Duly certified supporting vouchers and relevant documents shall be enclosed in chronological order.

(Rupees _____) only

Total Expenditure	
Advance Drawn	
Unspent Balance/Excess Expenditure	
Unspent balance refunded vide Cheque No./Cash	

Signature