



# GURUCHARAN UNIVERSITY

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

Website: [www.gurucharanuniversity.ac.in](http://www.gurucharanuniversity.ac.in)

## ADVANCE FORM

FORM – FA 01

|                                  |  |
|----------------------------------|--|
| 1. Name (In BLOCK letters):      |  |
| 2. Designation:                  |  |
| 3. Amount of advance prayed for: |  |
| 4. Purpose of advance:           |  |

| 5. Estimate of expenditure<br>(Attach the notice or relevant document if the advance is being taken for the programme) |                                                                     |                 |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------|
| Item(s)                                                                                                                | Details of Estimate<br>(If required separate sheet may be enclosed) | Amount (in Rs.) |
|                                                                                                                        |                                                                     |                 |
|                                                                                                                        |                                                                     |                 |
|                                                                                                                        |                                                                     |                 |
| Total                                                                                                                  |                                                                     |                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                 |                              |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 6. Outstanding advance(s) if any:                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Undertaking:<br>The adjustment of advance will be made by _____ within one month from the date of receipt of the amount.<br>(Tick whichever is relevant)<br><input type="checkbox"/> A. Certified that no previous advance of one or more is/are outstanding with me.<br><input type="checkbox"/> B. A list of advancements outstanding with me is mentioned overleaf.<br><input type="checkbox"/> C. Any other information: |                              |                             |

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Full signature of applicant

## FOR OFFICE USE ONLY

To  
The Vice Chancellor  
  
May be sanctioned

Head of Account:  
  
Amount:

Section Officer

Finance Officer

☐ Sanctioned / ☐ Not Sanctioned

Vice Chancellor \_\_\_\_\_

Entered in Advance Register No. \_\_\_\_\_ Page No. \_\_\_\_\_