

# **APPLICATION FOR ADVANCE ON CME A/C**

1. Name of the programme :
2. Name of the applicant/ Convenor :
3. Designation :
4. Department :
5. Name of Sponsoring Agency if applicable :
6. Details of funds placed :
  - a) Funds placed by sponsoring Agency with budget if any:
  - b) Details of subscription received i.e. Name, Purpose, DD/NEFT/RTGS/ with UTR no. amount
  - c) Seed money received by the convenor :
  - d) Whether these are deposited in CME A/c., if yes, date of deposit:
7. Is the programme approved by the competent authority? If so, please enclose a copy of the approval.
8. Purpose of Advance:
9. Details of advance required (as per the budgetary provision)
  
10. Total amount of advance required
11. Unadjusted advance if any :

Head of the Department

Signature of the Convenor with desig. & date.

**FOR OFFICE USE ONLY**

Checked the contents of the application and found correct. An amount of Rs. ....  
is admissible as advance. Funds are available under the head.

Dealing Assistant

DDO  
AIIMS, Bhubaneswar CME A/c

Sanction order No.

Date:

**SANCTIONED Rs.**.....(Rupees.....)

Vide Note Sheet No..... File No. .... by the C.A.

DDO  
AIIMS, Bhubaneswar CME A/c