

NATIONAL INSTITUTE OF TECHNOLOGY, AGARTALA
 JIRANIA , BARJALA, AGARTALA ,TRIPURA . PIN -799046
GENERAL ADVANCE ADJUSTMENT FORM (GAADJF)

1	Name of the Applicant		
2	Designation of the Applicant		
3	Department/Section		
4	Email Id (official)		
5	Purpose of advance drawn		
6	Details of advance drawn :-	Amount of advance drawn	Rs.
		Bill no and date of drawal	
		Source of advance drawn	
7	Details of Adjustment	Total of expenditure as per voucher/Bill etc.	Rs.
		Less: Amount of advance drawn	Rs
		Balance amount Receivable from /Payable to Prof /Dr. /Mr. /Ms.	Rs
8	No. of Bill/Voucher enclosed (Pls. see details in reverse)		
9	<p>I declare that :- The voucher/bill etc. so submitted are original duly certified and signed. I have followed . GFR ,other prevailing Financial rules , Govt. of India guidelines etc. I have utilized the amount of advance as per mentioned purpose. I have refunded the balance amount, left after expenditure.</p> <p style="text-align: center;">The above mentioned details are true to my belief and knowledge.</p> <p>Date: _____ Signature of the Applicant _____</p>		
10	Signature of the recommending Authority	Dean/Registrar/HoD/HoC/Section In charge/Other	
11	Brief comment of the Internal Audit/Finance:-	Accountant/AR(Audit)/AR(Fin)/Audit officer	
12	Signature of the Approving Authority (As per limit of sanction , as applicable)	Registrar/Dean(P&D)/Dean(Sw)/Director I/c	
13	For any amount (May not required if approval is accorded in pt. no 12)	Director	
	Adjustment	<p>Advance of Rs. ----- only , disbursed vide</p> <p>Bill no: ----- dt: ----- has been adjusted and</p> <p>recorded in Advance Register. Rs. ----- -only has been</p> <p>refunded by the Applicant/reimbursed to the Applicant.</p> <p style="text-align: center;">Accountant/Dy. Registra(Fin)/Asst. Registrar(Fin)</p>	

*** After recording the adjustment a copy to be sent to the Incumbent for his/her record and information

