



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA  
Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

Telephone : [+91-0265] (Registrar) : 2795521

(DO/GCU/Audit/Academic) : 2793735 (IA/CAO) : 2795506 (Dy.R. Exam) : 2795502

To,  
The Registrar,(Accounts)  
M.S.University of Baroda,  
Vadodara.

Date:

**PROPOSAL FOR ADVANCE**

- 1) Name of the Research Scheme : \_\_\_\_\_
- 2) Name of the Funding Agency : \_\_\_\_\_
- 3) Name of the Dean/Head/Coordinator/Principal Investigator : \_\_\_\_\_
- 4) Name of the Faculty/Institute : \_\_\_\_\_
- 5) Amount of Advance requested: Rs. \_\_\_\_\_
- 6) Purpose for which advance is sought with details of estimated expenditure to be incurred under this advance \*(Add extra sheet if required)
  - (a) \_\_\_\_\_
  - (b) \_\_\_\_\_
  - (c) \_\_\_\_\_
- 7) Amount sanctioned in Budget Head/Scheme : \_\_\_\_\_
- 8) What is the Balance available under the Budget Head/Scheme : \_\_\_\_\_
- 9) Whether any previous advance is outstanding in Scheme/Project: Yes/No  
If Yes:
  - (a) University TR No. & Date: \_\_\_\_\_
  - (b) Amounting to Rs. \_\_\_\_\_
  - (c) Total Advance outstanding Rs. \_\_\_\_\_
- 10) Whether the bills for advance have been sent to Audit Section for adjustment: Yes/No  
If Yes:
  - (a) On which date: \_\_\_\_\_
  - (b) Amount Rs. \_\_\_\_\_

Principal Investigator/Coordinator

Head of Department

Dean/Principal/Director



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Date:

To,  
The Registrar (Accounts),  
The M. S. University of Baroda,  
Vadodara.

**PROPOSAL FOR ADVANCE (M&C FUND/HPP)**

- 1) Name of the Scheme/Programme/Course: \_\_\_\_\_
- 2) Name of the Dean/Head/Director/Co-ordinator : \_\_\_\_\_
- 3) Name of the Faculty/Institute: \_\_\_\_\_
- 4) Amount of Advance requested: Rs. \_\_\_\_\_
- 5) Purpose for which advance is sought with details of estimated expenditure to be incurred under this advance \*(Add extra sheet if required)
  - (a) \_\_\_\_\_
  - (b) \_\_\_\_\_
  - (c) \_\_\_\_\_
- 6) Amount sanctioned in the budget: \_\_\_\_\_
- 7) Balance available in the budget: \_\_\_\_\_
- 8) Whether any previous advance is outstanding in Scheme/Programme/Course: Yes / No  
If Yes:
  - (a) University TR No. & Date: \_\_\_\_\_
  - (b) Amount: Rs. \_\_\_\_\_
  - (c) Advance outstanding: Rs. \_\_\_\_\_
- 9) Whether the bills for advance have been sent to Audit Section for adjustment: Yes / No  
If Yes:
  - (a) On Which date: \_\_\_\_\_
  - (b) Amount: Rs. \_\_\_\_\_

Coordinator

Dean/Principal/Director