**भा.कृ.अनु.प. – राष्ट्रीय कृषि आर्थिकी एवं नीति अनुसंधान संस्थान (नीपा), देव प्रकाश शास्त्री मार्ग, पूसा, नई दिल्ली – 110012**

**ICAR – National Institute of Agricultural Economics & Policy Research (NIAP) Dev Prakash Shastri Marg, Pusa, New Delhi – 110 012**

**URL:** [**https://niap.res.in/**](https://niap.res.in/)

**ADVANCE FROM CASH IMPREST**

**Director Sir / In-charge,**  
Muster Roll/Page Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Amount in Rupees - No.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

An advance amount of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been sanctioned by the Director / I/c... Sl.No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ towards \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Sanction Register/F.No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_ only).

This amount may please be paid to me / Dr/Sh/Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on my behalf. The above advance will be adjusted within three days from the date of drawl of advance from Cashier.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please pay advance of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ only to Dr/Sh/Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from Cash imprest.

**Cashier**

**Drawing and Disbursing Officer (DDO)**

Received Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) from Cashier.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Entry has been made at Page No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Petty Cash Book.

Cashier  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adjustment of advance received on dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been received.

**Cashier**