



# SHIVAJI COLLEGE

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## ADVANCE WITHDRAWAL FORM

1. Name of Employee applying for advance \_\_\_\_\_
2. Amount of Advance required \_\_\_\_\_
3. Purpose of Advance in detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Designation \_\_\_\_\_
5. Department \_\_\_\_\_
6. Debit head \_\_\_\_\_
7. Details of previous advance, if any \_\_\_\_\_
8. Date \_\_\_\_\_
9. Signature of In charge / Convener \_\_\_\_\_

**PLEASE NOTE:** Your attention is drawn to the GF Rule(292): “ The adjustment bill, along with balance if any, shall be submitted by the employee within fifteen days of the drawl of advance, failing with the advance or balance shall be recovered from his/her next salary(ies)”.

**Signature:**

(Name:.....)

Principal