**Advance Form**

**Date:**

The Head AFD

Election Commission of Bhutan

Thimphu

|  |  |
| --- | --- |
| Amount required as advance |  |
| Reason for Requesting Advance |  |
| Name and Designation /Department /Division/Unit | **Signature** |
| Verification/Remarks by Account Officer | **Signature** |
| Comment by the approving authority | **Signature** |

**Note for sanction of Expenditure**

**No :**

**Date:**

**Proposal**

1. Name of Activity: ………………………………………………………
2. Budget (Balance). Nu: Available………………………………………….
3. Estimated Cost Nu: ……………………………………………………….
4. Mode of Execution: ………………………………………………………
5. **Any other Justification**

**Department/Division Head**

**Verification**

Availability of Budget/ other remarks **Accounts Officer**

**Approval**

**Sanctioning Authority**