

**Format “A”**

Sl.No	Payee detail	Balance at 30.6....	Amount over due		Current year's advances	Over due	Total over due	Remarks (Purpose & Period)
1.	Name, Designation & Employee ID		Up to 1 year					
			1 to 2 years					
			2 to 3 years					
			> 3 years					
2	Contractor's Address		Up to 1 year					
			1 to 2 years					
			2 to 3 years					
			> 3 years					
3	Supplier's address		Up to 1 year					
			1 to 2 years					
			2 to 3 years					
			> 3 years					
4	Party address		Up to 1 year					
			1 to 2 years					
			2 to 3 years					
			> 3 years					
5			Up to 1 year					
			1 to 2 years					
			2 to 3 years					
			> 3 years					
6			Up to 1 year					
			1 to 2 years					
			2 to 3 years					
			> 3 years					

Signature:

Name of Finance Officer:

**Format “B”**

All Outstanding advances will be reflected summarily in the following manner:

Sl. No	Category of advances	Previous year advances as on 30.6....		Current year advances as on end date of audit		Total over due amount (2) +(4)
		Total (1)	Over due (2)	Total (3)	Over due (4)	
1	Employees advance - Salary advance, training advance					
2	Supply advance					
3	Construction advance					
4	Public Works Advances (PWA)					

The above information shall immediately be followed with the following aging analysis

Sl.No	Aging	Amount	Remarks
1	Up to 1 year		
2	1 to 2 years		
3	2 to 3 years		
4	More than 3 years		