

Advance Account Activities for the Budget Estimate - Year 2026

Public Officers Advance Account activities

Name of the Ministry / Department / District Secretariat:

Advance "B" Account No.:

No. of Permanent Employees as at 30.06.2025	A	xxx		
No. of contract & Casual Employees as at 30.06.2025	B	xxx		
Total No of Employees	C	xxx		
Festival & special Advance				
Festival & special Advance per Employee (10,000+4,000)			14,000	
Total Allocation Required for festival & Special Advance (C x 14,000)	D		xxxxxx	
Distress Loan				
No. of Employees in Senior/ Tertiary/Secondary Level	A		xxxx	
Distress Loan per Employee in Sen./Ter./Sec. Level			400,000	
Total Allocation required for distress loan for the Employees in Sen./Ter./ Sec. Level (A x 400,000)	E		xxxxxx	
Total Allocation Required (D+E)				xxxxxxxx
Existing debit Balance in Advance "B" A/C as at 30.06.2025				(xxxxxx)
Remaining Provision available in advance "B" A/C as at 30.06.2025				(xxxxxx)
The balance amount required to pay the loan advances	F			xxxxxxxx
				Proposed Limits
Required Maximum Expenditure Limit for the Year 2026	F		xxxxxxxx	xxxx
Total Receipt for the period 01.01.2025 – 30.06.2025			xxxx	
Average receipt per month			xx	
Expected receipt for the year 2025			xxxx	
Required Minimum Limit for Receipts for 2026	G			xxxx
Balance in Advance "B" A/c as at 01.01.2025			xxxxx	
Expected total expenditure for the year 2025			xxxx	
Expected total receipts for the Year 2025			(xxxxxx)	
Expected Balance as at 31.12.2025			xxxxxxxx	
Required total expenditure for 2026	F		xxxxxxxx	
Required total receipts for 2026	G		(xxxxxx)	
Required Maximum Limit for Debit Balance for 2026				xxxxxx

Date:

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Signature
Head of the Department