



**: NATIONAL INSTITUTE OF TECHNOLOGY :: DURGAPUR :**  
**( FORM FOR DRAWAL OF TEMPORARY ADVANCE )**

1. Name of the applicant with designation :
2. Amount of advance required :
3. Purpose of advance in details :
4. Particulars of unadjusted advance, if any :
5. Approximate time for adjustment of this advance :

**: UNDERTAKING :**

I undertake that I shall be personally responsible for immediate adjustment of the above advance, if approved within the above specified period.

I also undertake that unspent balance, if any, shall be refunded immediately on completion of the job/journey but not later than **three working days**.

#Certified that I have already submit bill for the previous advance and no advance is lying outstanding against me.

Signature of the HOD/Section  
Seal :

Signature of the applicant with date  
Seal ( if any ) :

# Deleted if not applicable

**( FOR USE IN ACCOUNTS SECTION ONLY )**

No outstanding advance is lying against him as per the records available in the Accounts Section. The proposed advance may be consider in view of the above statement and undertaking.

Sanctioned a Temporary Advance of Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_  
\_\_\_\_\_ only) to Dr./Prof./Shri. \_\_\_\_\_

Dealing Assistant

Dy. Registrar (Accounts)

**DIRECTOR**

BILL No. MB/ \_\_\_\_\_ Dated : \_\_\_\_\_ Advance Ledger Folio No. \_\_\_\_\_  
Pay for Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_  
\_\_\_\_\_ only) to Dr./Prof./Shri. \_\_\_\_\_

Debitable Head : Temporary Advance to Staff

Dealing Assistant

**GBR No.**

Dy. Registrar (Accounts)

**( FOR USE IN CASH SECTION ONLY )**

Drawn vide Cheque No. \_\_\_\_\_ Dated : \_\_\_\_\_  
Received the payment in full. \_\_\_\_\_  
Dy. Registrar (Accounts)

Signature of payee in full with date  
CL/-

Cashier