



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर

ন্যাশনাল ইনস্টিটিউট অফ টেকনোলজি দুর্গাপুর
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

Mahatma Gandhi Avenue, Durgapur – 713209, West Bengal, India

(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 considered in view of the above statement and undertaking.

Sanctioned a Temporary Advance of Rs. ----- (Rupees -----

----- only to Dr. /Prof. /Shri -----

Dealing Assistant

Joint Registrar (Finance & Accounts)

REGISTRAR

Bill No.

Dated:

Advance Ledger Folio No.

Pay for Rs.----- (Rupees ----- only)
to Dr. / Prof. /Shri -----

Debitable Head : Temporary Advance to Staff

Dealing Assistant

GBR No.

Joint Registrar (Finance & Accounts)

(FOR USE IN CASH SECTION ONLY)

Drawn vide Cheque No.

Dated:

Joint Registrar (Finance & Accounts)

Received the payment in full.

Signature of payee in full with date

Cashier