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 BHOPAL-462 051

APPLICATION For TEMPORARY ADVANCE			Employee Code	
			Designation	
Name			Department	
Advance Required	Amount		Rupees (In words)	
Purpose of Advance				
Major Expenditure head/ Cost center				
Names of Proposed Committee Members with Designation	1			
	2			
	3			
Certificate by the Employee				
Certificate that all the advances drawn earlier have been adjusted and no advance is lying unutilized except last advance. I also ensure this advance shall be adjusted within a month after the receipt of advance. Failing the condition no further advance shall be released.				
Date:			Signature	
Recommended by	HoS / HoD		Approved by	

Sl No.	Name of items/ Commodities	Unit	Tentative unit Price	Quantity	Tentative Total	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
Grand Total						

Signature of Employee

Note:

- | | |
|---|---|
| 1 | It is mandatory to fill all the requisite information in the format. |
| 2 | Purchase Committee must be formed if purchases of Goods/ Services is more than Rupees 15000.00 |
| 3 | Advance must be adjusted within one month from the date of sanction otherwise Accounts section is free to recover from Salary |
| 4 | If any alteration needed in the format must be brought to the notice of DR Accounts for necessary action. |