## Motilal Nehru National Institute of Technology, Allahabad
## <u>Application for Advance</u>
### (To be filled in Duplicate)

Voucher No. :                                      Cheque No. :                                      Amount Rs.

Date :                                      Date :

1.  Employee Code :                Name :                                      Design.                Deptt.

2. Purpose for which advance is needed :

3. Justification for release of Advance :

4. Estimate for the amount required :

5. Head of Account :                                      Head of Account Code :

6. Particulars of advances for which the employee yet to settle :

| Adv. Trans. No. | Date | Head of account Code/Name | Purpose for which adv. drown | Amount |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Comment/Recommendation                                      Signature of the Employee
                                                                          Date :

**Approved**

Signature of the officer-in-charge                                      **Signature of Director**

7. Processing by the Account Section (To be used by the Account Section)

| Amount of advance | Head of Account Code/Name | Allotteed Amount (Rs.) | Expended Amount (Rs.) | Adv. Trans. No. |
|---|---|---|---|---|
|  |  |  |  |  |

**Dealing Asstt.**                **Supdt. Of Accounts**                **Dy. Registrar A/c**                **Registrar**

8. Received the amount of Rs. …………………………. (in words ……………………………………..) as an advance for the purpose mentioned above and I am aware of the fact that I am required to settle the advance within a month from the date of receipt of advance drawn. I have also noted the Advance Transaction No. ………………… for giving reference at the time of refund or submitting the adjustment of account.

**Date :**                                                                          **Signature of the Employee**