



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ) धनबाद
INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES) DHANBAD -826004

FORM OF STAFF ADVANCE FOR ALL PURPOSES EXCEPT LTC

1	Name of applicant, Designation & Department/Section	
2	Present Basic Pay and Pay Level (as per 7th CPC)	
3	Purpose for which the advance is needed	
4	Amount of advance required	
5	In case of tour the following information may be furnished:	
a	Place to be visited	
b	Duration of visit	From : To : No.of Days:
c	Details of Itinerary with estimated expenses: a) Air/Rail/Bus Fare (Onward and returned) b) Accommodation c) Food d) Travel within city e) Others (if any)	
d	Advance admitted (Limited to 90%)	
6	Whether the Tour programme has been approved by the Competent Authority. (Copy to be enclosed and original approval to be enclosed with the bill/claim)	

CERTIFICATE

- i. Certified that no advance is outstanding against me.
ii. Certified that adjustment bill for the present advance will be submitted after completion of the job work. **(Bills for adjustment of advance is required to be submitted within 15 days from the date of completion of the purpose)**

Date:

SIGNATURE OF THE APPLICANT

FOR OFFICE USE ONLY

- i. Certified that no advance is outstanding against the applicant.
ii. The proposed advance of ₹ _____ may please be sanctioned.

Dealing Assistant

AR(F&A)

JR(F & A)

Sanctioned ₹ _____

Registrar/Dean(F)

Passed for payment of ₹ _____

Dealing Assistant

AR(F&A)

JR(F & A)

BP Number _____

Component Code _____