



INDIAN SCHOOL OF MINES, DHANBAD

Admin. Deptt. : Project Account

FORM OF STAFF ADVANCE FOR ALL PURPOSES

1	Name of applicant, Designation & Department/Section	
2	Present Basic Pay (Pay band + Grade Pay)	
3	Purpose for which the advance is needed	
4	Amount of advance required	
5	Budgetary Head	
6	In case of tour, the following information may be furnished	
a	Air/Rail/Road fare (outward and inward)	
b	Station to be visited and period of half at each station	
c	Duration of Journey	
d	Daily allowances entitled : Journey Period Half Period : TOTAL :	
e	Total TA/DA due (A + B)	
f	Advance admitted (limited to 90%)	
7	Ref. No. of sanction of the competent authority (Copy to be enclosed and original sanction 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.

Date :

APPLICANT 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 approved / sanctioned.

DEALING ASSTT.

SECTION OFFICER (A/c.)
Approved/Sanctioned

ASST. / DY. REGISTRAR
(Accounts)

REGISTRAR / DIRECTOR

Passed for payment of ₹.....

DEALING ASSTT.

SECTION OFFICER (A/c.)

ASST/ DY. REGISTRAR
(Accounts)

Cash/Bank Vr. No.

Passed for payment of ₹ Dated

Cheque No.

For ₹

Date

Revenue
Stamp
₹1.00

Signature