NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

# FORM FOR APPLICATION FOR ADVANCE FROM THE R & C PROJECT/SCHEME

File No. (as in the AS&FS). ………………………………………………………Date of AS&FS: ………………….

Name & Designation of Staff …………………………………………………………………Ph. No.………………..

Project/scheme details: ……………….……………………………………………………………………………….

Project/scheme subhead………………………………………………………………………………………………..

Balance available in project/scheme subhead as on this request date…………………………………………………..

Purpose ……………………………………………………………………………………………………………….….

……………………………………………………………………………………………………………………………

Project Account No.: ………………………………………If account No. is not applicable, write the scheme………

1. Amount in figures:……………………………(In words: ……………………………………………………… …………………………………………………………………………………………………………………..)

Estimate:

1. Date on which the advance is required :………………………………….
2. (a) Whether any advance taken by the Officer on earlier occasion /is/are pending for settlement (either from projects or any office from Institute) : ………………………………….

(b) If yes, Reasons for this advance while earlier advance/s are outstanding : …………………………….. ……… ……… …………………………………………………………………………………………… ……… …………………………………………………………………………………………………….

1. Specific reasons for requirement of this advance on emergent basis : ………………………………………

………………………………………………………………………………………………………………..

1. Signature of Applicant with date :
2. Department/Office/Section :
3. Recommendation of the Head of the Department/Office/Section :

DATE:

# Sanction by Dean (R &C) /Director: