

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

APPLICATION FOR ADVANCE UNDER THE HEAD OF ACCOUNT – DOC

A-ADMINISTRATIVE AND FINANCIAL APPROVAL

1. Name of the Officer	:	
2. Designation	:	
3. Department/Office/Section	:	
4. Purpose for which advance is required	:	
5. Amount in Figures and words	:	
6. Specify the cumulative expenditure under DOC till this application (as per the register maintained by the Department/School/Centre)	:	
7. Recommendation/ Administrative & Financial Sanction by the Head of the Department/ School/Centre* (Strike-off whichever is not applicable)	:	Sanctioned/ Not sanctioned
		Head of the Department
8. Sanction by the Director (<i>only of applicable</i>) <i>*If the advance amount exceeds Rs.75,000/- sanction by the Dean (P&D)/Director is required</i>	:	Director

B-ADVANCE REQUEST

1. Date on which advance is required	:	
2. Whether any advance taken by the officer on Earlier occasion is/ are pending settlement	:	
3. If YES, reason for this advance while Earlier advance/s is/are outstanding	:	
4. Signature of the applicant with date	:	

Approval of Advance by Dean(P&D)/Director