**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 *(only of applicable)*  *\*If the advance amount exceeds Rs.75,000/- sanction by the Dean (P&D)/Director is required* | : | 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