

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 StaffPh. 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:

-
2. Date on which the advance is required :.....

3. (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 :

.....

.....

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

.....

5. Signature of Applicant with date :

6. Department/Office/Section :

7. Recommendation of the Head of the Department/Office/Section :

DATE:

Sanction by Dean (R &C) /Director: