



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर [हि. प्र.]

National Institute of Technology Hamirpur [H.P.]

[Under Govt. of India, Ministry of HRD, New Delhi]

REQUISITION FOR ADVANCE

a) An advance of Rs. _____ as per particular given below is required. I shall account for it on the prescribed form within seven days of the completion of job.

1. Purpose for which advance is required:
2. Budget Head:
3. Date of which amount is required:
4. Whether any previous advance outstanding:
(if yes state probable date of settlement)

Signature: _____

Name: _____

Designation: _____

Department: _____

FOR OFFICE USE of Head of the Department:-

The account of previous advance Rs. _____ has not been rendered, however a fresh advance amounting to Rs. _____/- may be given.

HOD.
Deptt. _____
NIT, Hamirpur (HP).

No. NIT/HMR/

Dated: _____

Verification in the Accounts Branch:-

An Advance of Rs. _____ is outstanding/ No advance is outstanding.

Dealing Asstt.

Supdt. (Accounts)

D. R. (Accounts)

Advance amounting to Rs. _____/- may be sanctioned /Not sanctioned.

D. R. (Admn.)

Registrar

Director