

# THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA

## REQUEST FOR ADVANCE

NAME	DESIGNATION	DEPARTMENT/PROJECT
ADVANCE REQUIRED	PURPOSE	

I hereby certify that no advance is outstanding in my name as on date.

\_\_\_\_\_  
**SIGNATURE**

### Recommendation :

Date : \_\_\_\_\_

\_\_\_\_\_  
Head, Deptt./School/Centre/Unit/Project

### For use in Accounts Section

Verified that no advance in outstanding/Advance of Rs. \_\_\_\_\_ outstanding in his/her name.

\_\_\_\_\_  
Checked by

\_\_\_\_\_  
A R (F&A)

\_\_\_\_\_  
D R (F&A)

### **SANCTIONING AUTHORITY**

Advanced amount **less than Rs. 15,000/-**  
(For purchase, travel & Institute Expenses)

Advanced amount **more than Rs. 15,000/-**  
(For purchase, travel, Institute Expenses & for all amount for any other special advance)

Date : \_\_\_\_\_  
(Sanctioning Authority)  
**Dean/Deputy Director**

Date : \_\_\_\_\_  
(Sanctioning Authority)  
**DIRECTOR**

### **NOTE**

- (a) Shall be paid in cash if advance is less than or equal to Rs. 3,000/-.  
(b) Shall be paid through cheque if advance amount is more than Rs. 3,000/-.

Received Cash / Cheque No.  Dated  amounting to  
Rs.  [ Rupees  ]

\_\_\_\_\_  
**SIGNATURE**

**NOTE:** Please attach the copy of Travel authorization or copy of purchase indent for request for advance